Users Procedures and Instruction Manual

(Government of Kiribati Line Ministry Processes)

Integrated Financial Management Information System (IFMIS)

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

FreeBalance, 2024-09-24

Document History

<table>
<thead>
<tr><th>Version</th><th>Date</th><th>By</th><th>Revision</th></tr>
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<tbody>
<tr><td>1</td><td>2023-June-12</td><td>FreeBalance</td><td>Initial Version</td></tr>
<tr><td>2</td><td>2023-July-21</td><td>FreeBalance</td><td>Updated to include reports and process flow</td></tr>
<tr><td>3</td><td>2023-August-13</td><td>FreeBalance</td><td>Updated to include new process flows, Recurrent Budget Internal Transfers, Virements, Development Fund Warrant, Development Warrant Transfers, Imprest and Advances process, and Guide to other Transactional Inquiries discussed during the Line Ministry Rollout.</td></tr>
<tr><td>4</td><td>2023-October-19</td><td>FreeBalance</td><td>Updated to include.

Removed Imprest Process. Transferred to a different Document.
Updated to include Department Warrants and Removed development Budget related steps to a different document.
Closing and cancellation of transactions
Add process of Deposits
Update process on Pay to Others Payment
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<tr><td>5</td><td>2024-July-12</td><td>FreeBalance</td><td>Updated to include

Frequently Asked Questions are updated.

How to update PRs, POs, and Commitment when it was created from previous month
How to check if PR has a linked PO, PO has a linked GSRN
How to check if the PV is paid or not
And others.

Prerequisites in entering the expenses section are added.

How to check the budget- through the report and budget control screen.
How to update all details relating to the vendor.

The process for vendor enrollment is updated to include
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			○ the changes made in the bank accounts and how to check the change request created from it. ○ The process of creating or updating the Financial Institution and Bank Branch. ● The process on how to create Subledgers for DNE Payments was added ● The Process for Inter Ministry Transactions is updated. ● The Department Warrant- Budget Transfer is added
6	2024-September-18	FreeBalance	Updated to add the Fixed Asset Management
7	2025 – December – 19	FreeBalance	Update to include: ● How to update Vendor's bank account ● How to generate IFMIS Trial Balance Report
8	2026 – July -6	FreeBalance	Update to include: ● Error message in Closing Commitment ● Error message in Closing PO

Table of Contents

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) to create 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 the 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.
- Steps on how to generate reports for use.

1.3 Intended Audience and Reading Suggestions

This report is intended for consumption by government officials, subject matter experts, business analysts and any other interested parties from the Line Ministries with the appropriate clearance from the Ministry of Finance and Economic Development (MFED) and the IFMIS Project Management Office (IFMIS PMO).

1.4 Terms and Abbreviation

Acronyms	**Description**
AA	Accountable Advance
BATV	Bank Account Transfer Voucher
CoA	Chart of Account
COMM	Commitment
CT	Company Tax
CPU	Central Procurement Unit
FP	Fiscal Period
FY	Fiscal Year

GSRN	Goods/Services Received Note
HVP	High Value Procurement
HOD	Head of the Division
IFMIS	Integrated Financial Management Information System
GL	General Ledger
GRP	Government Resource Planning
JV	Journal Voucher
LM	Line Ministry
LVP	Low Value Procurement
MVP	Medium Value Procurement
NAC	Natural Account Code
PEP	Payment Extract Payment
PO	Purchase Order
PV	Payment Voucher
PR	Procurement Requisition
SAM	Security Access Matrix
SRO	Senior Responsible Officer
TIN	Tax Identification Number
TM	Treasury Management
VAT	Value Added Tax
VLVP	Very Low Value Procurement
AT	Asset Transfer
CA	Custody Assignment
AI	Asset Item

2 Line Ministry Users and Processes

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

- Preparation of Procurement Requisition Form
- Preparation of or Local Purchase Order
- Acceptance and Inspection of Goods/Services Delivered
- Invoicing of purchases
- Preparation of Internal memo to pay expenses.
- Approval process for these transactions
- Preparation of Payment Vouchers,
- Recording of collection and printing of General receipts.
- Recording of adjustments and inter-ministry transactions.
- Use of reports for analysis and reference.
- Preparation of Department Warrants, Budget Transfers and Virements

2.1 Users Account

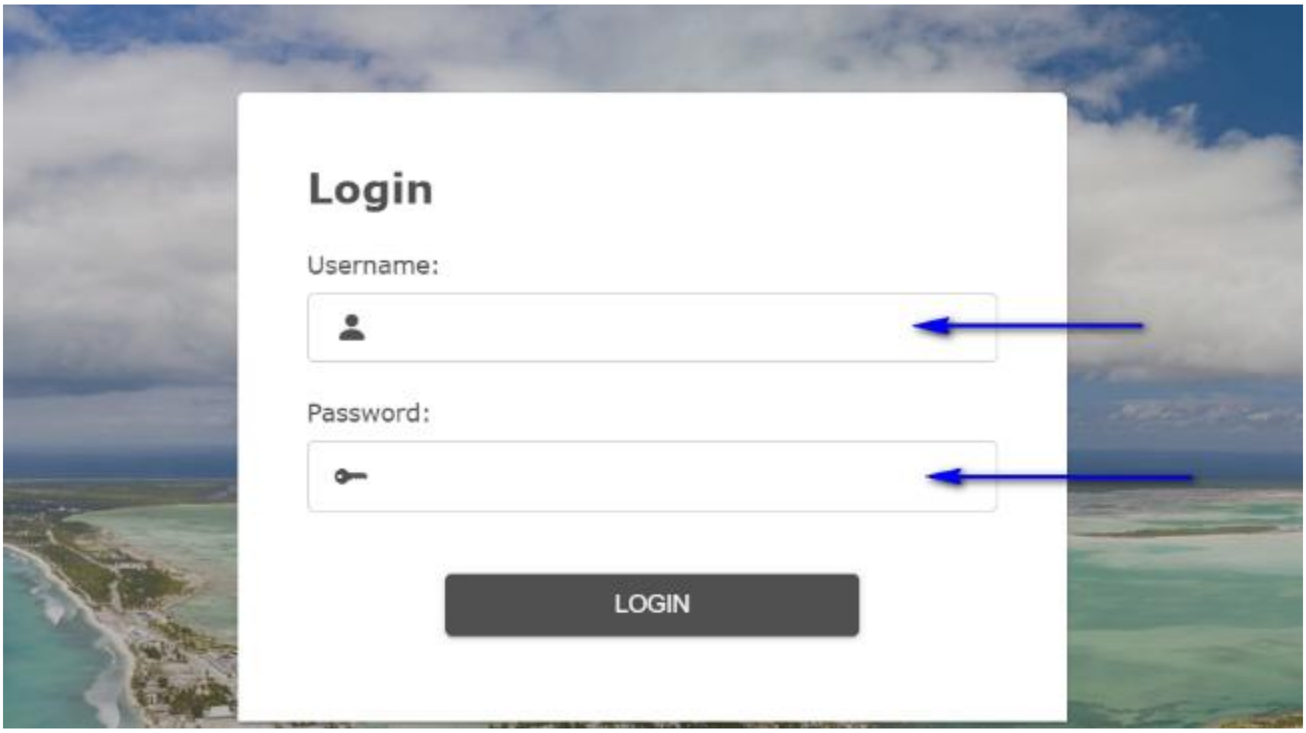
Please read this before you start working in IFMIS

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

https://apac.freebalance.com/Kiribati/faces/login.xhtml

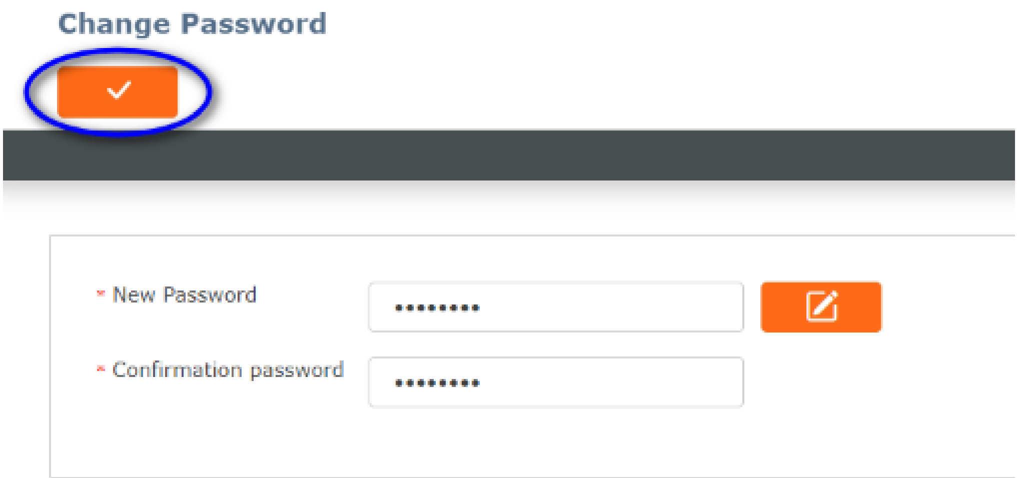
The Username and the Password shall be provided to each of the users.

Logging in for the first time:



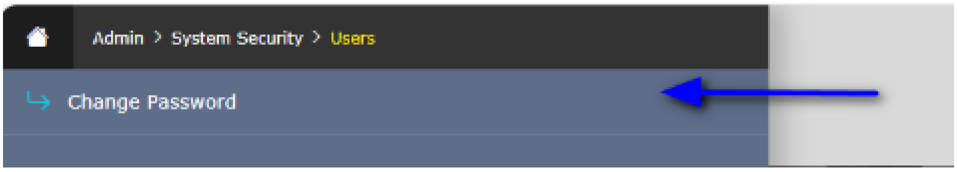
In the above screen enter your login id as provided to you and for the first time enter password as **123465** and click the **Login** Button or Press Enter.

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:

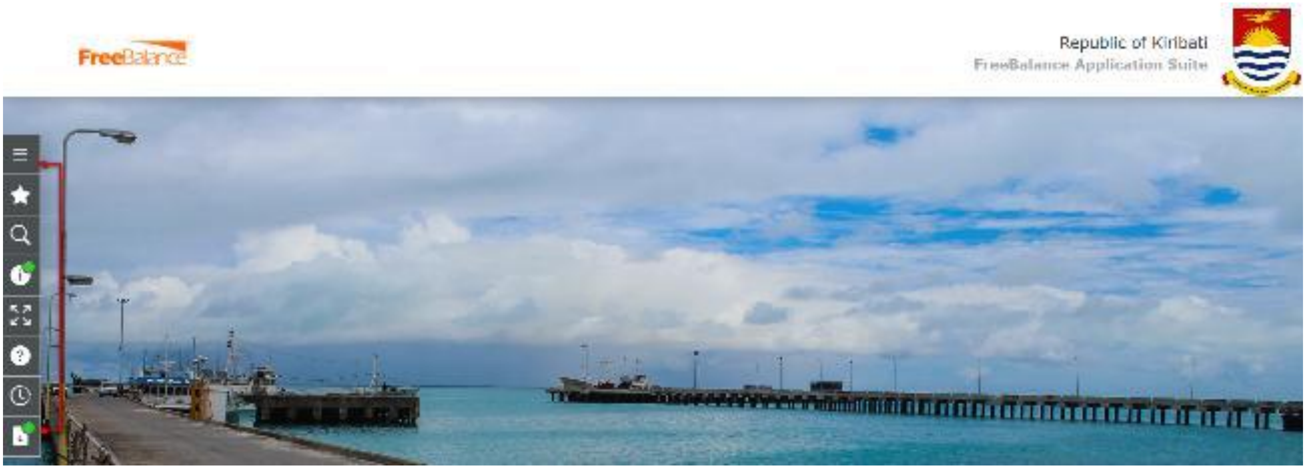


DO NOT SHARE YOUR PASSWORD WITH ANYONE.

When the user needs to reset his/her own password, they need to navigate the Menu > Admin > System Security > Users > Change Password.



The landing page is now available for the users.

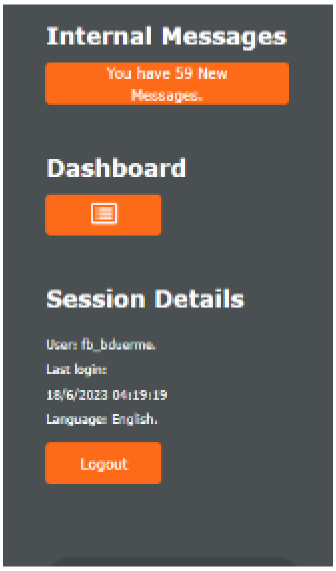


On the **left side** of the IFMIS screen, users will see a set of buttons called the sidebar. **This is from where you will navigate IFMIS.**

- **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

2.2 List of Ministry Processes

The list of processes done by all Ministries is listed below.

#	Business Process	IFMIS Process	GoK User Role	System Function
I. PURCHASING MANAGEMENT				
1.	Enrollment of Unlisted Vendor/s	Do a Search function to verify if Vendor required is already listed in the system	Personnel from respective Line Ministries (LMs)	Common Entity-Vendors

#	Business Process	IFMIS Process	GoK User Role	System Function
		Create Vendor if not in the system		
		Send the created Vendor for Approval- (select if Company/Vendor, or Employee/Beneficiary)		
		Update Vendor Bank Account		
		Create new Financial Institution		
		Add Bank Branch to a Financial Institution		
2.	Process Procurement Requisition Form	Create Purchase Requisition (PR)	Personnel from respective Line Ministries (LMs)	Purchase Requisition
		Review and endorse PR	Accountants/Senior Accountants of Respective LMs	Purchase Requisition
		Approve PR	HOD of Respective Divisions	Purchase Requisition
3.	Procurement Process for MVP and HVP	NA	Procurement Officers	NA
4.	Process Local Purchase Order	Create Purchase Order	Account Officers/ Accountants / Senior Accountants	Purchase Order
		Review Purchase Order	Accountants / Senior Accountants	Review PO
		Approve PO	Secretary, Deputy's, Directors, Accountant General	Approve PO
5.	Process Delivered Goods/Services Acceptance and Inspections	Accept delivered goods and Create Goods/Service Receive Note	Assigned Personnel from respective Line Ministries (LMs),	Goods/Services Receive Note
		Inspect/Approve Goods/Service Receive Note	HOD of Respective Divisions	Approve GSRN
II. COMMITMENT MANAGEMENT				
6.	Process Commitment Form	Create Commitment	Assigned Personnel from respective Line Ministries (LMs)	Commitment
		Review and endorse Commitment	Accountants/Senior Accountants of Respective LMs	Review Commitment
		Approve Commitment	HOD of Respective Divisions	Approve Commitment

#	Business Process	IFMIS Process	GoK User Role	System Function
III. ACCOUNTS PAYABLE AND PAYMENTS				
7.	Invoicing	Prepare Payment Voucher	Accountants / Senior Accountants	Payment Voucher
		Authorize PV by Line Ministry	Secretary, Deputy's, Directors, Accountant General	Payment Voucher
8.	Recording of Outer Islands expenditure from Purchases	Create, Endorse, and Approve Commitment	Island Treasurers	Commitment
		Prepare Payment Voucher	Island Treasurers	Payment Voucher
		Authorize Payment Voucher	Island Treasurers	Payment Voucher
IV. REVENUE AND COLLECTION MANAGEMENT				
9.	Recording of collections	Prepare Revenue Voucher	Cashier/Accounts Officer/Accountants /Senior Accountants	Revenue Voucher
		Approve Revenue Voucher at the Line Ministry level	Accountant General/ Directors/ Secretaries	Revenue Voucher
10.	Recording of Outer Islands collections	Prepare Revenue Voucher	Island Treasurers	Revenue Voucher
		Review Revenue Voucher	Island Treasurers	Revenue Voucher
V. ADJUSTMENTS, GENERAL LEDGER, AND ACCOUNTS				
1.	Recording of Adjustments/ non-cash or credit transactions	Prepare Journal Voucher	Accounts Officers /Accountants/ Senior Accountants	Journal Voucher
		Review Journal Voucher	Deputy's/ Accounting General/ Directors/ Secretaries	Journal Voucher
2.	Recording of Request for Advances/ Imprest	Prepare Accountable Advance	Accounts Officers /Accountants/ Senior Accountants	Accountable Advance
		Authorize Accountable Advance at the Ministry Level	Deputy's/ Accounting General/ Directors/Secretary	Accountable Advance
VI. BUDGET REALIGNMENTS AND TRANSFERS				
3.	Request for Budget Internal Transfers	Prepare Budget Voucher	Accountants/Senior Accountants	Warrants, Virements & Supplements Voucher
		Approve Budget Voucher by Line Ministry	Secretaries	
4.	Request for Virements	Prepare Budget Voucher	Senior Accountants/Division Directors	Warrants, Virements &

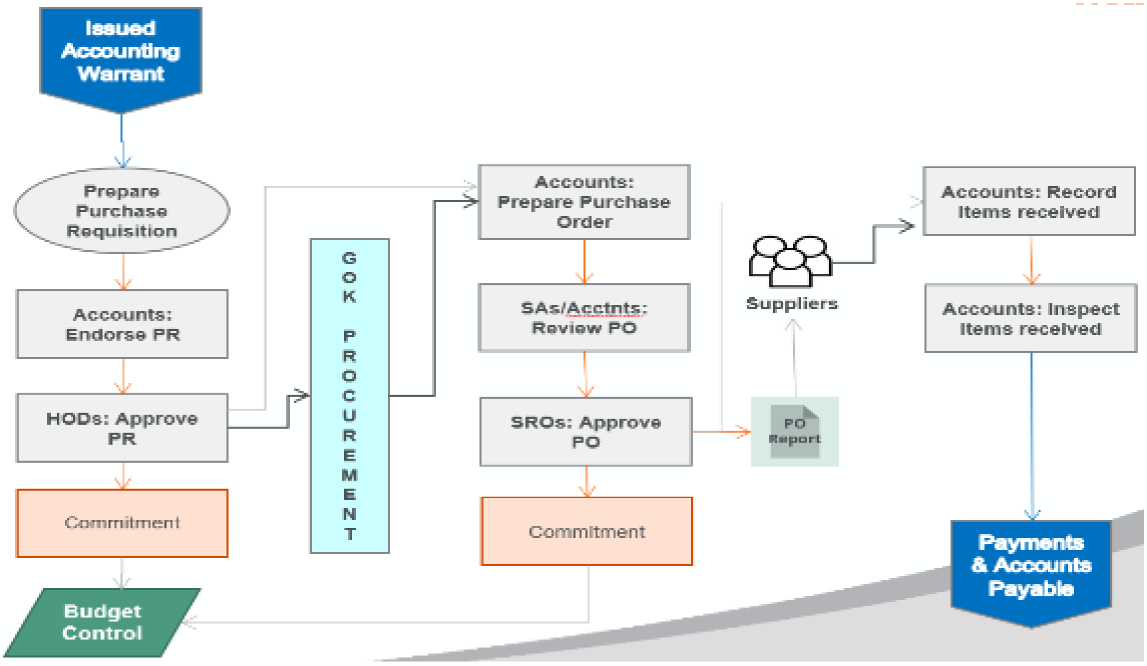
#	Business Process	IFMIS Process	GoK User Role	System Function
		Approve Budget Voucher by Line Ministry	Secretaries	Supplements Voucher
5.	Record Department Warrants	Prepare Department Warrants	Accounts Section	Warrants, Virements & Supplements Voucher
		Approve Department Warrants	Accounts Section	
VII FIXED ASSET MANAGEMENT				
6.	Process Procurement Requisition Form	Create Purchase Requisition (PR)	Personnel from respective Line Ministries (LMs)	Purchase Requisition
		Review and endorse PR	Accountants/Senior Accountants of Respective LMs	Purchase Requisition
		Approve PR	HOD of Respective Divisions	Purchase Requisition
7.	Process Local Purchase Order	Create Purchase Order	Account Officers/ Accountants / Senior Accountants	Purchase Order
		Review Purchase Order	Accountants / Senior Accountants	Review PO
		Approve PO	Secretary, Deputy's, Directors, Accountant General	Approve PO
8.	Process Delivered Goods/Services Acceptance and Inspections	Accept delivered goods and Create Goods/Service Receive Note	Assigned Personnel from respective Line Ministries (LMs),	Goods/Services Receive Note
		Inspect/Approve Goods/Service Receive Note	HOD of Respective Divisions	Approve GSRN
9.	Invoicing	Prepare Payment Voucher	Accountants / Senior Accountants	Payment Voucher
		Authorize PV by Line Ministry	Secretary, Deputy's, Directors, Accountant General	Payment Voucher
10.	Asset Registration	Create Asset Item	Assigned Personnel from respective Line Ministries (LMs)	Asset Item created
		Review Asset item	Accountants / Senior Accountants	Review AI
		Approve AI	SROs and HODs	Approve AI
		Posted in Asset Register	Internal Audit	Asset posted
11.	Asset Transaction – Work in Progress managed by GOK	Create Asset Transaction	Assigned Personnel from respective Line Ministries (LMs),	Create AT

#	Business Process	IFMIS Process	GoK User Role	System Function
		Review Asset Transaction	Accountants / Senior Accountants	Review AT
		Approve Asset Transaction	SROs and HODs	Posted in Work in Progress Item
12.	Custody Assignment	Create Custody Assignment	Assigned Personnel from respective Line Ministries (LMs)	Create CA
		Review Custody Assignment	Accountants / Senior Accountants	Review CA
		Approve Custody Assignment	SROs and HODs	Approve CA
13.	Asset Transfer	Prepare Asset Transfer	Accountants / Senior Accountants	Create Asset Transfer
		Authorize Asset Transfer	SROs and HODs	Approve Asset Transfer
14.	Disposal of Asset	Prepare Asset Transactions to disposal (Sale/Retirement)	Assigned Personnel from respective Line Ministries (LMs)	Prepare Asset Transaction
		Review disposal (sale/retirement)	Accountants / Senior Accountants	Review disposal
		Approve disposal	SROs and HODs	Approve disposal
		Post in Asset Registry	Internal Audit	Post in Asset registry
15.	Fixed Asset Revaluation/Devaluation	Prepare Asset Transaction (Revaluation/Devaluation)	Assigned Personnel from respective Line Ministries (LMs)	Prepare Asset Transaction
		Review Asset Transaction (Revaluation/Devaluation)	Accountants / Senior Accountants	Review Transaction
		Approve Asset Transaction	SROs and HODs	Approve Transaction
16.	Asset Maintenance of Registered Item	Prepare Asset Maintenance policy	Assigned Personnel from respective Line Ministries (LMs)	Create Maintenance policy
		Approve policy	SROs and HODs	Approve Maintenance Policy
		Create Maintenance Schedule	Assigned Personnel from respective Line Ministries (LMs)	Create Maintenance Schedule
		Approved schedule	SROs and HODs	Approve maintenance schedule
17.	Fixed Asset with Insurance	Prepare Asset insurance policy	Assigned Personnel from respective Line Ministries (LMs)	Create Insurance policy

#	Business Process	IFMIS Process	GoK User Role	System Function
		Approve insurance policy	SROs and HODs	Approve insurance policy
		Create insurance claim	Assigned Personnel from respective Line Ministries (LMs)	Create insurance claim
		Report insurance claim	Accountants / Senior Accountants	Approve claim – prepare revenue voucher

3 Purchasing Management

The Purchasing Management module manages all the processes involved in the utilization of budgets. The creation of a Purchase Request (PR) or Commitment initiates the process. The PR/ Commitment is not saved unless there is an available budget and/ or Warrant. Once PR/ Commitment is approved, the commitment is automatically created of a Purchase Order (PO). The approval of PO will automatically create Commitment and close the corresponding PR. The system will validate the amount of Commitment not exceeding PR amount. It will be validated by the system in terms of available Warrant. The approved PRs will proceed to the procurement process, using the MFED procurement process outside IFMIS. Once procurement is done and the vendor/supplier is determined, the transaction, it will be recorded in IFMIS through the creation



3.1 Pre-requisites in recording of Line Ministry Expenses

Based on purchasing plans and necessary purchase of goods or services, users must first Purchase Requisition.

To prepare the Purchase Requisition, follow these steps.

BEFORE YOU begin preparation of PR, check the following:

1. Does the account code (coding block) under which you want to raise the PR, has available Budget? **For the correct account code (coding block) refer to the Chart of Accounts (COA) file already provided to you.**
2. If Budget is not available, raise **a request over mail** for Budget Transfer with your Senior Accountant (Accountant in case of few Ministries). Refer to Section 9.1 of this manual for the process for Budget Transfer.
3. Do the vendors from whom you have received quotations available in IFMIS? If not, add the vendors.

3.1.1 Check if Budget is available.

3.1.1.1 Check if Budget is Available through report

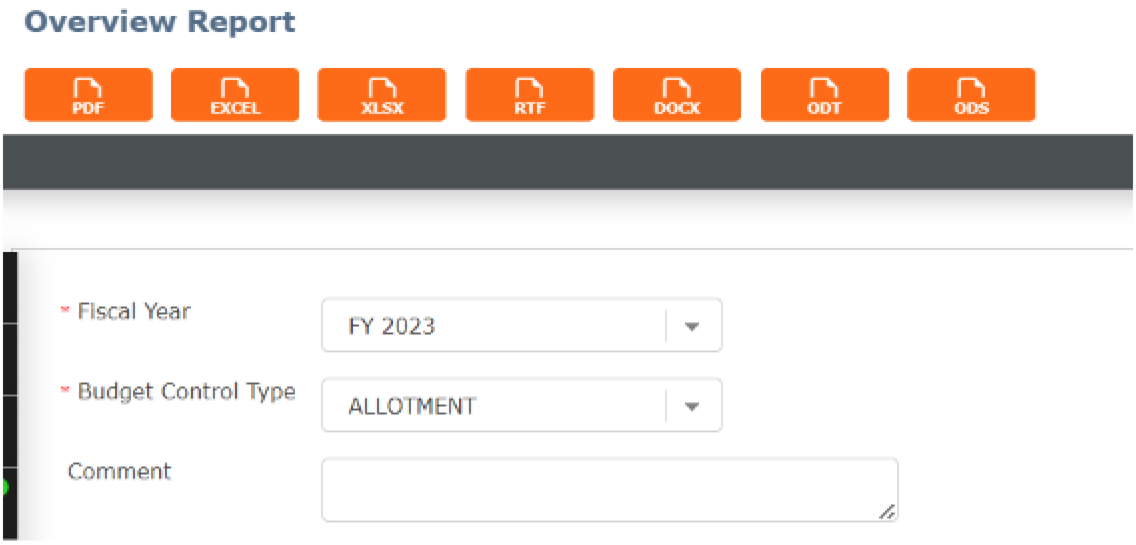
To see the Warrants and Allocations Available for the Division, users may use the **Financial Budget Overview report** as a reference. This is generated from the system. Once downloaded, users must now make sure that this report is saved for future references.

To generate the report, follow these steps:

Step 1. Navigate Menu > Budgeting and Appropriations > Reports > Financial Budget Overview Report

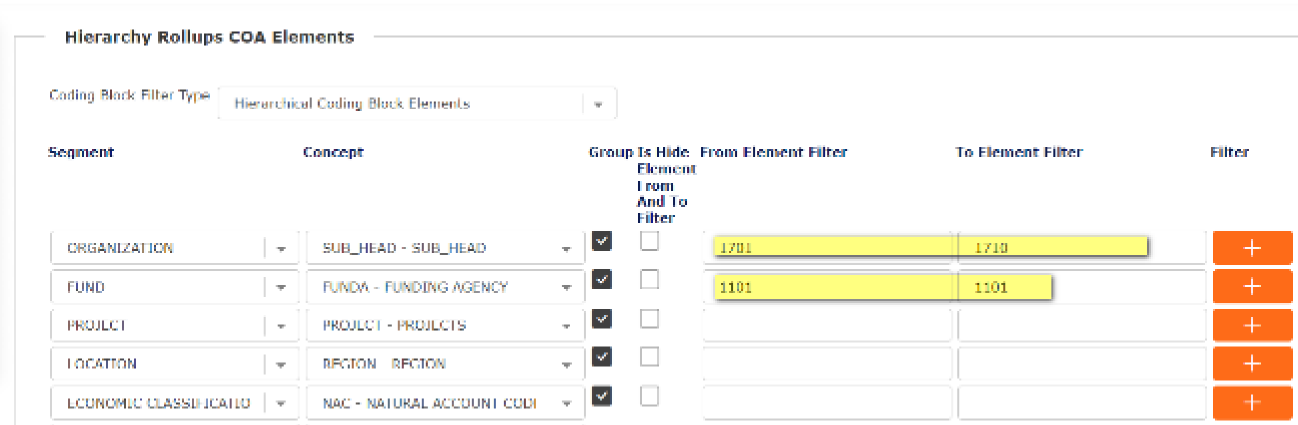
Step 2. To generate available Allocations for specific department, sorted per Funding Source, Project, Location and National Economic Code, use the following report filter criteria:

- Fiscal Year: Budget Year (Currently, 2023)
- Budget Control Type: Allotment

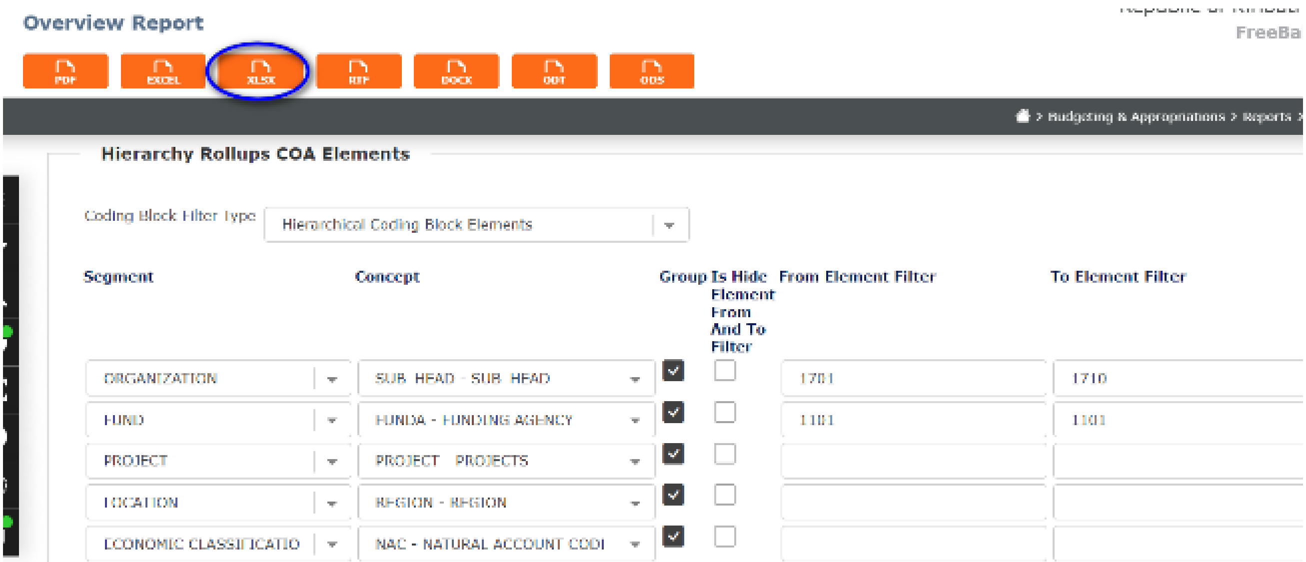


Step 3. From the Hierarchical Rollups COA Elements section, click the Dropdown from the Coding Block Filter Type field and select **Hierarchical Coding Block Elements.** Set all applicable segments as indicated below. To add the filters, do the following

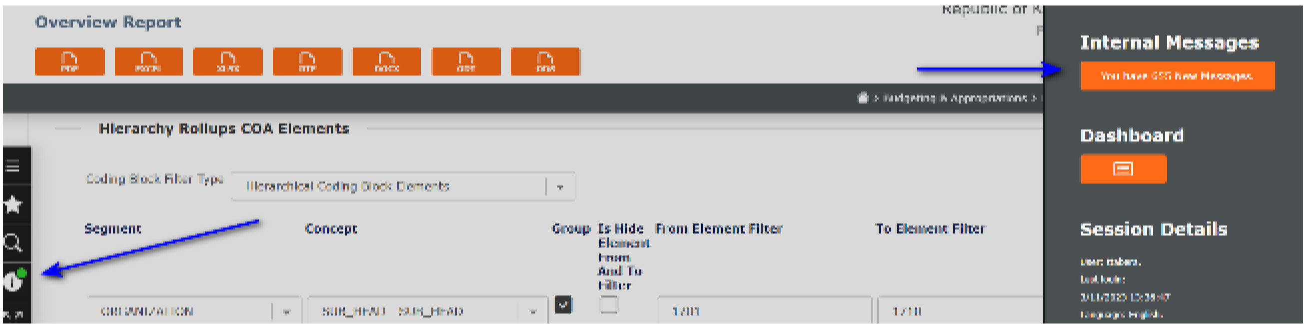
- Organization/Subhead: Add the codes for the Ministry in the Element from and to.
- Fund/Funding Agency: If the report is for Recurrent Budget, then add the 1101- Conso Fund, but if it is for Development Budget add the from number as 3101 and the To element as 3299
- Project/Projects: Leave blank filter by project is not needed, otherwise enter the project code
- Location/Region: Leave blank if not needed.
- Economic Classification/NAC: Leave blank if not needed.



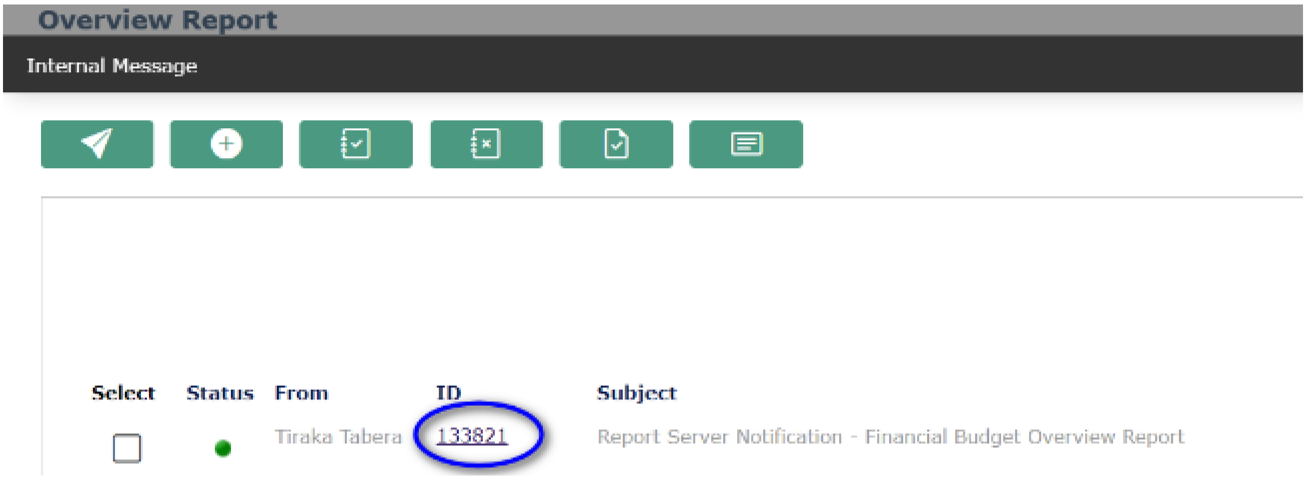
Step 4. Click the xlsx button to generate the report.



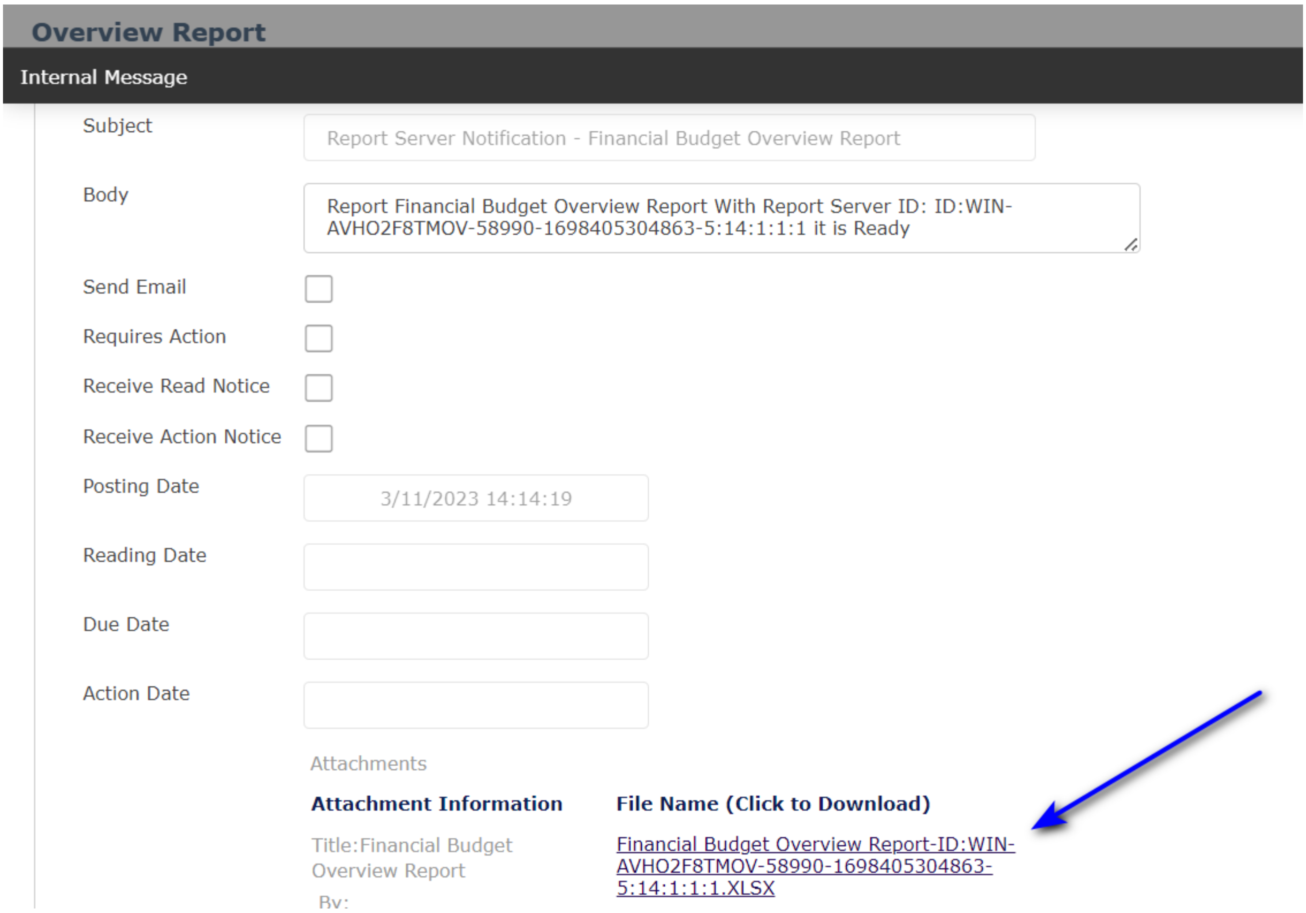
Step 5. Click the (i) and click the Internal Message



Step 6. Click the linked ID of the notification for the generated report.



Step 7. Go to the file and click the link to download.



Step 8. Refer to the report generated. The highlighted cells are converted into the coding block. The line means.

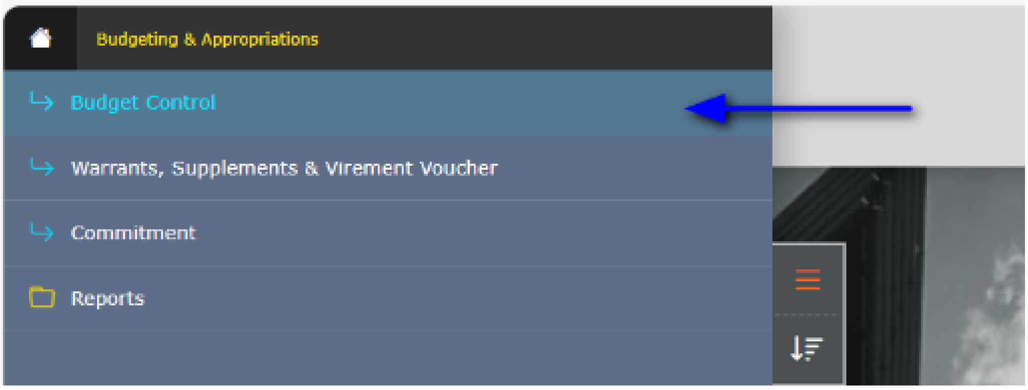
- Coding block: 1701/1101/00000/91/221311/011
- Original Budget: This is the original amount from the Accounting Warrant
- Current Budget: This is the revised Amount after virements and transfers.
- Payment Voucher Amount: All PVs and actuals
- Commitment/Purchase Order: These are charged from approved POs and Commitments
- Commitment/Purchase Requisition: These are charged from approved PRs.

Coding Block	Original Budget	Current Budget	Difference: Current – Original	NA	Payment Vouchers	Commitment (Purchase Order / Manual)	Commitment (Purchase Requisition)	Available Balance
SUB_HEAD / FUNDING AGENCY / PROJECTS / REGION / NATURAL ACCOUNT CODE	A	B	C – B – A	D	E	F	G	H = B - (E + F + G)
1701 Administration	1,236,176.04	1,261,176.04	25,000.00	-	33,561.56	33,807.31	1,274.62	1,192,532.55
1101 Government of Kiribati	1,236,176.04	1,261,176.04	25,000.00	-	33,561.56	33,807.31	1,274.62	1,192,532.55
00000 Not Defined	1,236,176.04	1,261,176.04	25,000.00	-	33,561.56	33,807.31	1,274.62	1,192,532.55
1 Gilbert Islands (Tarawa)	-	-	-	-	(11.00)	-	-	11.00
111110 Personal Income Tax (PAYE)				-	(11.00)			11.00
9 National	1,236,176.04	1,261,176.04	25,000.00	-	33,572.56	33,807.31	1,274.62	1,192,521.55
111211 Company Tax	-	-	-		(16.09)	-	-	16.09
211111 Salaries	303,808.40	303,808.40	-	-	-	-	-	303,808.40
211113 Housing Assistance	11,328.00	11,328.00	-	-	-	1,302.00	-	10,026.00
211114 Allowances	28,508.70	28,508.70		-	-			28,508.70
211115 Overtime	23,407.36	23,407.36	-			-	-	23,407.36
211116 Temporary Assistance	14,880.00	14,880.00	-			-	-	14,880.00
211117 Leave Grants	72,000.00	72,000.00	1701/1101/00000/91/221311		-	-	-	72,000.00
212111 KPF Contributions	23,901.63	23,901.63	-	-	-	-	-	23,901.63
221113 Consultancy Services - Local	77,242.79	67,242.79	(10,000.00)	-	7,684.49	4,434.38		55,123.92
221311 Cleaning Services	15,169.60	8,169.60	(7,000.00)		1,023.00	792.00	-	6,354.60
221411 Recruitment- Advertisement Cost	12,390.00	12,390.00	-		547.25	47.50	47.50	11,761.75
222111 Repairs and Maintenance- Office Buil	-	-	-	-	200.00	-	-	(200.00)

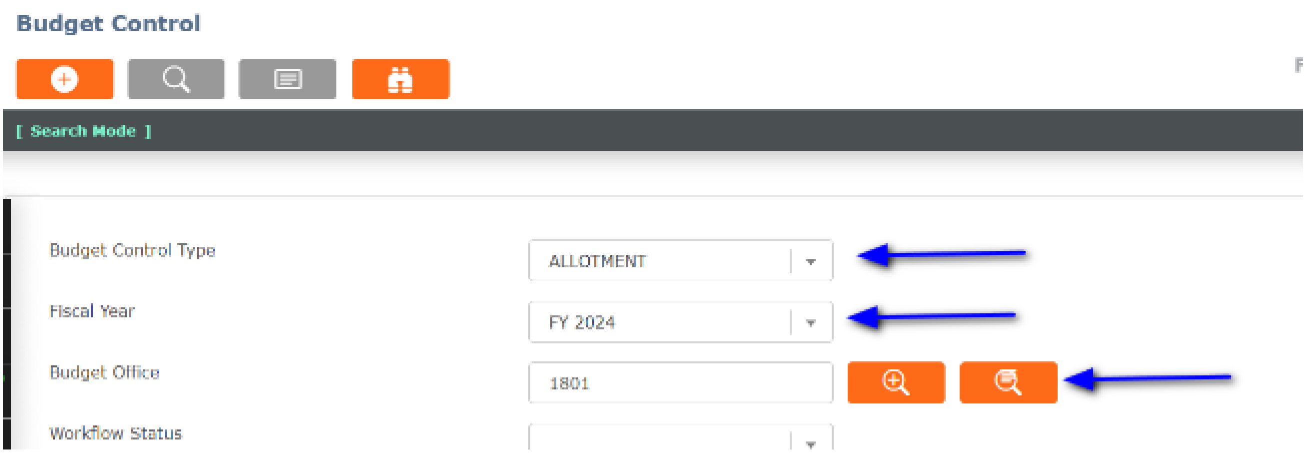
3.1.1.2 Check if Budget is Available through the Budget Control

For individual Coding Blocks, the user can check directly in the Budget Control. Details of the Commitment, PR, PO, PV Numbers are also available.

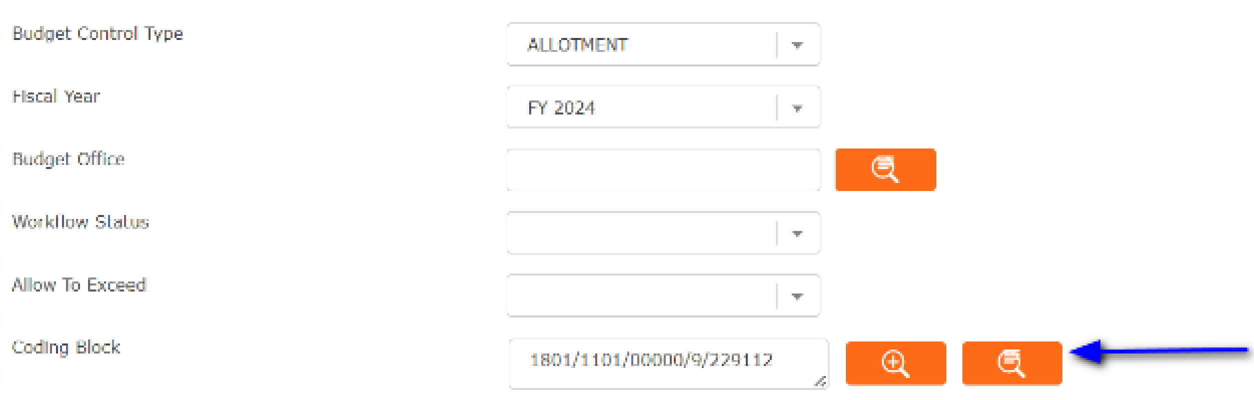
Step 1. Navigate the Menu > Budgeting and Appropriations > Budget Control



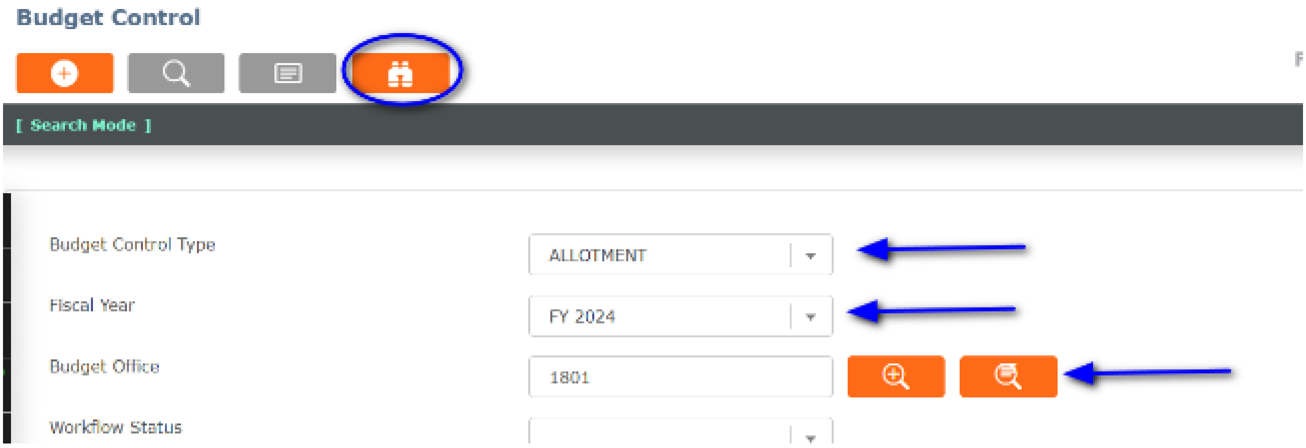
Step 2. Provide the Filter data as follows.



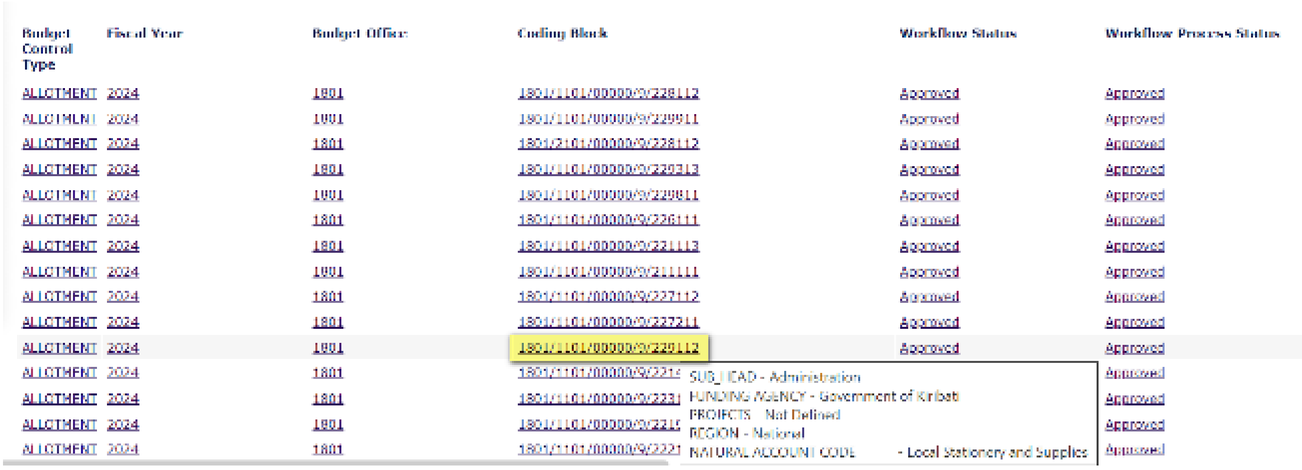
If the Coding Block is known, enter the codes in the Coding Block field.



Step 3. Click the Find button.



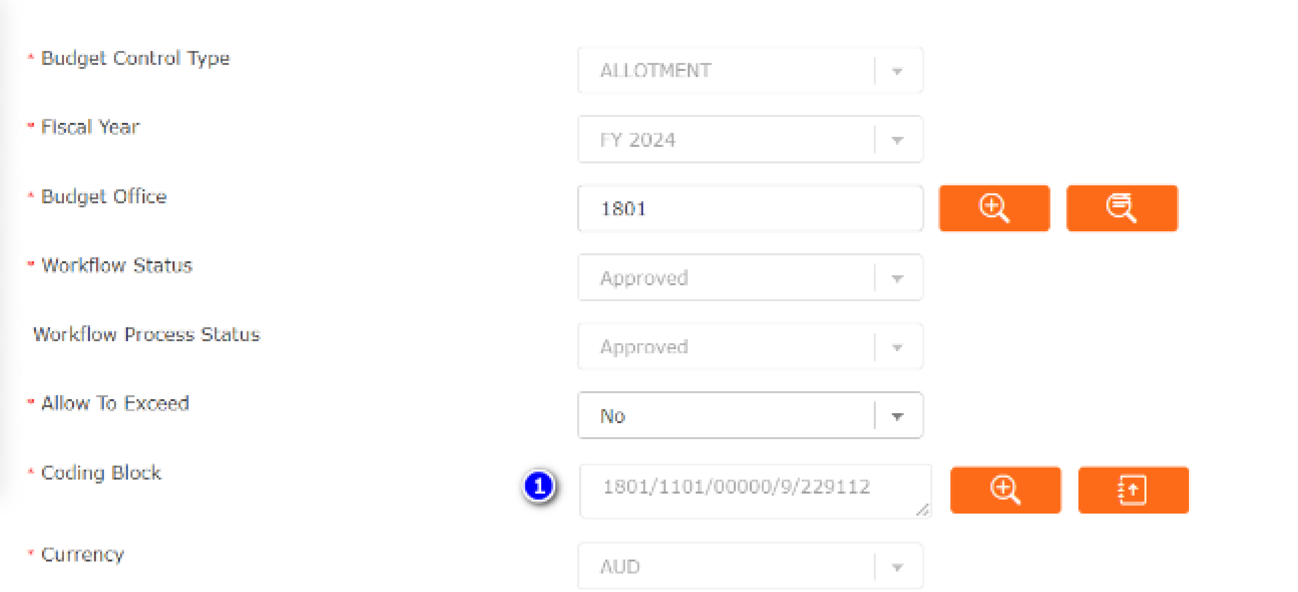
Step 4. Hover the cursor to display the descriptions of the Codes. Click to select the coding block to check.

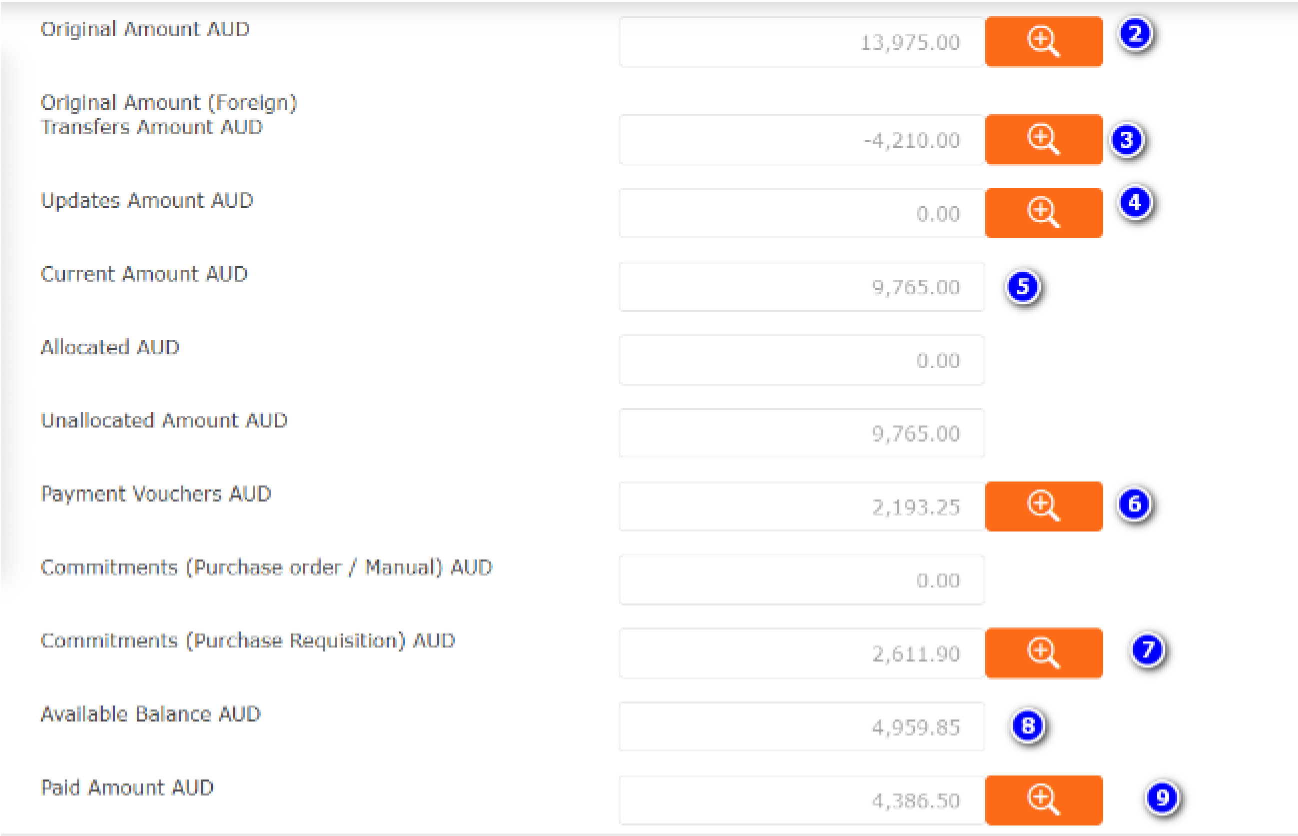


Step 5. The following details are displayed.

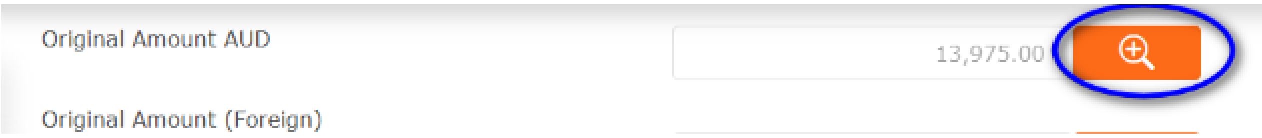
1. **Coding Block:** This is the budget coding block of the transactions. The transaction coding block for this is 1801/1101/00000/9**1**/229112**/109**
2. **Original Amount**: Displays the amount that is generated from the Budget Planning. Or this is the equivalent amount of the Budget in the Budget Book for Recurrent Budget. It is the original amount pledge from Donors or Opening Balances if it is Development Budget.
3. **Transfers Amount**: This is the sum of all transfers made, this is DW if it is Recurrent Budget, and all warrants if it is Development Budget

4. **Updates Amount**: These are all the amounts added. It is Statutory Budget or Supplementary budget
5. **Current Amount**: This the equivalent of Revised Budget.
6. **Payment Vouchers**: This is the sum of all posted vouchers. This is posted from Payment Voucher and/or Journal Voucher if it is Expense Accounts. This is posted from Revenue Voucher and/or Journal Voucher if it is Revenue Accounts.
7. **Commitments (Purchase Requisition):** This is the sum of all Purchase requisitions approved. The other screen is Commitments (Purchase Order/Manual) This is the sum of all Commitments made and all Purchase Orders approved.
8. **Available Balance: This is the current and real time available budget balance.**
9. **Paid Amount:** This is the sum of all vouchers paid.





Step 6. Click the Details button beside the amount to drill down the origin of the amount.



Step 7. For the Original Amount, the source is the Budget Planning. This is the amount that is available for the Line Ministries Divisions for from the Budget Book.

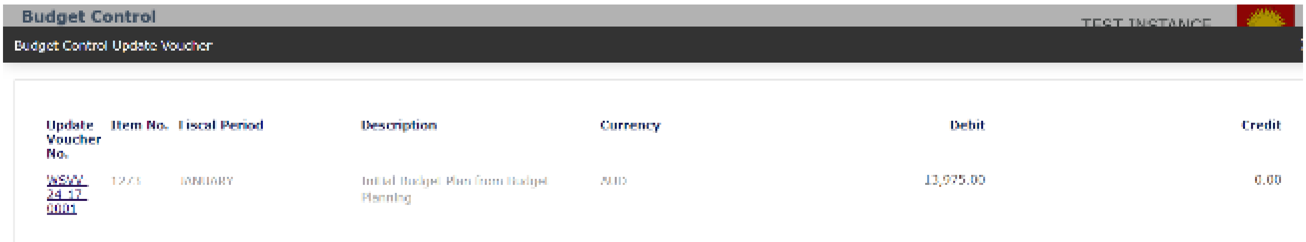


Table 18(b): HEAD 18 - MINISTRY OF WOMEN, YOUTH, SPORTS AND SOCIAL AFFAIRS BUDGET – 2024 cont'd

Code	Description	2023 Budget	2023 Revised	2024 Budget	2024 Budget vs 2023 Revised ($)	Admin 01	Sport 02	Social Welfare 03	Youth 04	Women 05	NGO 06	Disability 07
227211	Local Airfares/ Shipfares	84,541	84,541	29,948	(54,593)	7,676	1,864	5,880	8,596	3,888	2,044	
227212	Travel Allowance			2,000	2,000							2,000
227213	Int. Travel- Misc Incidental			12,518	12,518	2,000	2,240	3,568	2,250	1,170	1,290	
227311	External Travel- Per Diem	155,202	155,202	62,102	(93,100)	36,261	4,944	10,851	4,740		1,806	3,500
227312	External Travel- Airfare			78,164	78,164	46,000	4,625	14,289	2,300		4,000	7,050
227313	External Travel- Taxi Hire			7,100	7,100	6,990			110			
227314	Ext Travel- Misc Incidental			1,600	1,600			1,300	300			
228112	Local Per Diems			26,000	26,000	7,350	4,410	5,000		6,300	2,940	
228211	Local Training- Catering	29,810	29,810	43,475	13,665		200		9,275	16,650	1,350	16,000
228213	Local Training- Reimbursement	6,980	6,980	1,500	(5,480)			1,500				
228214	Local Training- Fees to presenters			3,100	3,100				800	1,500		800
228215	Local Training- Hire of venue			11,850	11,850			4,200	1,650	3,000		3,000
228299	Local Training- (Others)			14,768	14,768			3,000	4,310	4,800	2,658	
228311	Overseas Training Fees	2,000	2,000		(2,000)							
229111	Local Printing	5,600	5,600	1,600	(4,000)	1,600						
229112	Local Stationery and Supplies	26,549	26,549	27,028	479	13,975	4,472	3,475	2,000	600	1,476	1,030
229311	Electricity and Gas	72,120	72,120	72,120		72,120						
229313	Sewerage			1,200	1,200	1,200						
229811	Office Equip, Furniture and Software-Local			22,335	22,335	6,561		3,014	1,700	2,500	5,560	3,000
229899	Sundry Purchases (Local)			7,000	7,000					7,000		
229911	Office Equip, Furniture and Software-Overseas	15,895	15,895	16,415	520	16,415						

Step 8. Drill down the Transfers Amount details to check the DWs posted.

Original Amount AUD	13,975.00
Original Amount (Foreign) Transfers Amount AUD	-4,210.00
Updates Amount AUD	0.00

Step 9. The list of the Updates or DWs is listed.

Budget Control TEST INSTANCE

Budget Control Update Voucher

Update Voucher No.	Item No.	Fiscal Period	Description	Currency	Debit	Credit
WSVV-24-18-0026	1	MARCH	Top up budget for HM outstanding 2023 imprest #1448/23 (Miami 11 - 21 september 2023)	AUD	0.00	4,210.00

Step 10. Click the Details button to check the source Vouchers of the Actuals.

Payment Vouchers AUD	2,193.25
Commitments (Purchase order / Manual) AUD	0.00

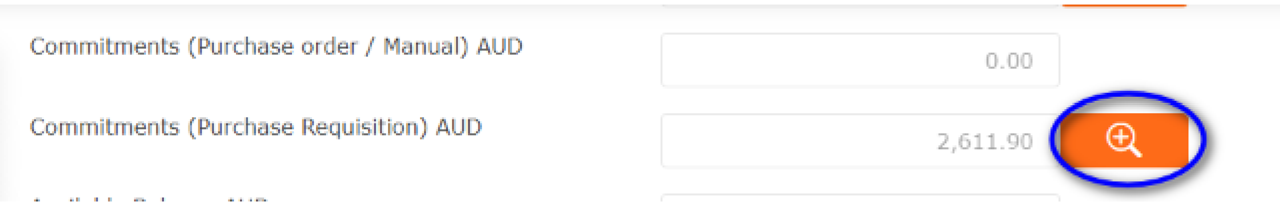
Step 11. The list of PVs are displayed.

Budget Control TEST INSTANCE

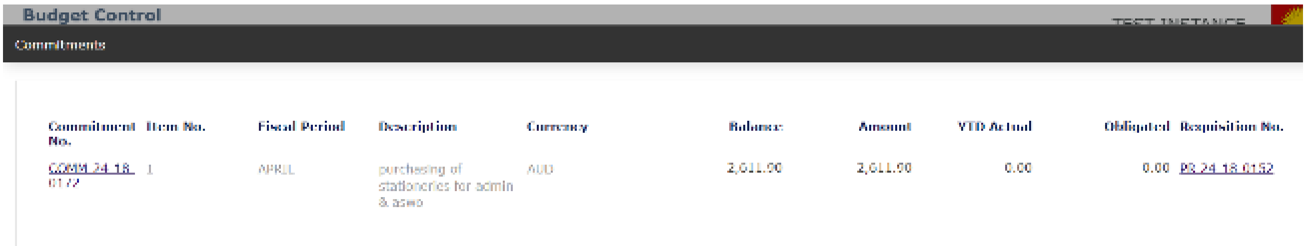
Journal Voucher

Journal Voucher No.	Item No.	Fiscal Period	Description	Currency	Debit	Credit	Voucher Source	Source Document Number
JV-2024-MAR-18-0094	2	MARCH	Photocopier toner	AUD	398.00	0.00	Payment Voucher	PV-24-18-0173
JV-2024-MAR-18-0094	4	MARCH	Photocopier toner	AUD	578.00	0.00	Payment Voucher	PV-24-18-0173
JV-2024-MAR-18-0094	5	MARCH	Photocopier toner	AUD	169.00	0.00	Payment Voucher	PV-24-18-0173

Step 12. Click the Details button of the Commitments/PR to check the source transaction.

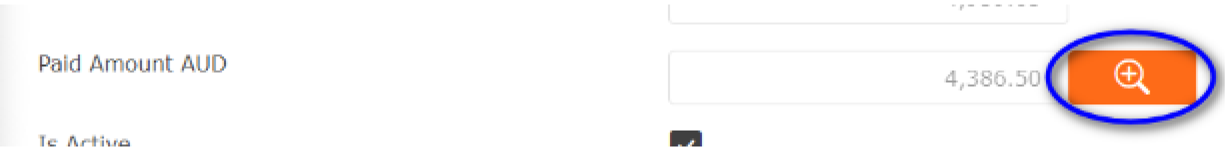


Step 13. The list of PRs are displayed.



Commitment No.	Item No.	Fiscal Period	Description	Currency	Balance	Amount	YTD Actual	Obligated	Requisition No.
COMM-24-18-0172	1	APRIL	purchasing of stationeries for admin & aswo	AUD	2,611.90	2,611.90	0.00	0.00	PR-24-18-0152

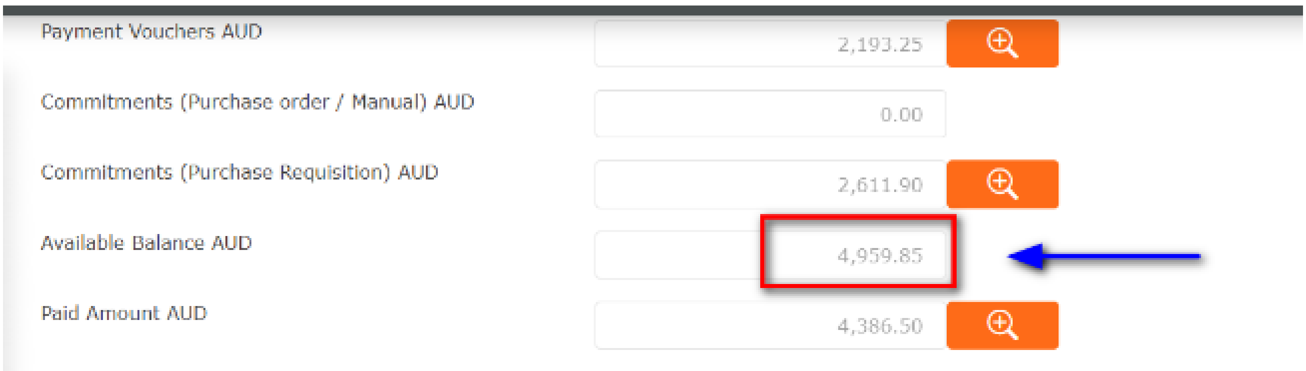
Step 14. Click the Paid Amount details button to check the PV source.



Step 15. The list of PVs are displayed.

Voucher Number	Voucher Item Number	Fiscal Period	Description	Debit Amount DC	Credit Amount DC	Voucher Source
PV-24-18-0173	1	MAR	Photocopier toner	398.00		Payment Voucher
PV-24-18-0173	2	MAR	Photocopier toner	578.00		Payment Voucher
PV-24-18-0173	3	MAR	Photocopier toner	169.00		Payment Voucher
PV-24-18-0173	4	MAR	Photocopier toner -	525.00		Payment Voucher
PV-24-18-0173	5	MAR	additional payments to settle an underpayment of $208.75	208.75		Payment Voucher
PV-24-18-0268	3	APR	Reimbursement for official expenses as per details attached	314.50		Payment Voucher

Step 16. The most important detail that this screen is to provide what is the available balance of the budget.



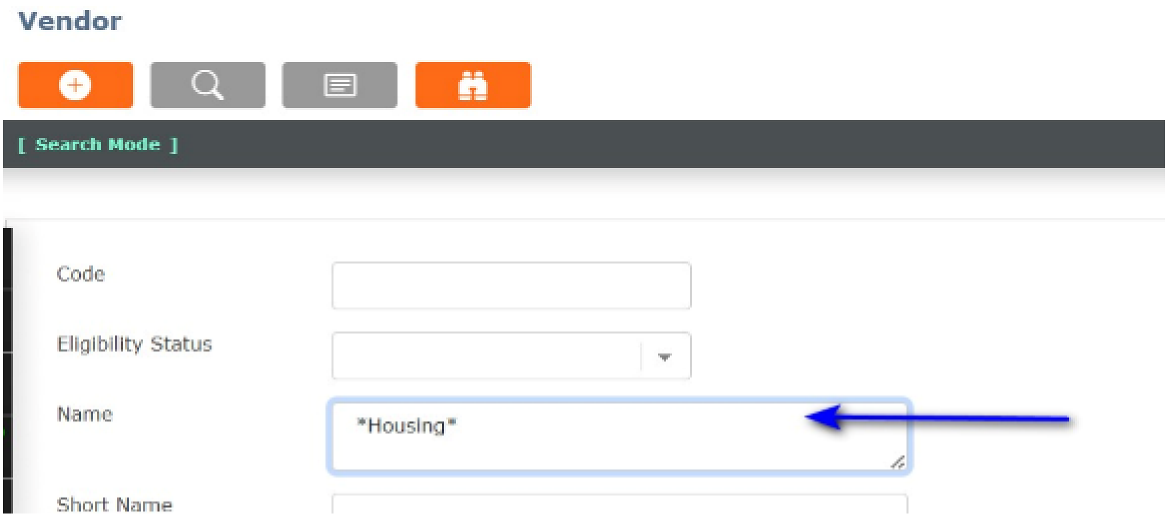
3.1.2 Check the Vendor details

3.1.1.1 Check if Vendors are existing.

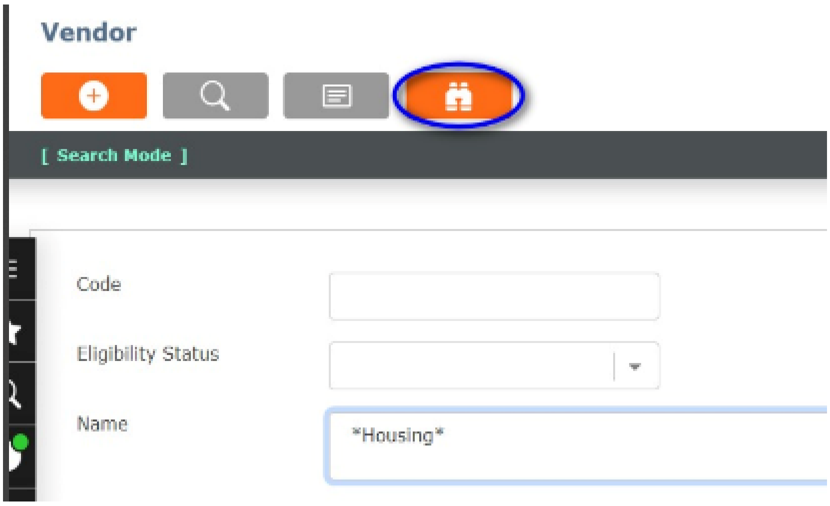
This is to ensure smooth flow of transaction recording. Follow these steps to check if Vendor is available for selection:

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

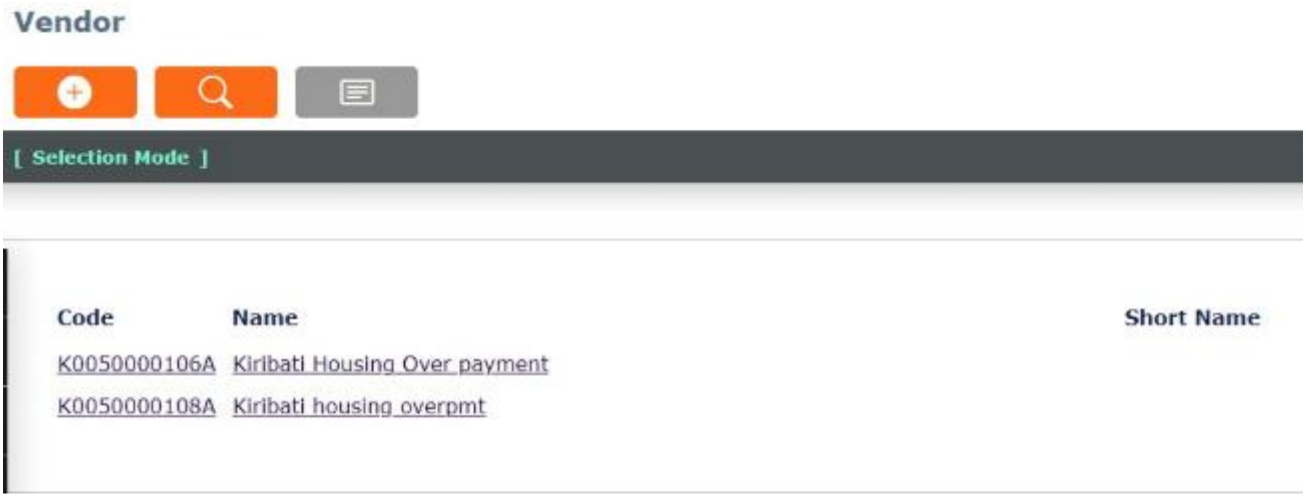
Step 2. From the Vendor screen, type the First Name, last name or a keyword to identify the Vendor's name. Ensure to use * to be placed before and after each word. Example as shown below.



Step 3. Click the **Find** button.



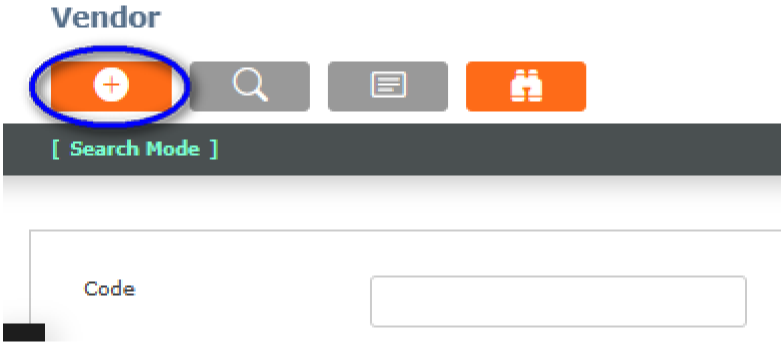
Step 4. The system will provide the list of Vendors, with names that matches with the filter selection. Ensure that the Vendor you are looking for is in the list. If not, request enrollment of a new Vendor and follow the steps described in next section.



3.1.1.2 Create of New Vendor

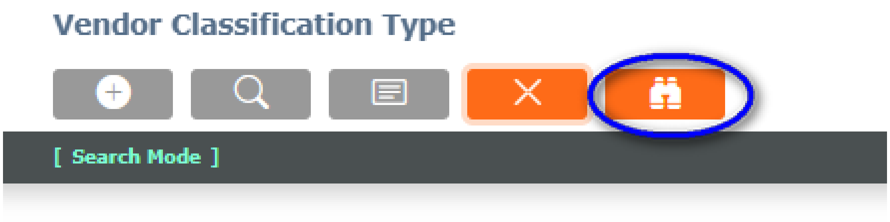
Step 1. Navigate the Menu > Admin > Common Entities > Vendors > Vendor

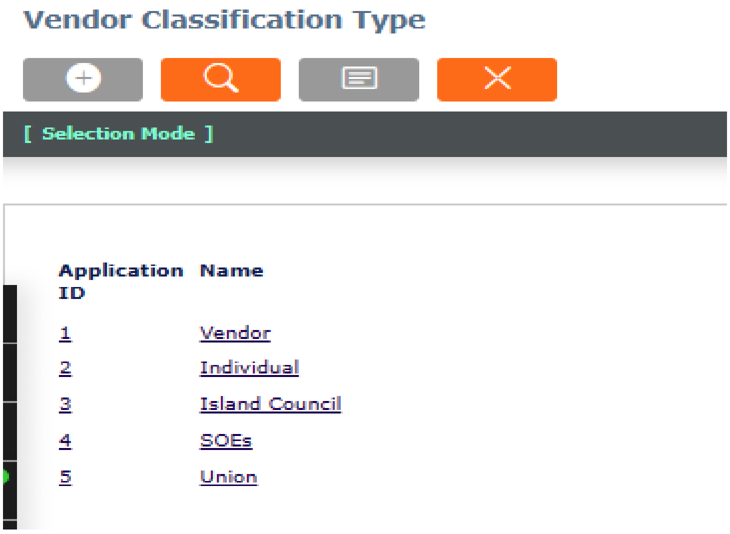
Step 2. Click the New button.



Step 3. Enter the Name and Short Name

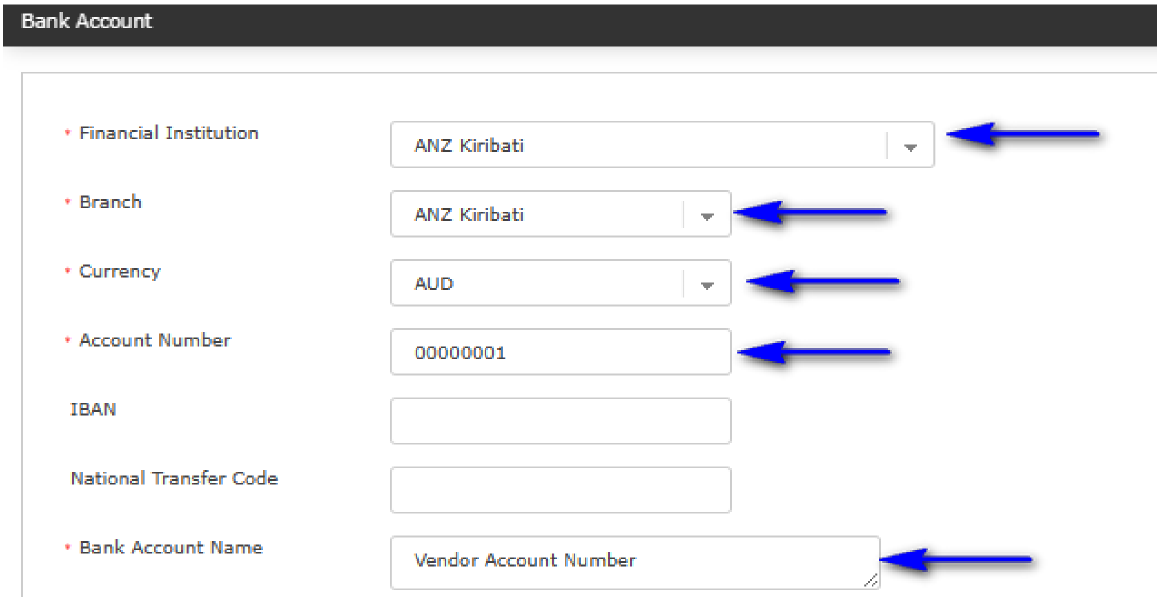
Step 4. Click the Lookup on the Vendor Classification Type Click the Lookup on the selection screen displayed. Then click to select the applicable type.



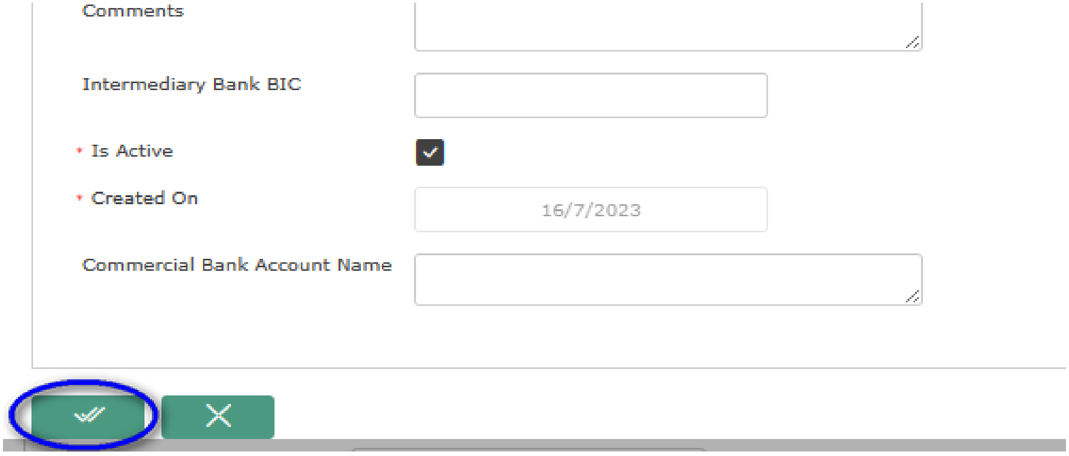


Step 5. Click the New button in the Bank Account

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

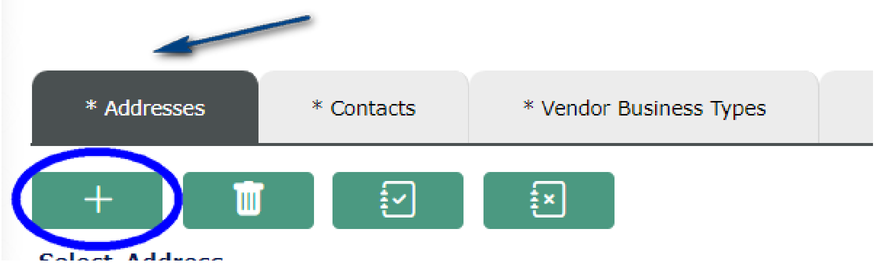


Step 7. Click the Save and Return when the bank details are completed.

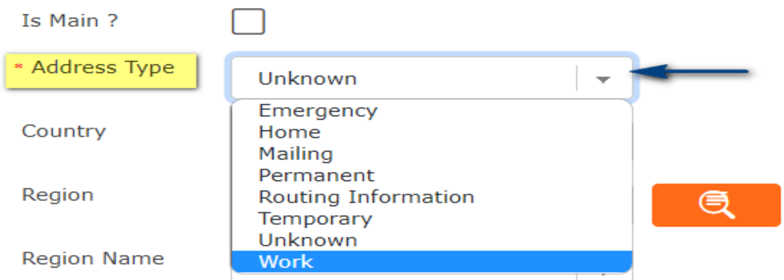


Step 8. To add the Address information, follow procedures defined below.

- Click on the Address tab and click New.

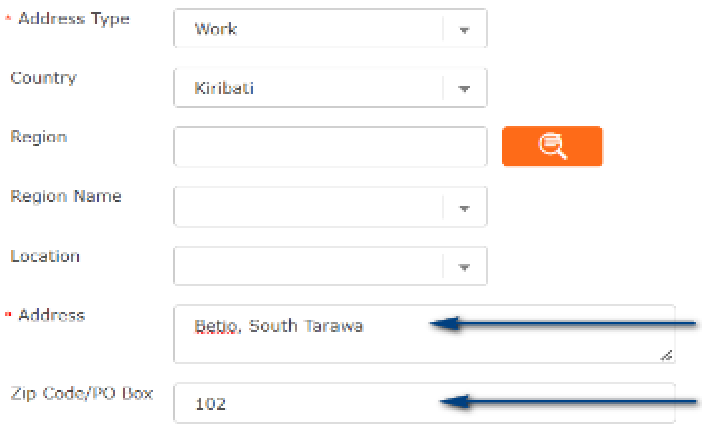


- Select the applicable Address type by clicking on the dropdown list.

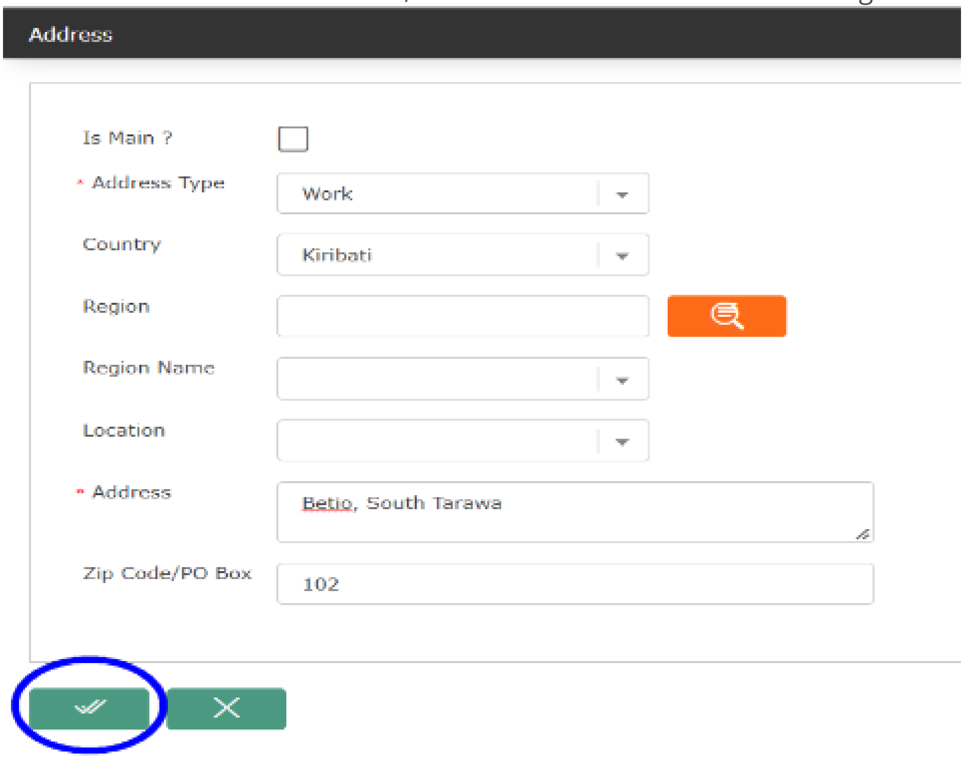


- Select the Country, again by clicking on the dropdown field.

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

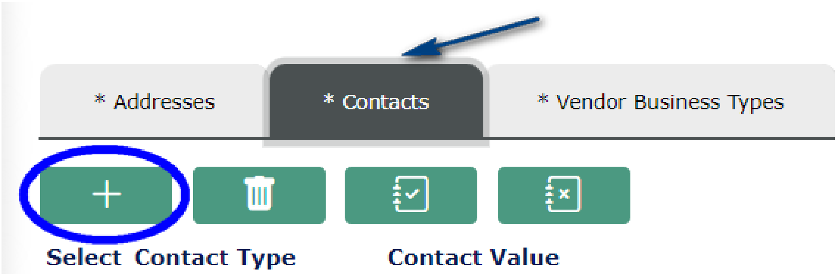


- After all the details are indicated, click the Save and Return button to go back to the main screen.

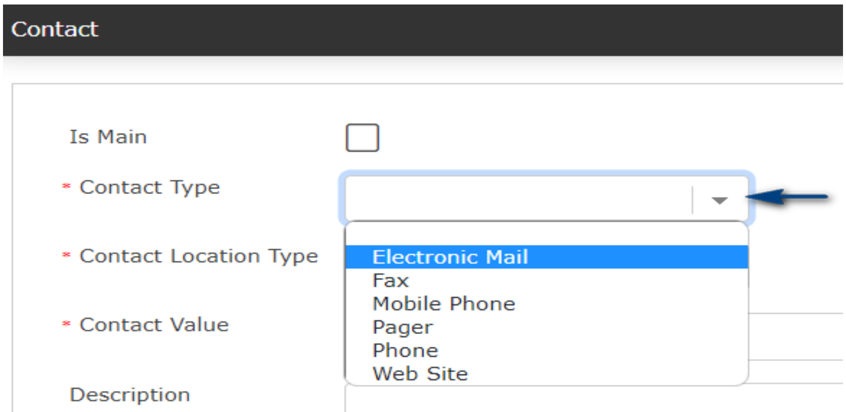


Step 10. Add the Vendor Contact Information.

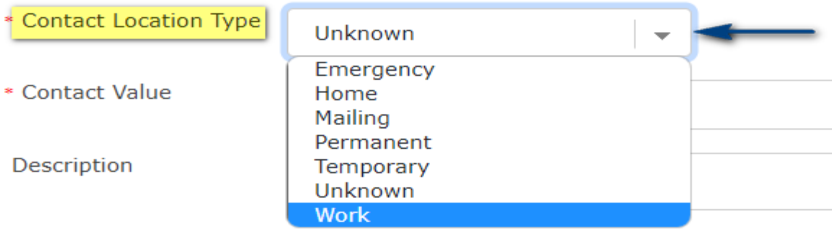
- Click on the Contact tab and click New.



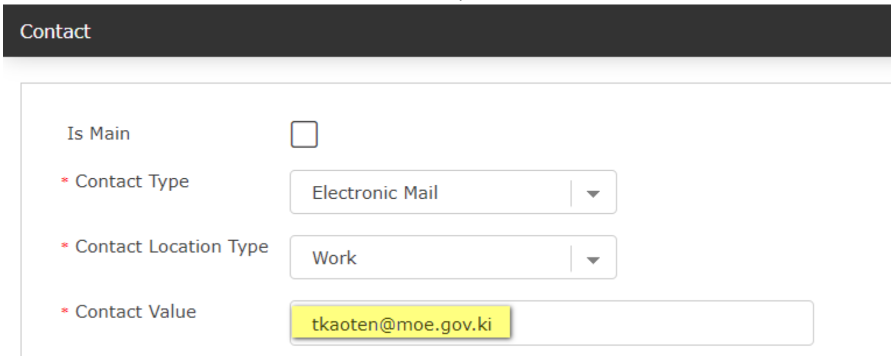
- Select the applicable Contact type by clicking on the dropdown list.



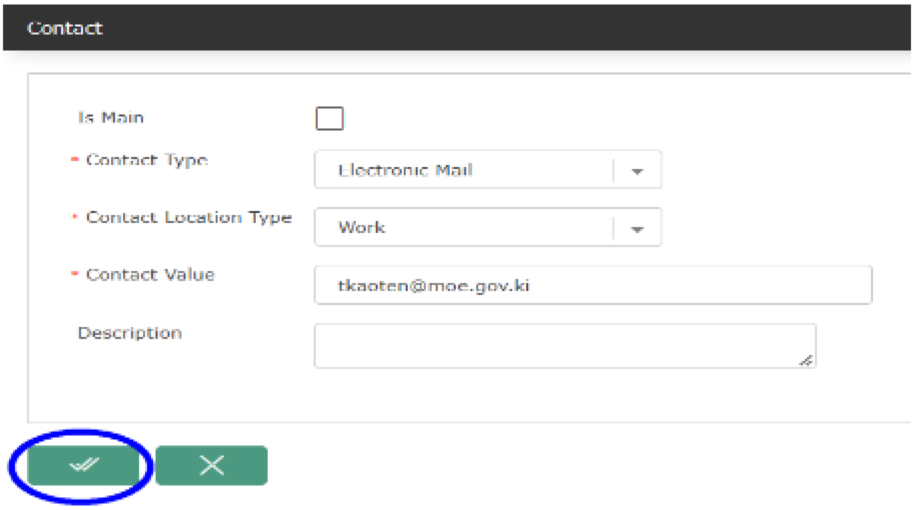
- From the Contact Location type field, click on the dropdown list and select applicable location type.



- 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

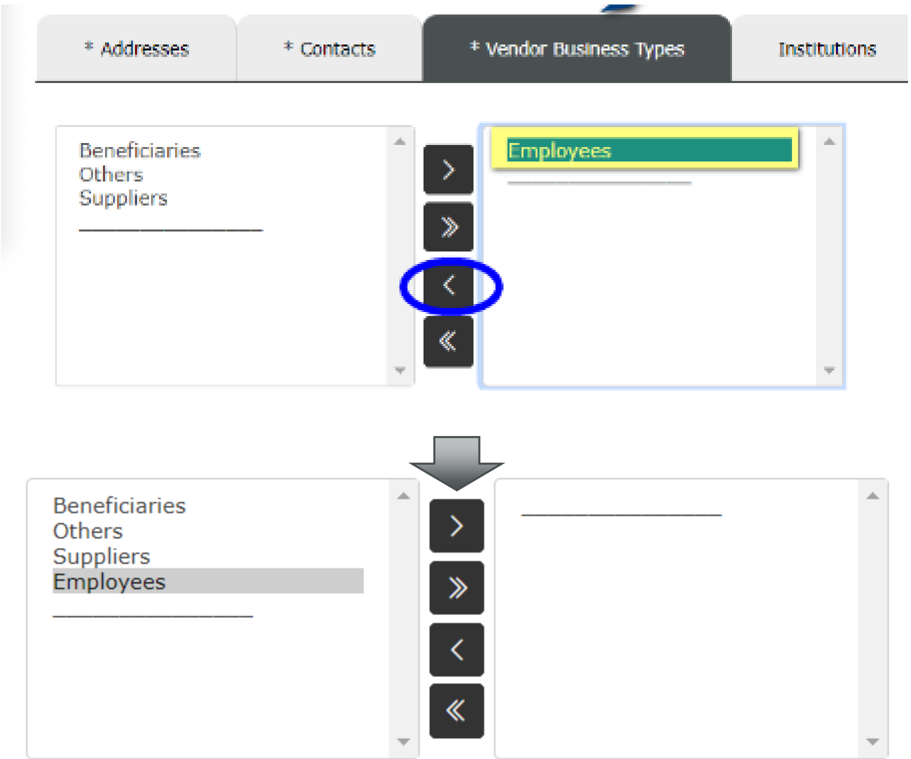


- After all the details are indicated, click the **Save and Return** button to go back to the main screen.

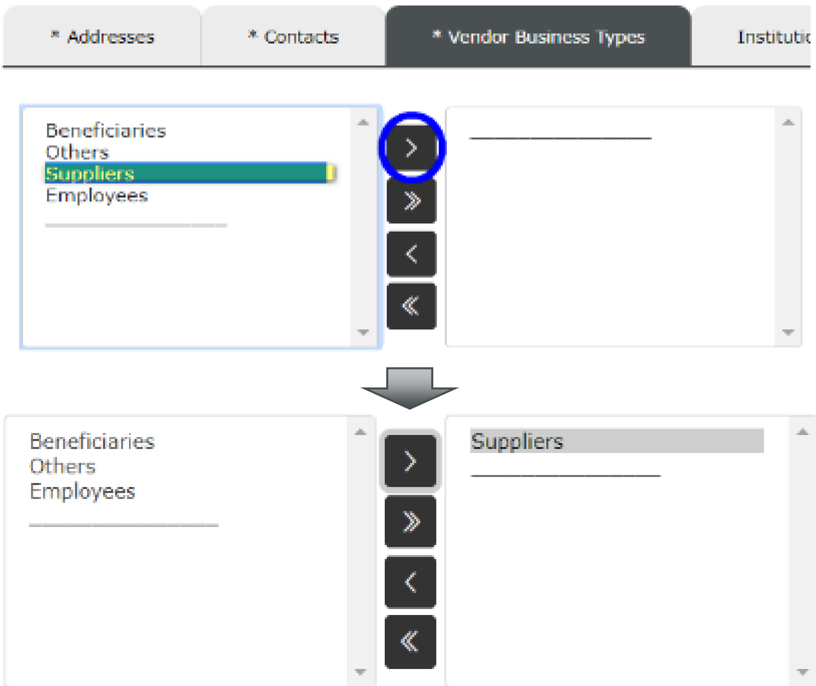


- Do the same process in adding a new Contact information.

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 vendor entered is an Employee. Leave the information as it is.

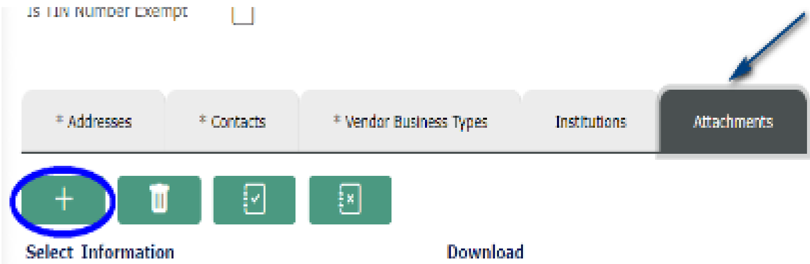


To select the proper Vendor type, click on the selected value from the left column and bring it to the right

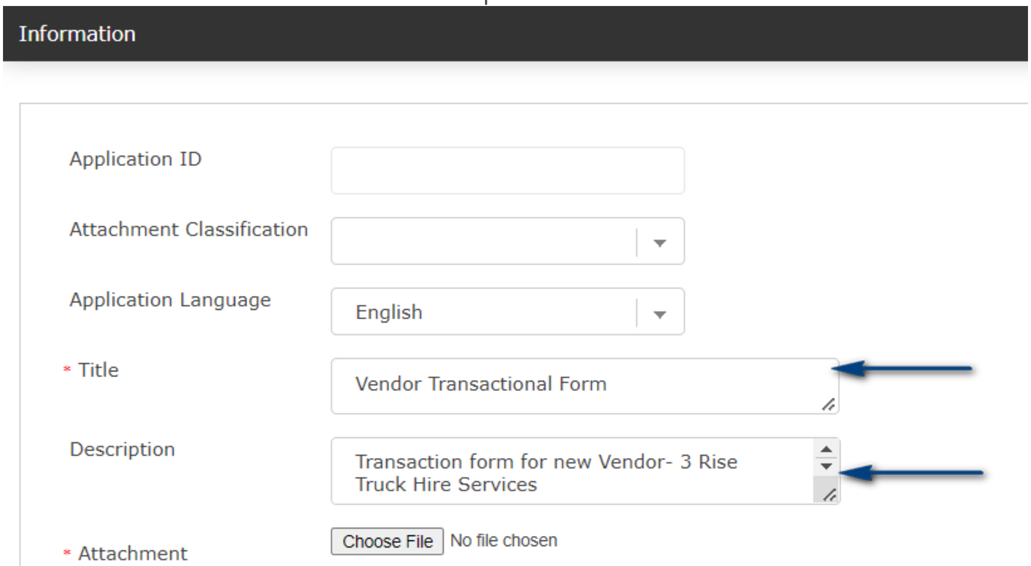


Step 12. Before saving, ensure to Attach the scanned **Transaction form** to support the request made.

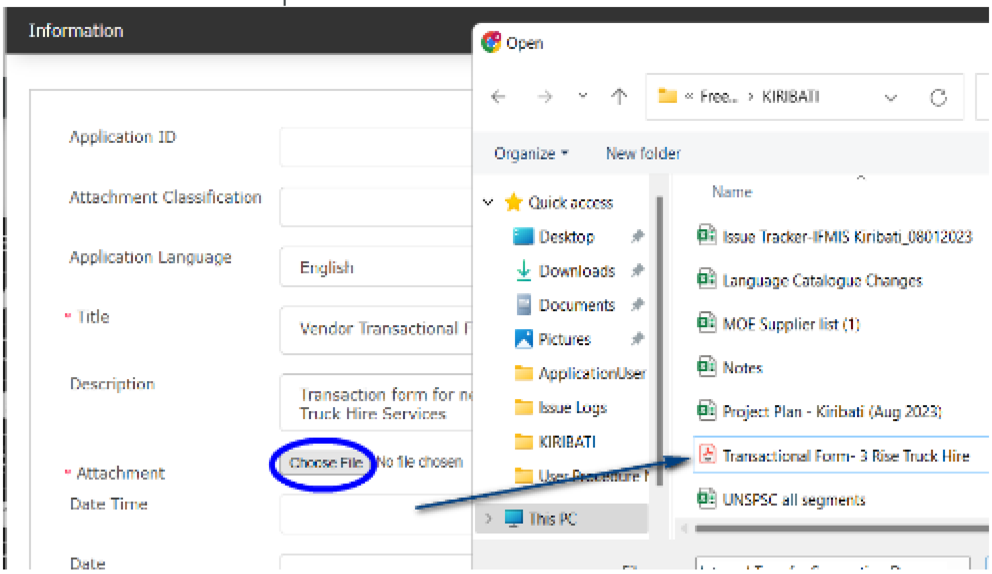
- Click on the Attachment tab and click New.



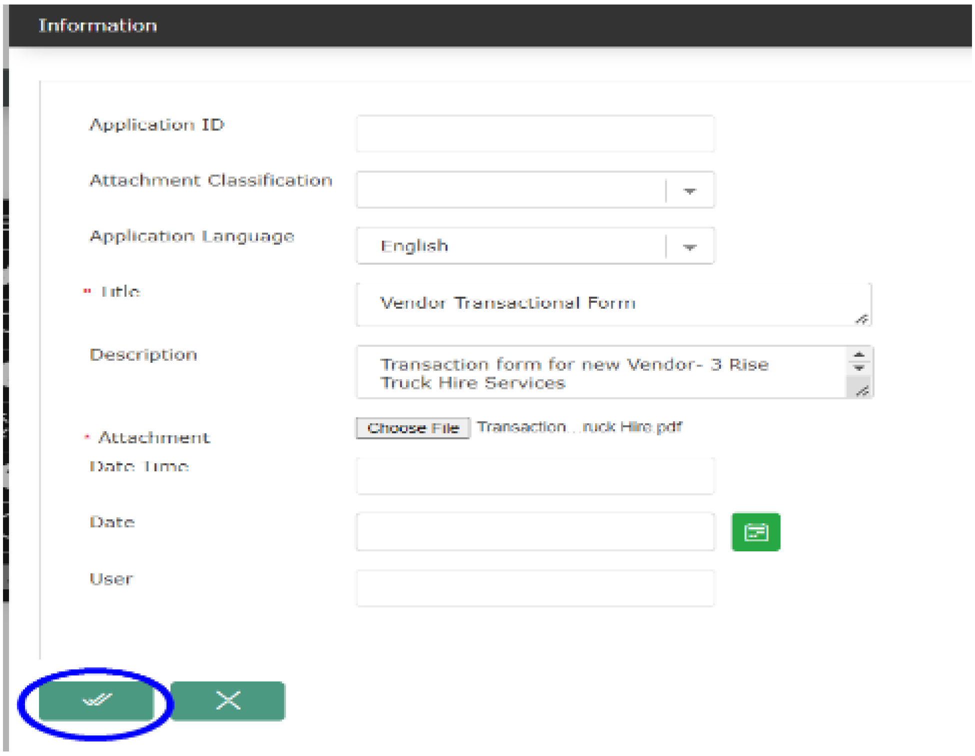
- Define the Attachment Title and Description



- 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.

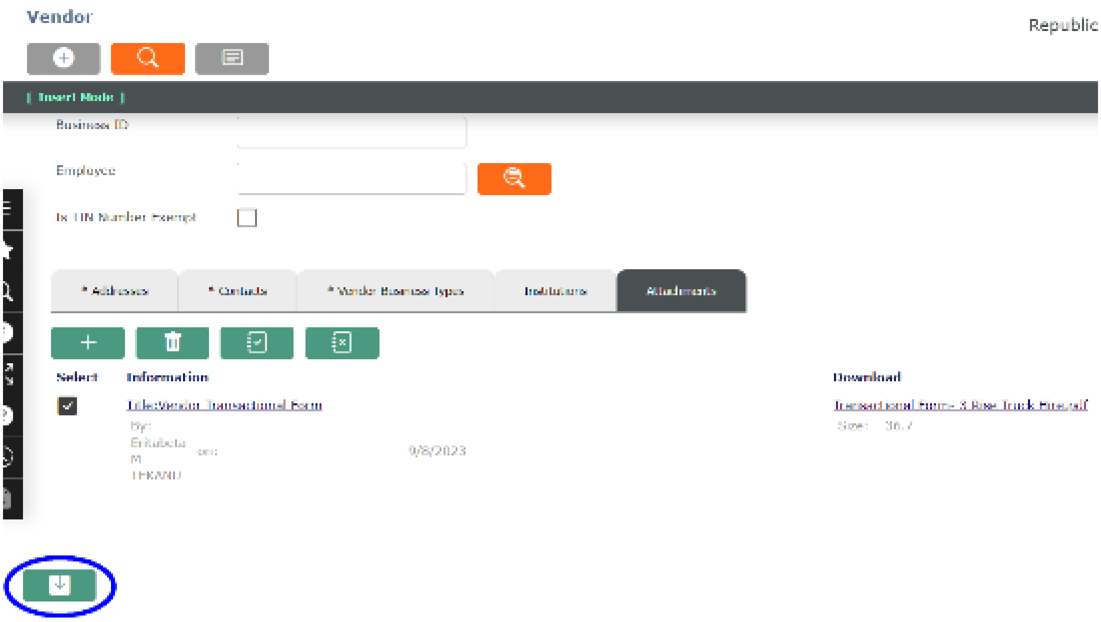


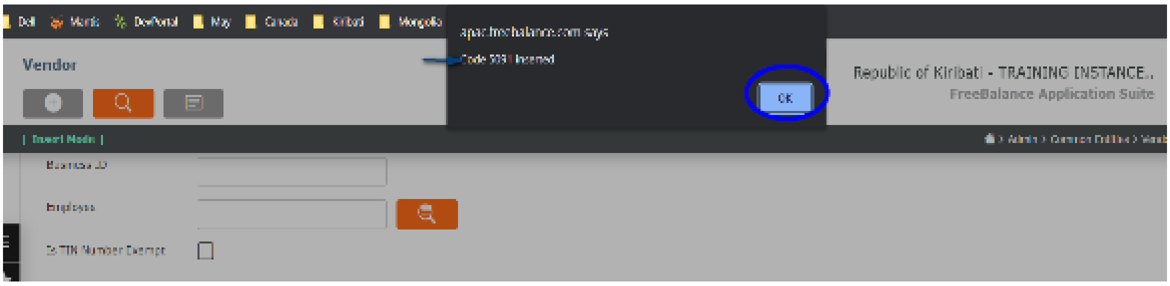
- After all the details are indicated, click the **Save and Return** button to go back to the main screen.



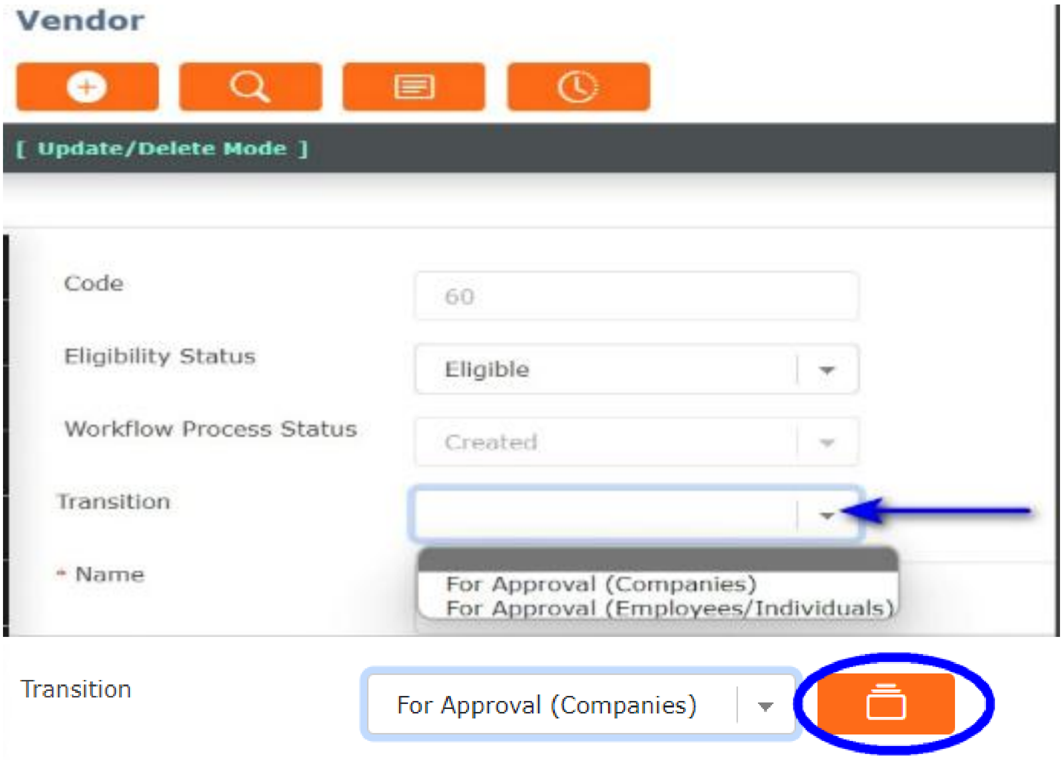
- Do the same process if required to attach more than one file

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.

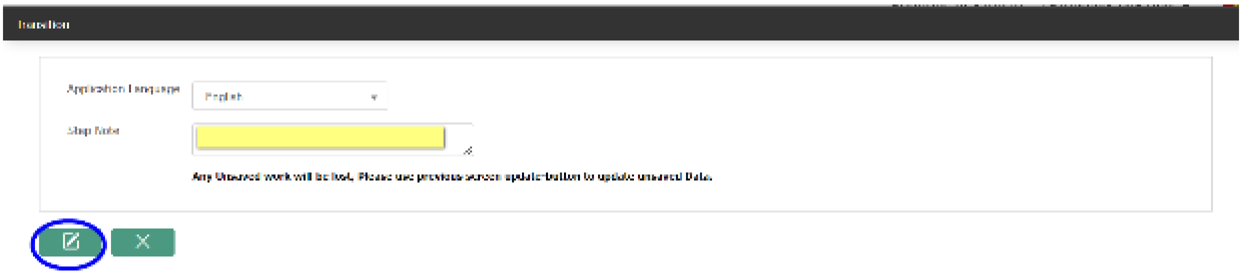




Step 12. Navigate to the Transition field of the screen and select the **For Approval** depends on the Vendor Business type, select if Vendor is a Companies or Employee, then click the Transition button.

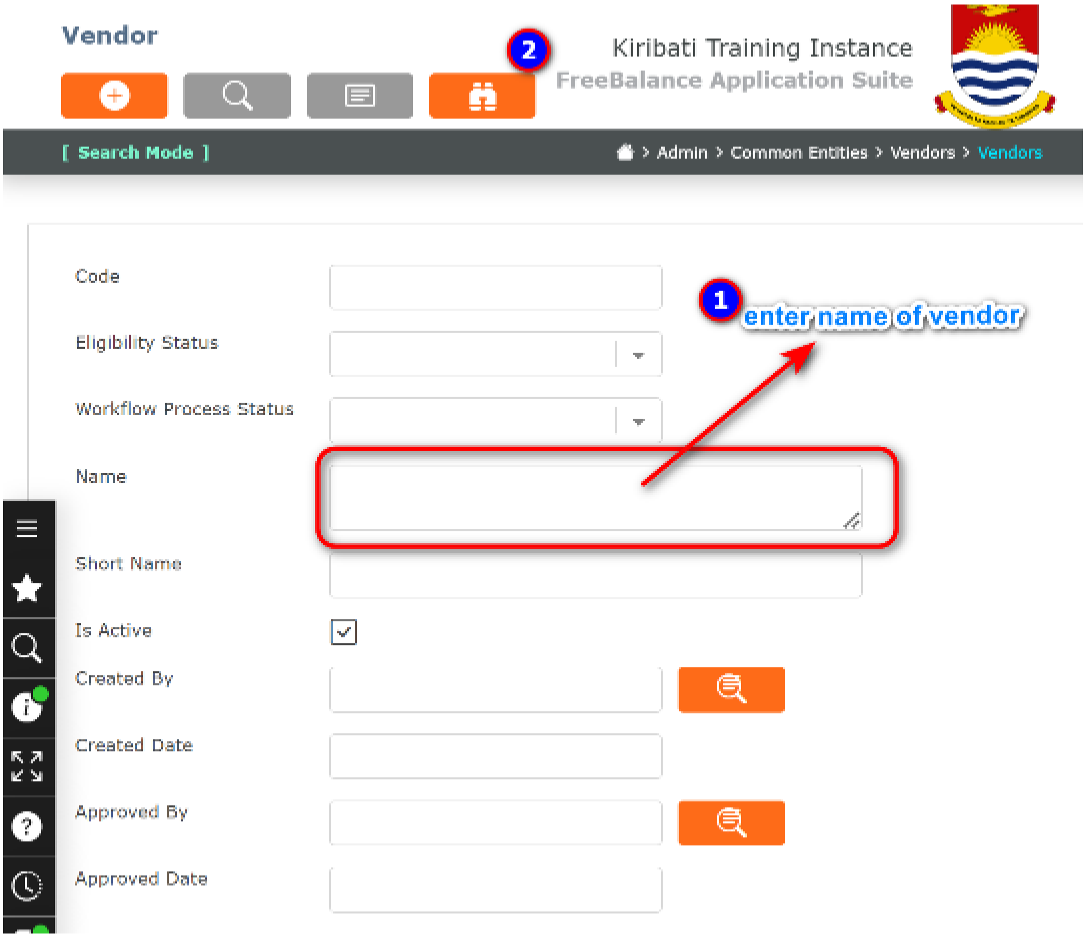


Step 13. From the Transition screen, click **Finish**. This will then be sent to the appropriate approvers: MFED Central Procurement Unit, if Companies; or the MFED Payroll Section, if Employee or Individual.

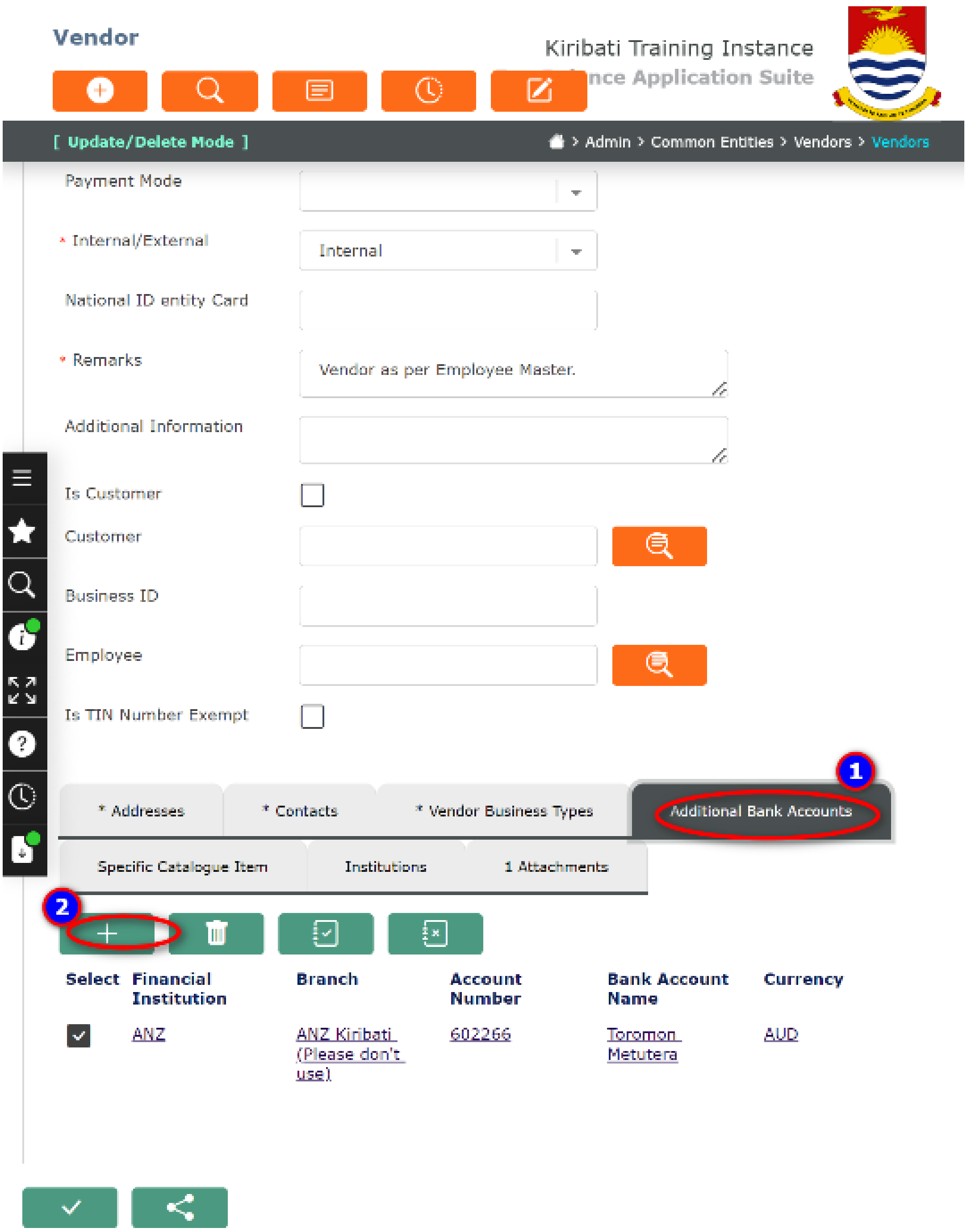


3.1.1.3 How to change Vendor Bank Account

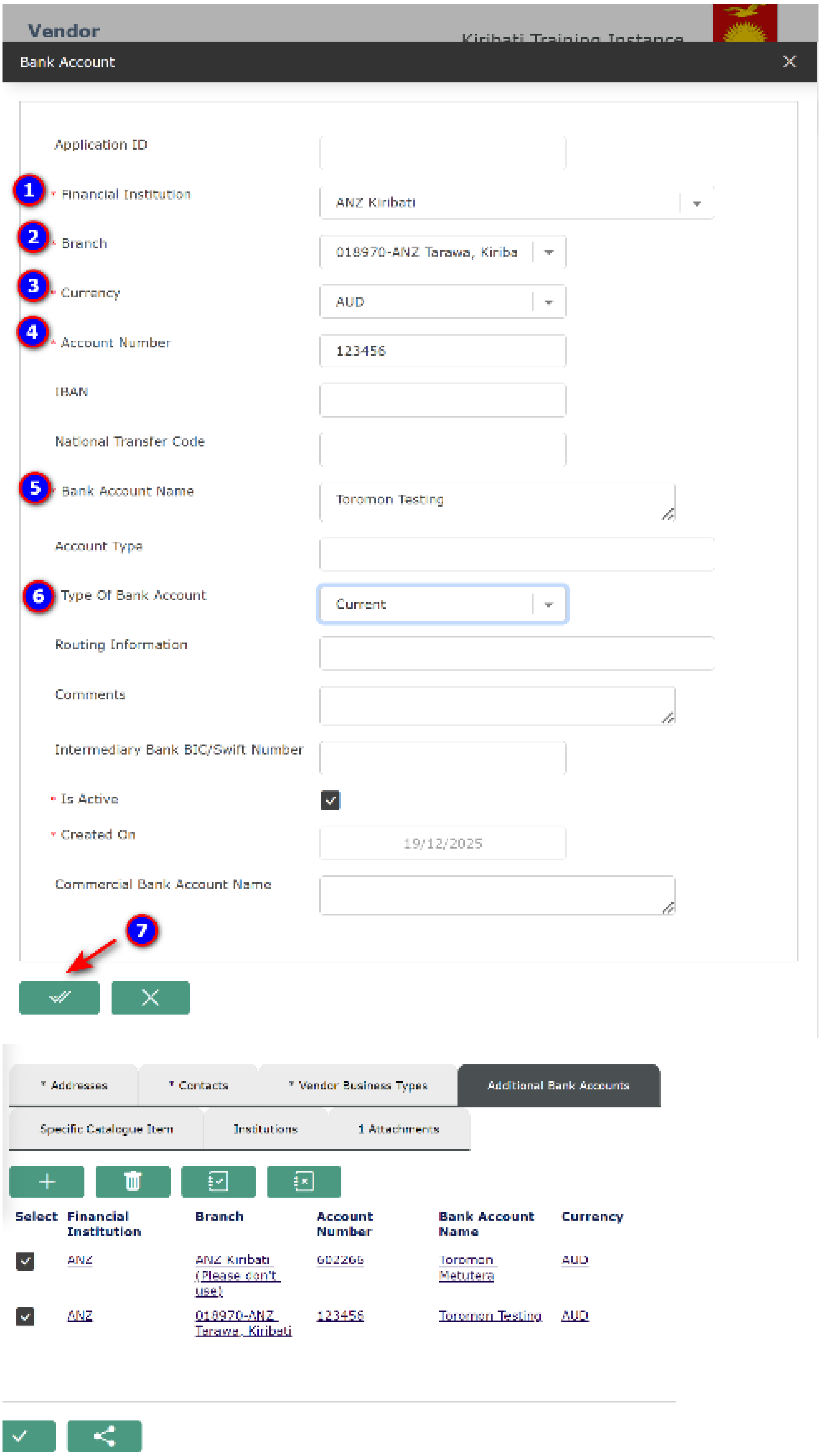
Step 1. Navigate the Menu > Admin > Common Entities > Vendor > Vendors. Search for the Vendor to edit.



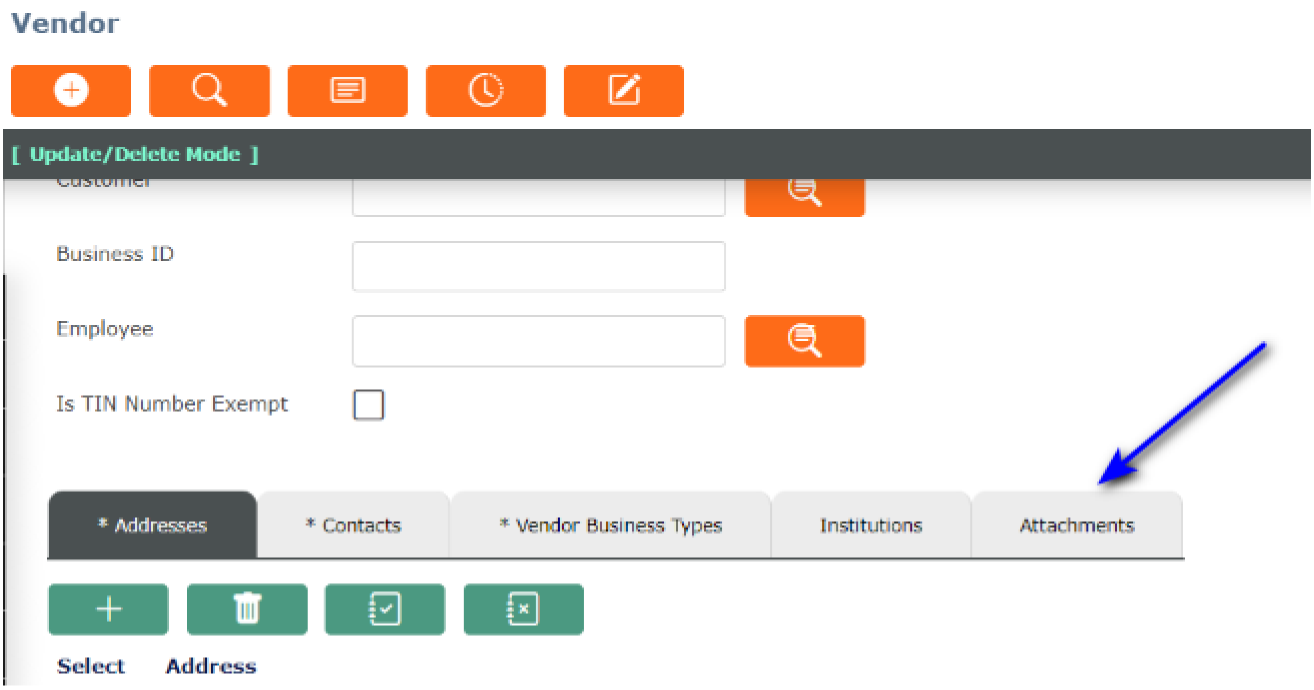
Step 2: Go to Additional Bank Accounts tab and add new



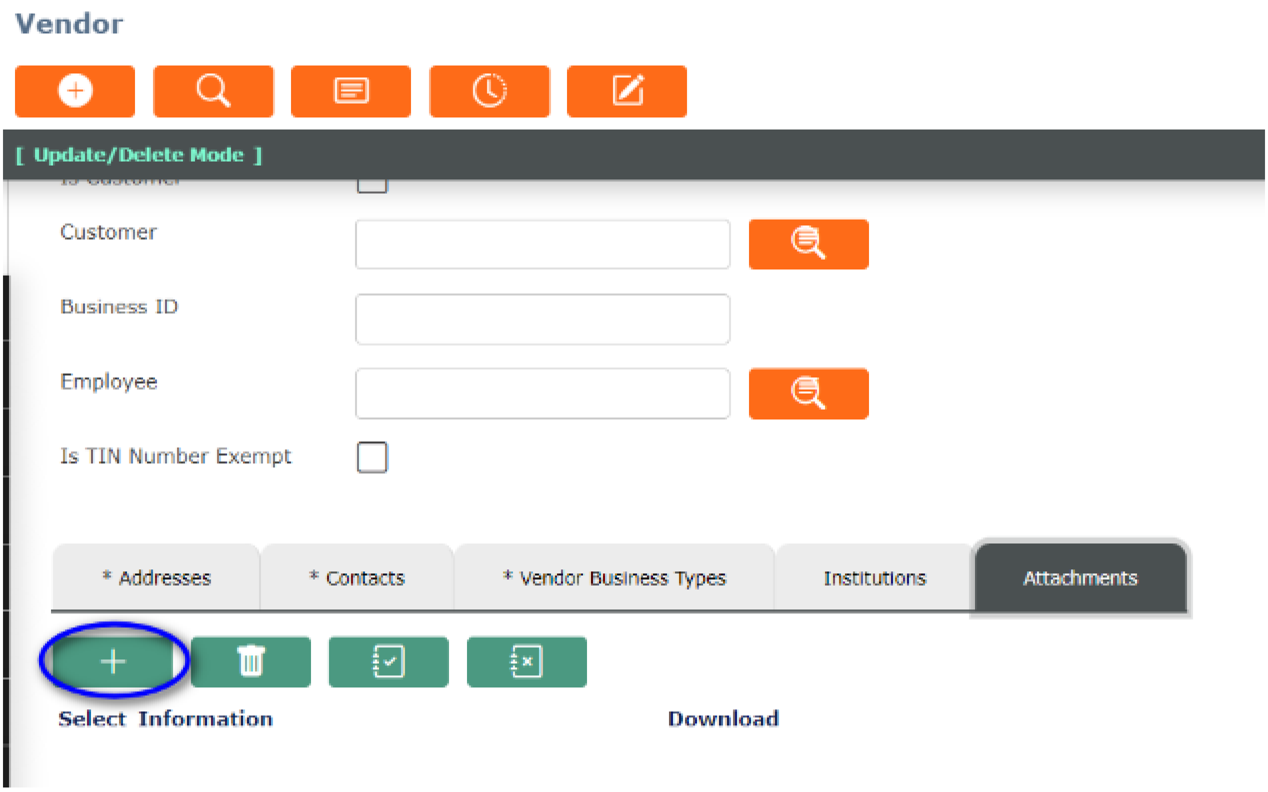
Step 3: A bank account screen will pop up. Populate it with relevant bank account details and then save.



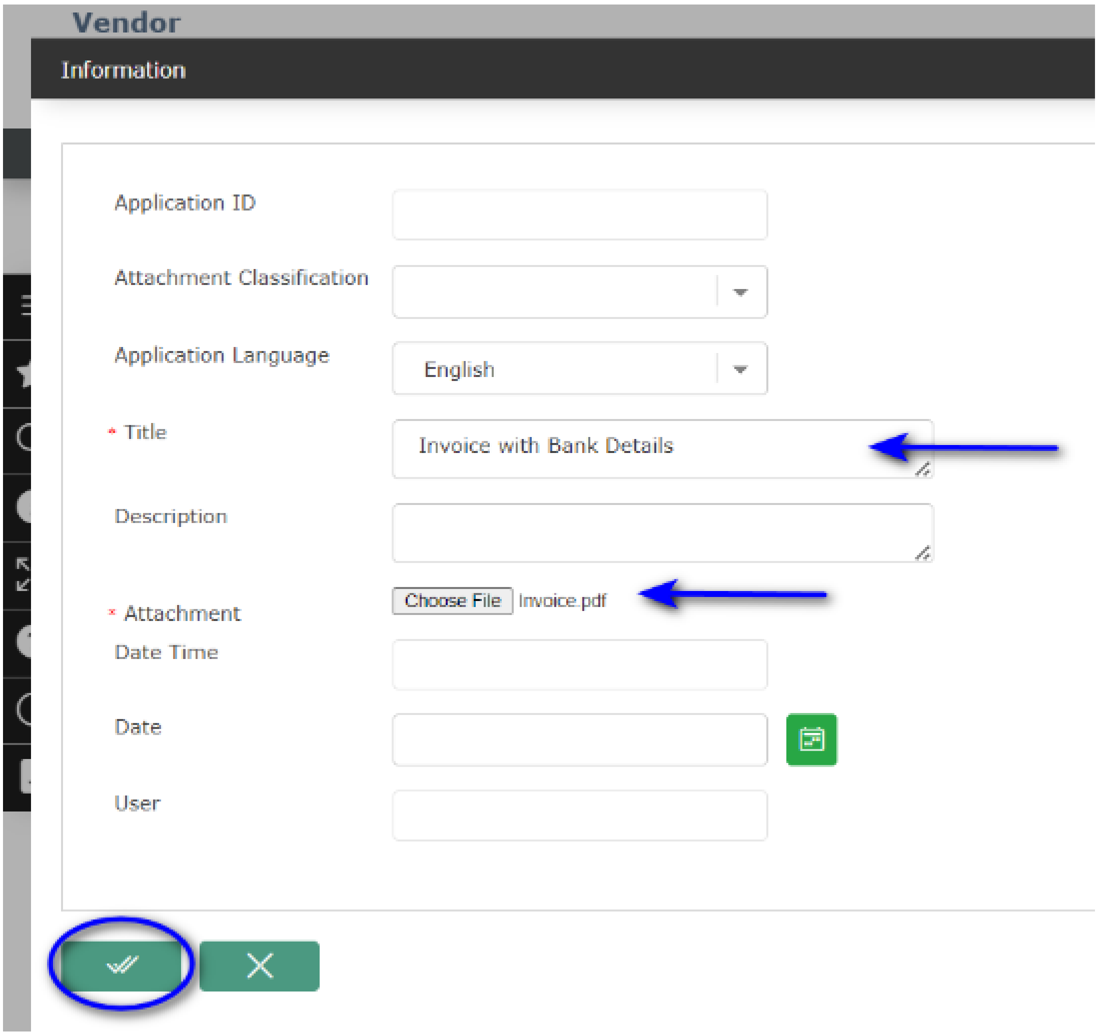
Step 4. Go to the attachment tab to add the bank details of the vendor



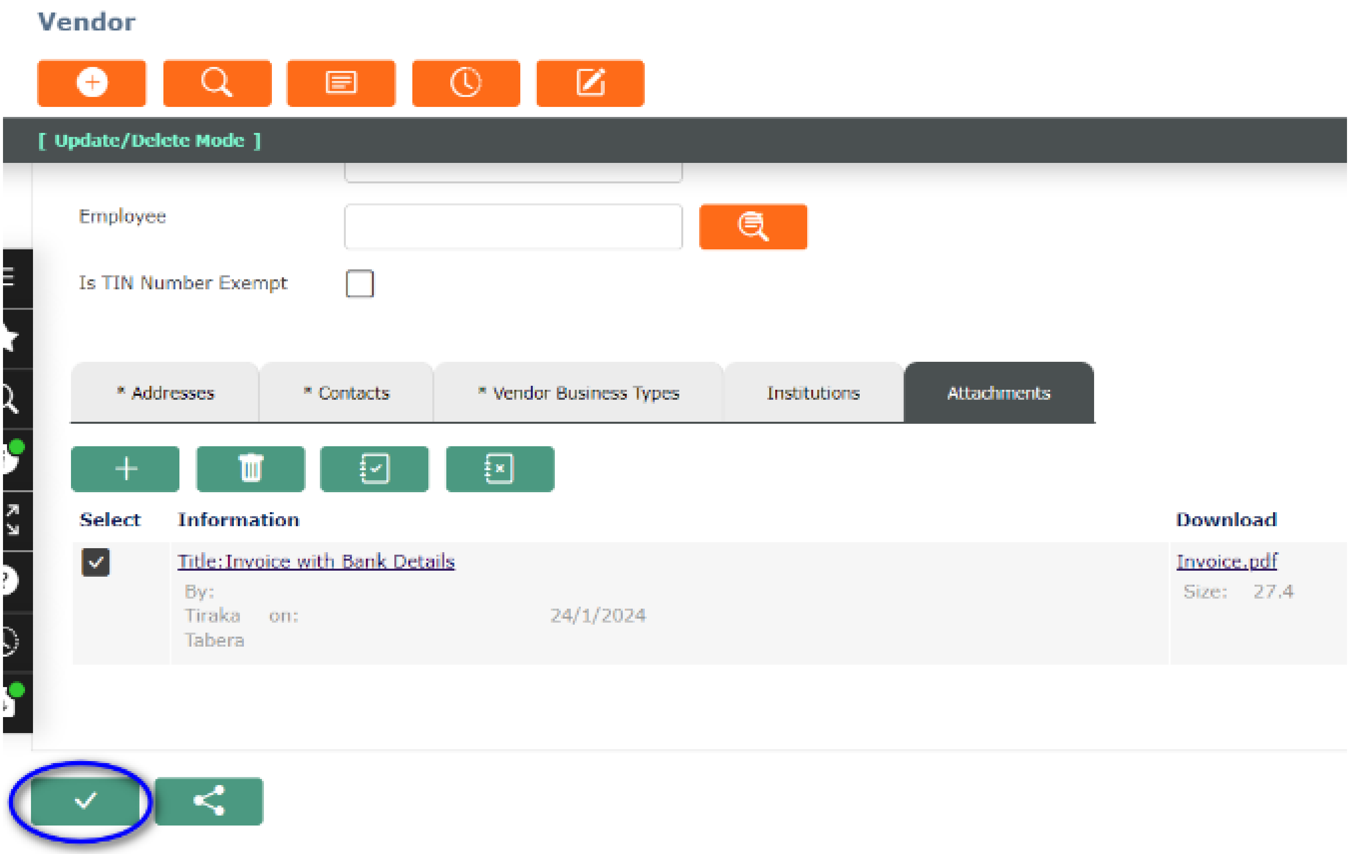
Step 5. Click the New button



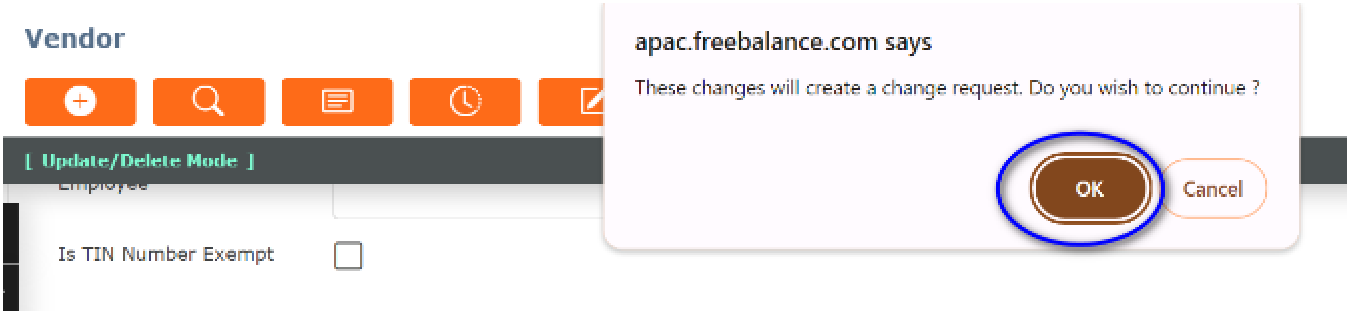
Step 6. Provide the details as necessary then click the Save and Return button.



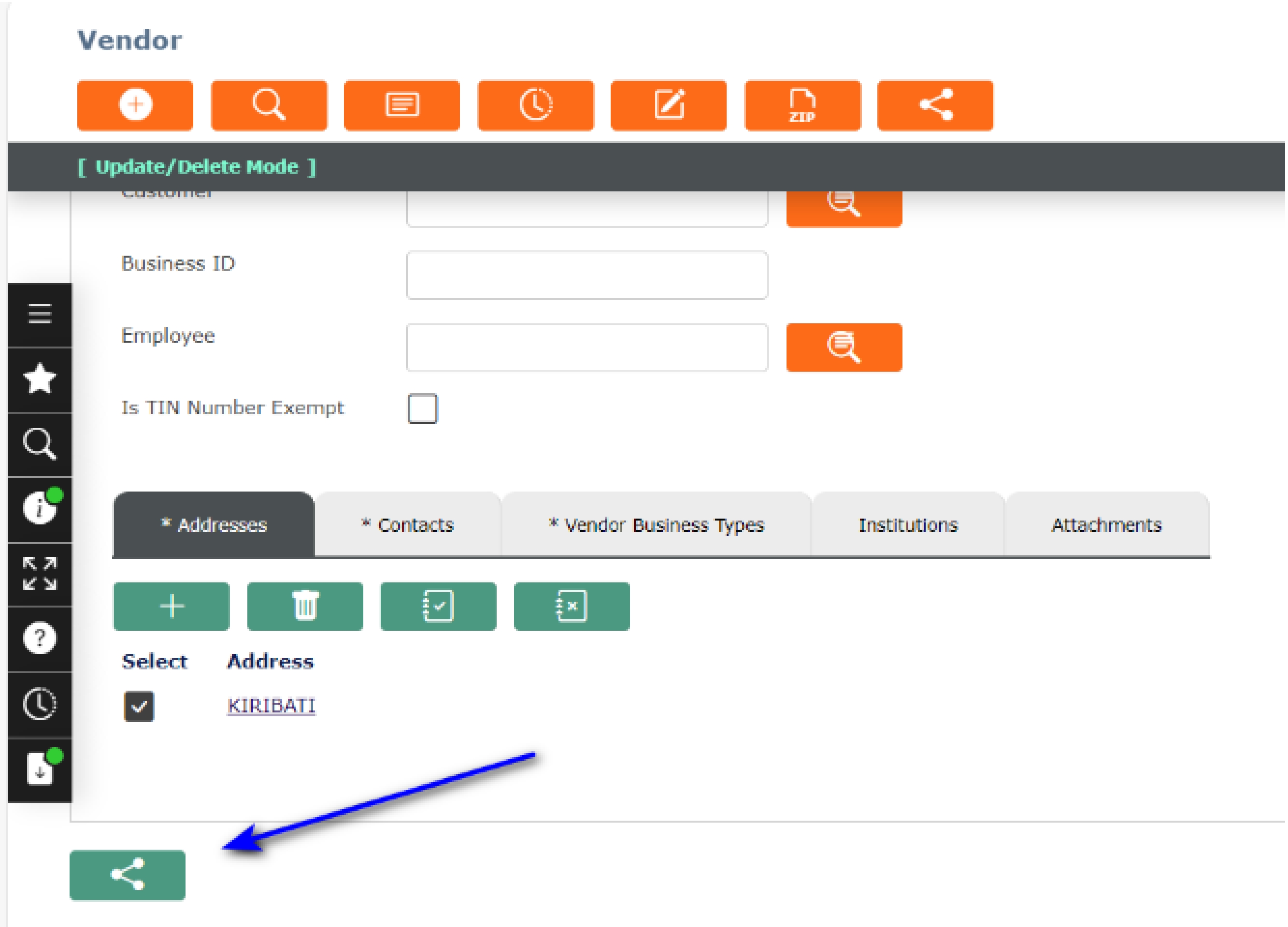
Step 7. Click on the Update button.



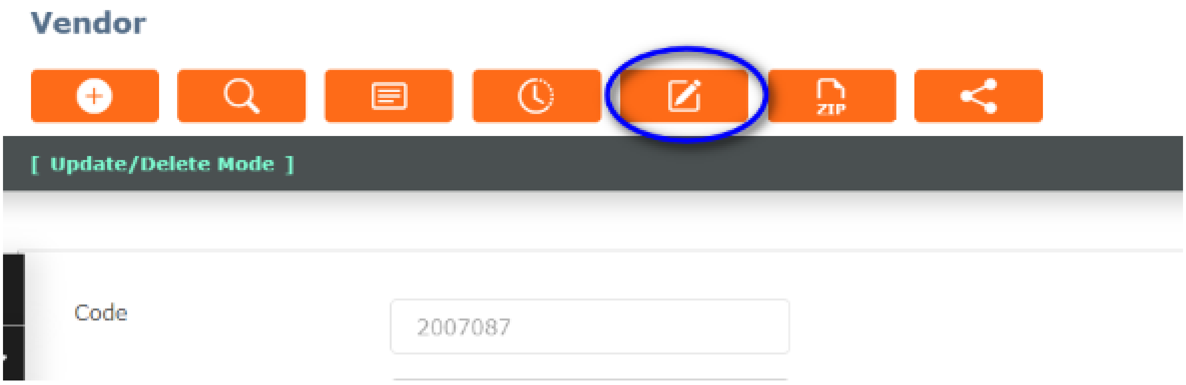
Step 8. Click Ok on the message displayed.



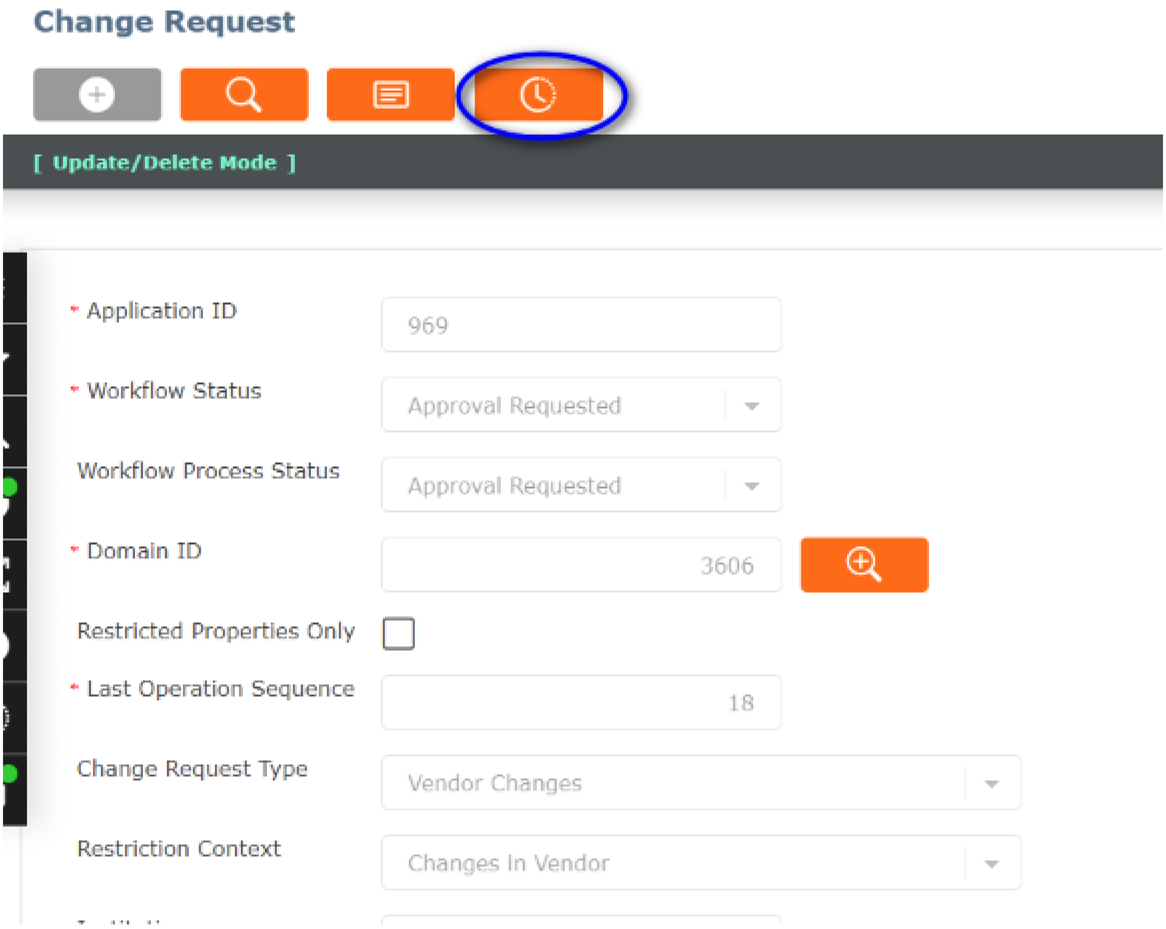
Step 9. After this, the Update button in the Vendor is no longer available. This ONLY becomes available when the Change Request associated to it is approved.



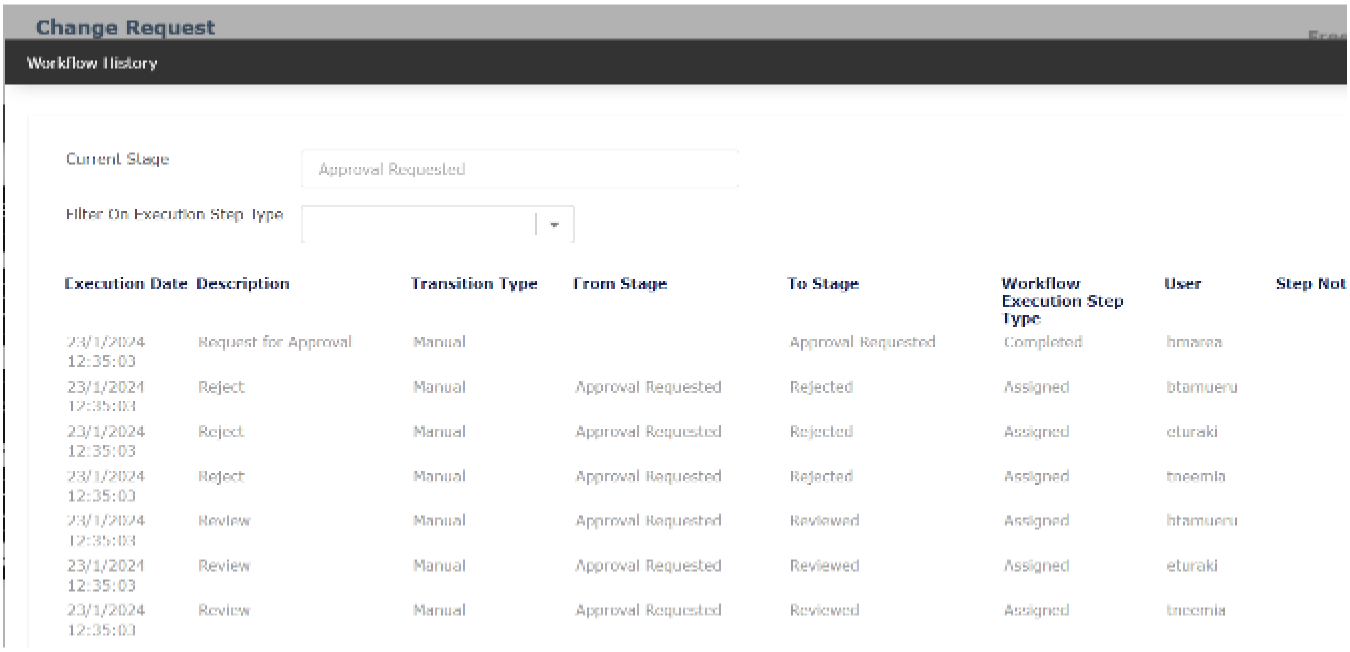
Step 10. Click on the Change Request button to see the status of approval of the Changes made.



Step 11. 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.

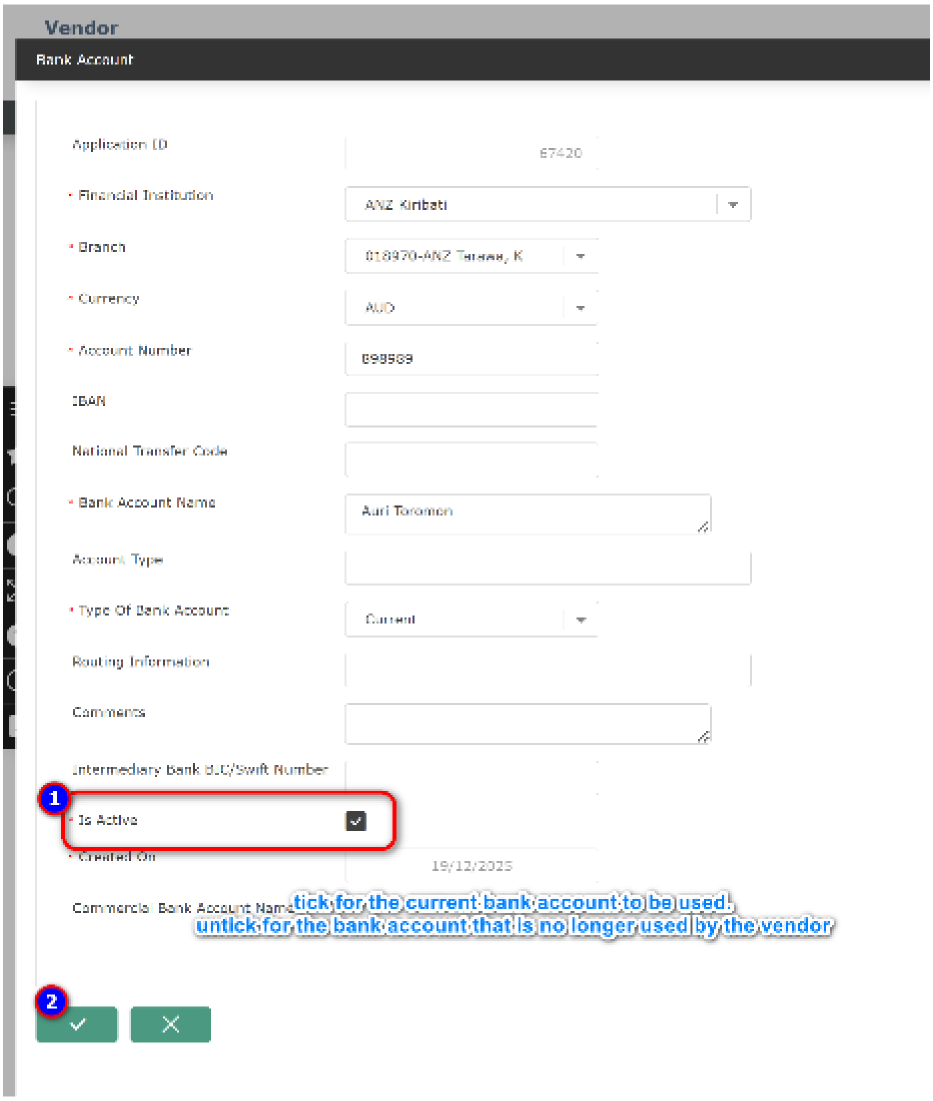


Step 12. The list of the Users assigned are displayed. The follow up can be made to these users.



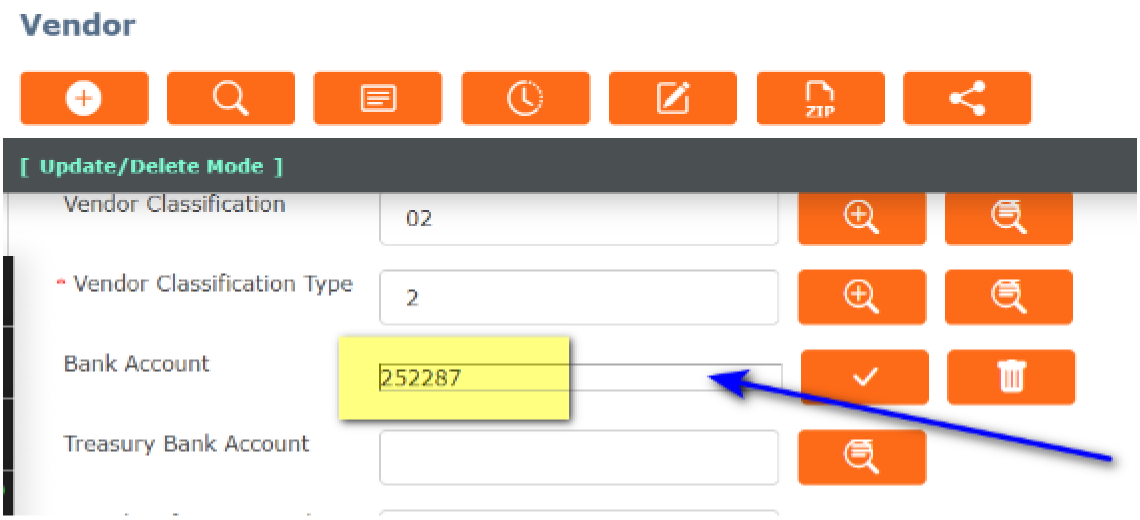
Execution Date	Description	Transition Type	From Stage	To Stage	Workflow Execution Step Type	User	Step Not
23/1/2024 12:35:03	Request for Approval	Manual		Approval Requested	Completed	hmarea	
23/1/2024 12:35:03	Reject	Manual	Approval Requested	Rejected	Assigned	btamueru	
23/1/2024 12:35:03	Reject	Manual	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	btamueru	
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	

Step 13: Select the recent account used by the vendor and set as active and make sure to untick the Is active from previous bank account used by the vendor.

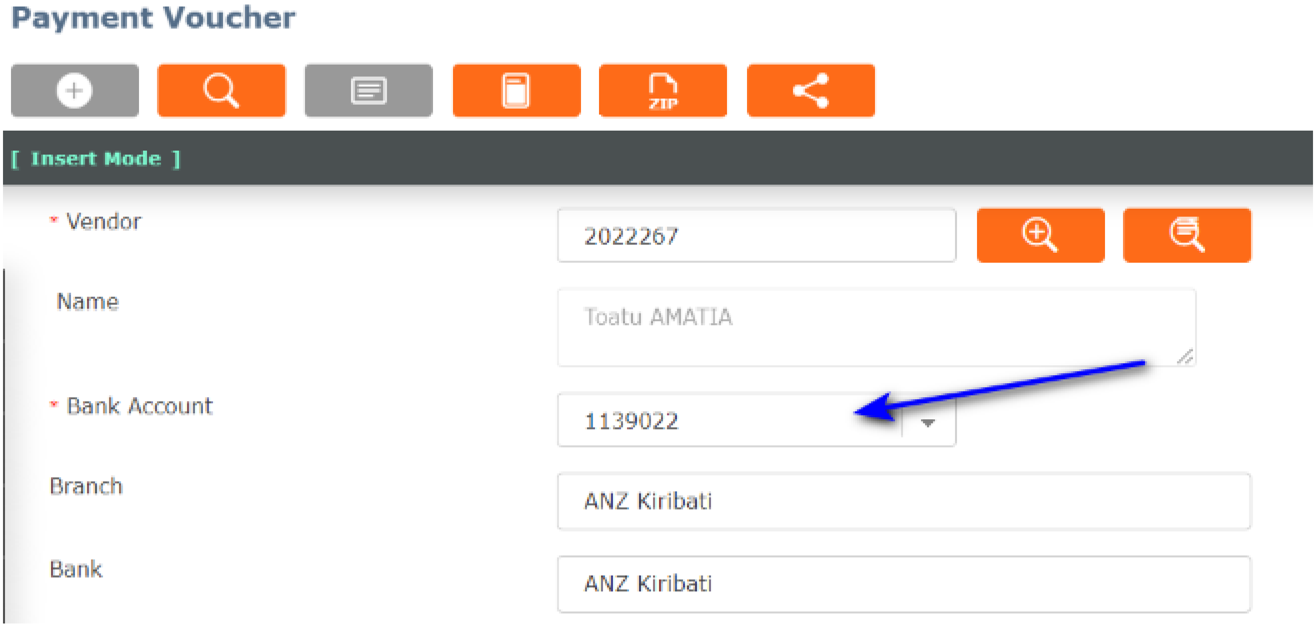


3.1.1.4 How to check if Vendor changes are approved.

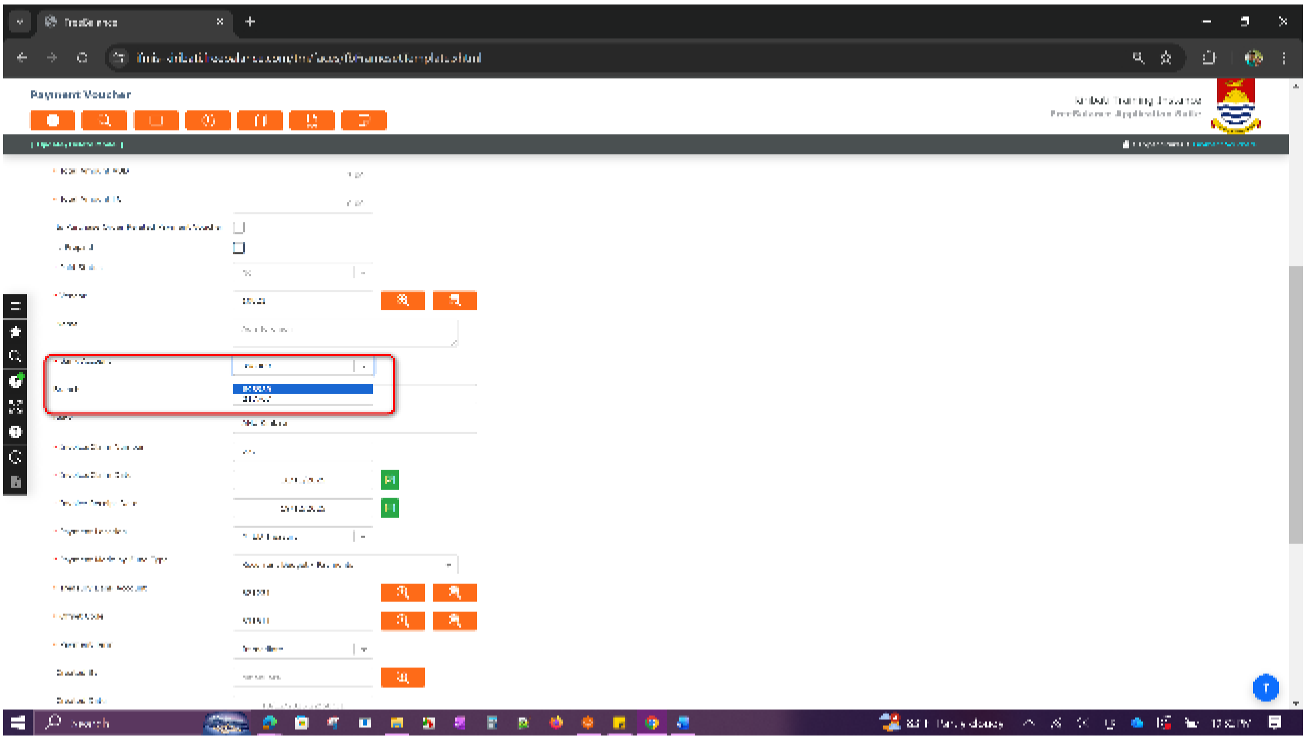
Step 1. To check if the changes made in the vendor is now approved, navigate the Vendor again and go to the field bank account. If the Bank Account Number is already displayed, then the changes made is already approved.



Step 2. When the changes made are approved, the Vendor Bank Account is now displayed in the Payment Voucher

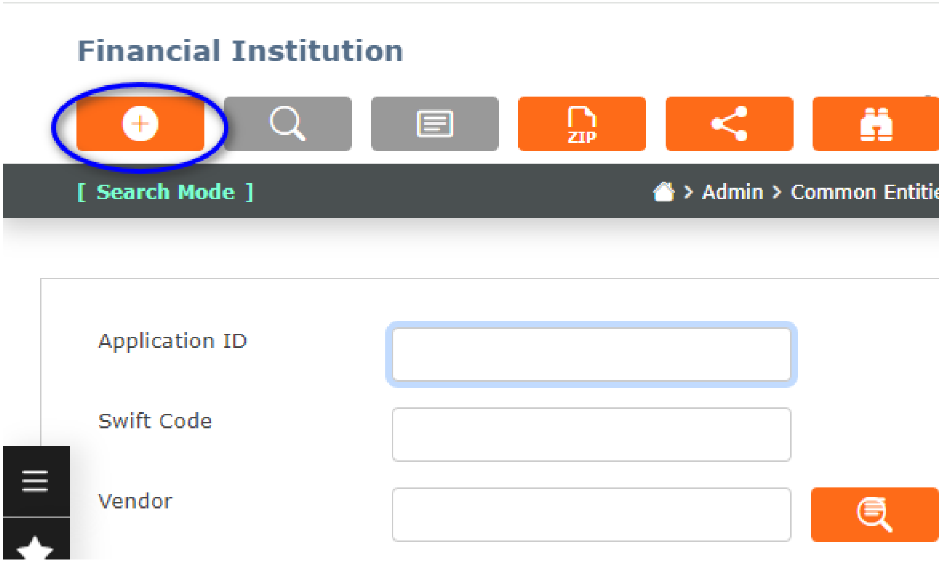


Step 3: For vendors that have more than one bank accounts, the bank account field in the Payment Voucher Screen should show a dropdown list to show the bank accounts of the vendor. Choose the correct bank account.

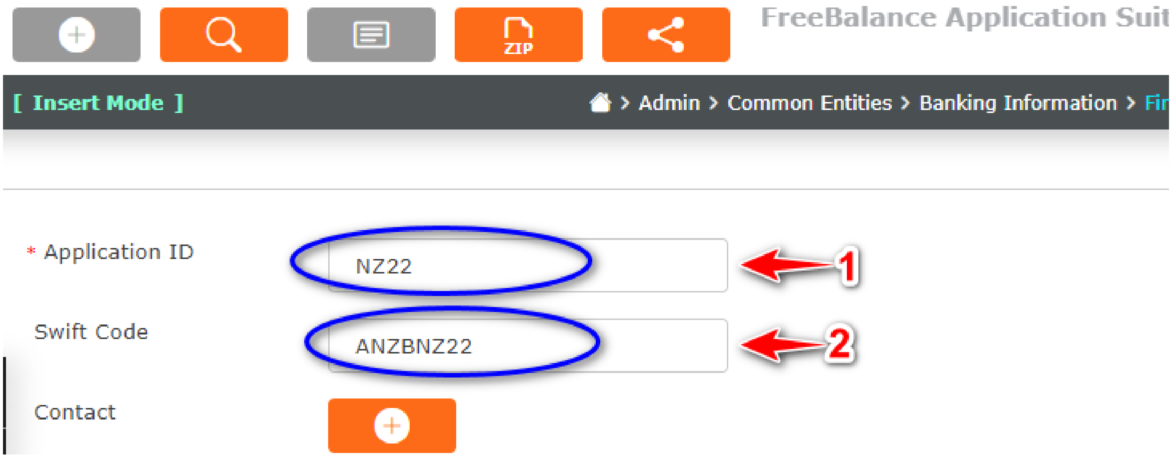


3.1.1.5 How to create new Financial Institution

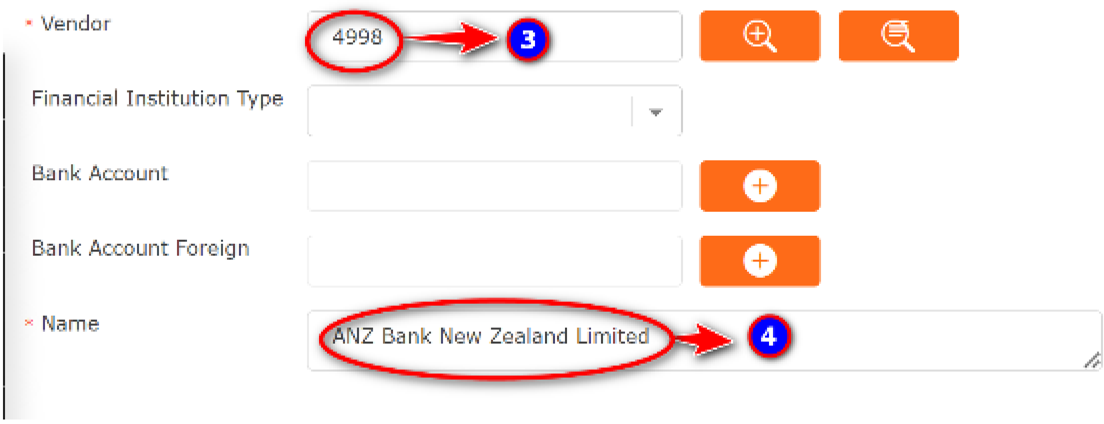
Step 1. Navigate the Menu > Admin > Common Entities > Banking Information>Financial Institutions. And click on the New button.



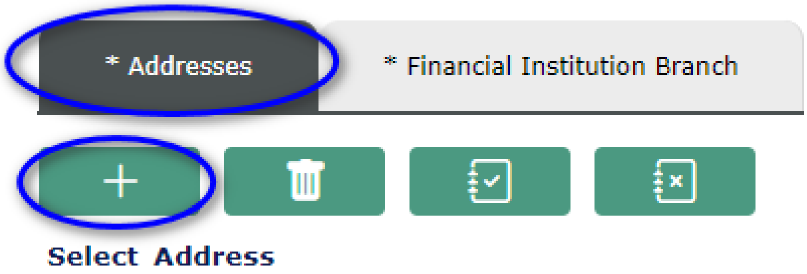
Step 2. Add the application ID and Bank Swift Code. (For the Application ID, take the last four characters from the bank swift code)



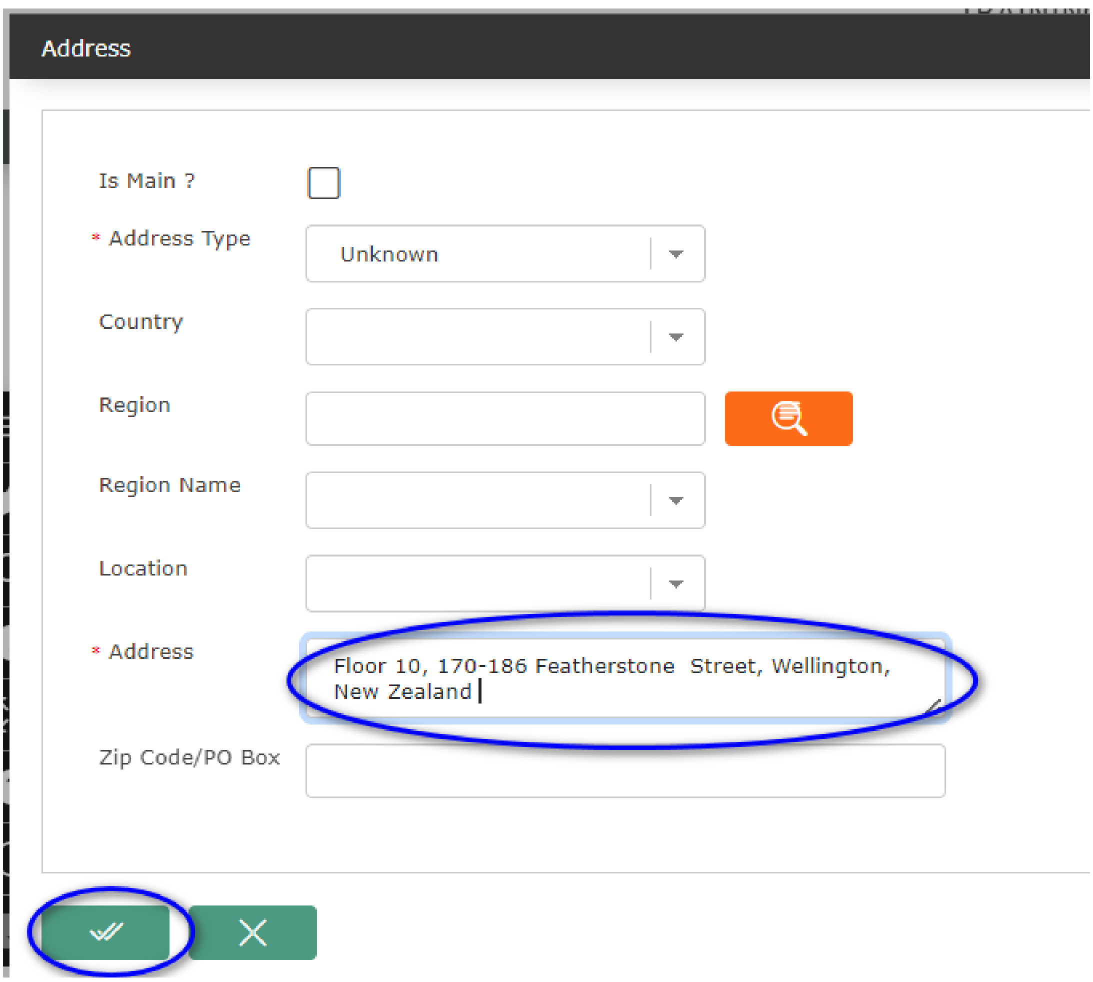
Step 3. Add the vendor and the Bank Name.



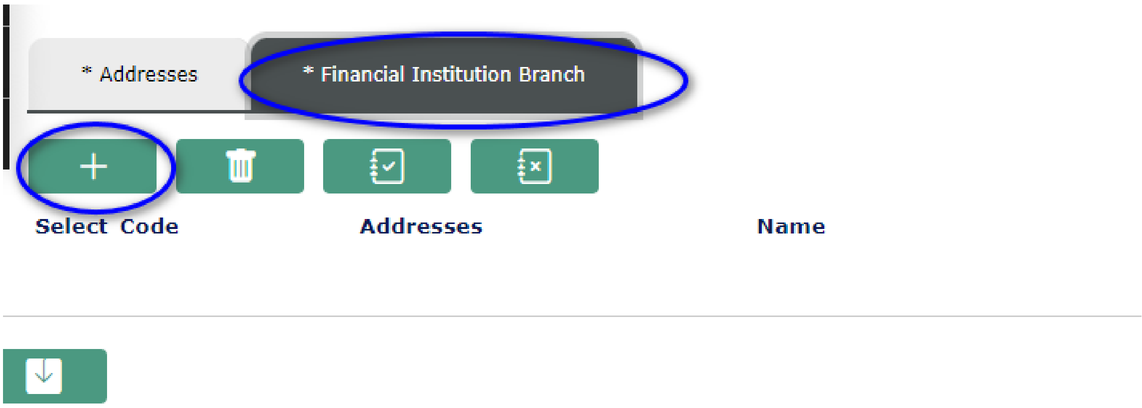
Step 4. Go to Address Tab and click on the Add button below to add the Bank Address.



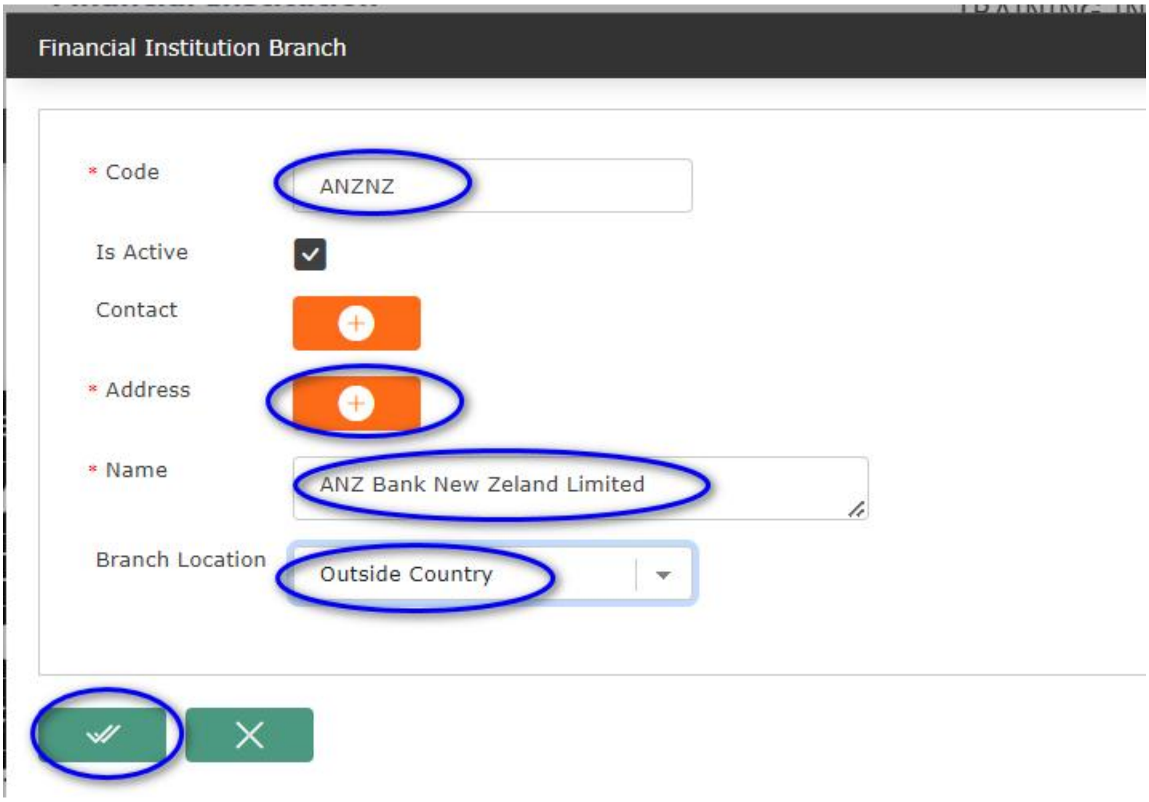
Step 5. Enter the Bank Address and click the update button below to save.



Step 6. Go to the Financial Institution Branch Tab and click on the add button below.



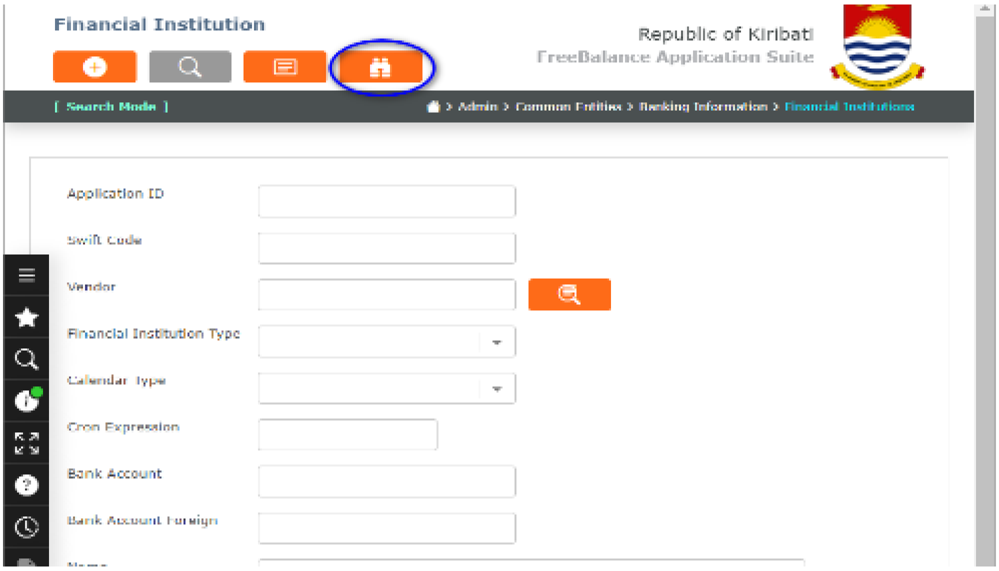
Step 6. Enter Bank code, Address Name and click update to save.



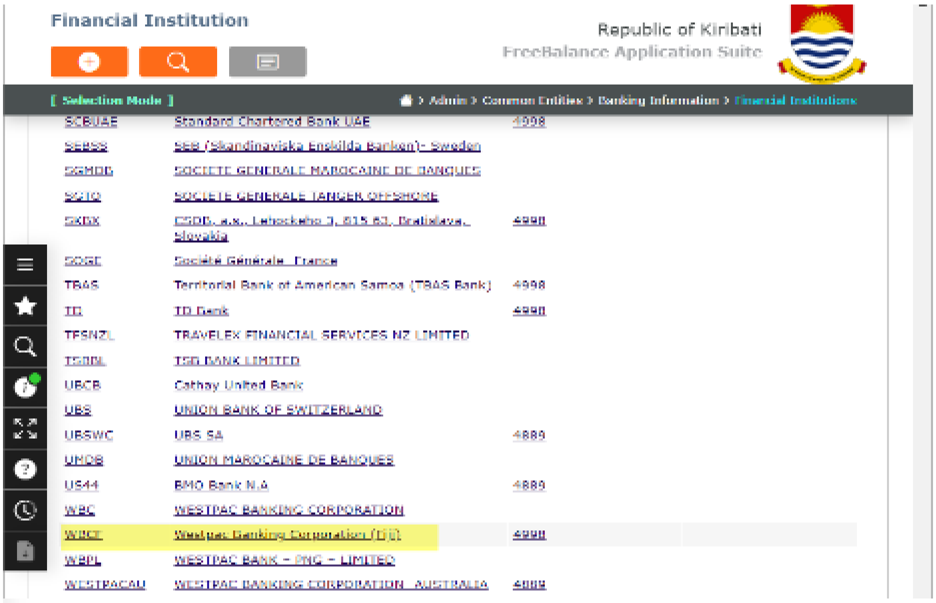
3.1.1.6 How to update the Financial Institution Branch.

Currently, certain bank branches are not available under the current bank institution on IFMIS. Therefore, if there's a need to include another bank branch to facilitate vendor payments, users now have the capability to add a new branch within the existing bank institution.

Step 1. Navigate the Menu > Admin > Common Entities > Banking Information>Financial Institutions. And click on the Find.

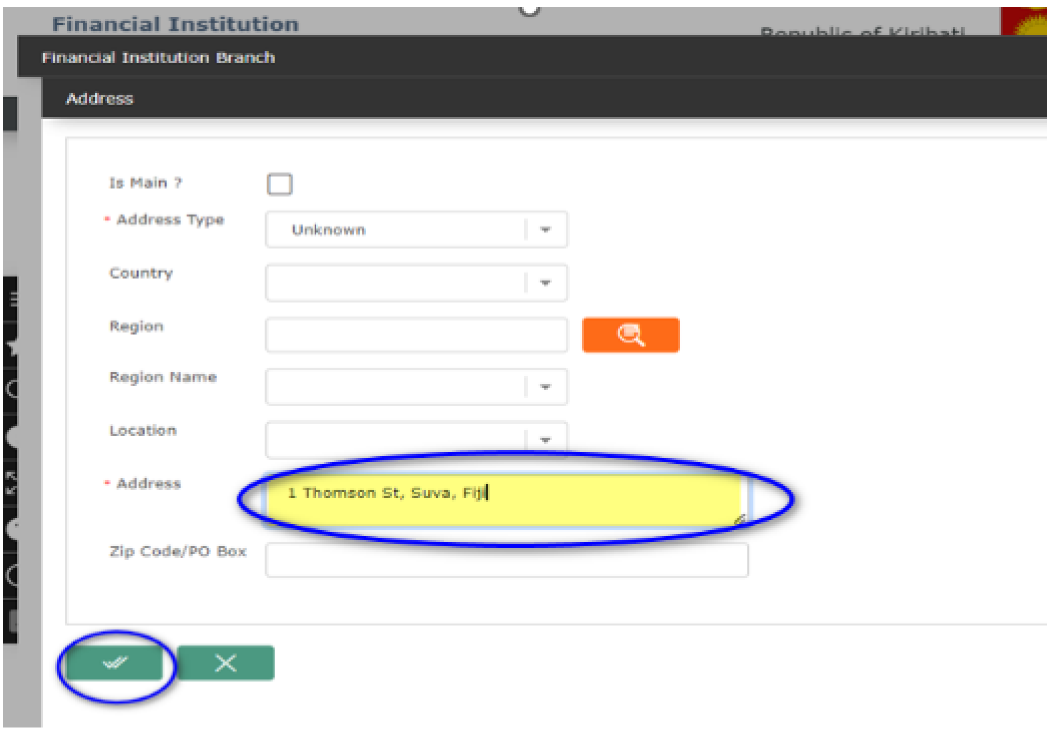


Step 2. Select the Bank Institution that you want to add new branch under it and open.



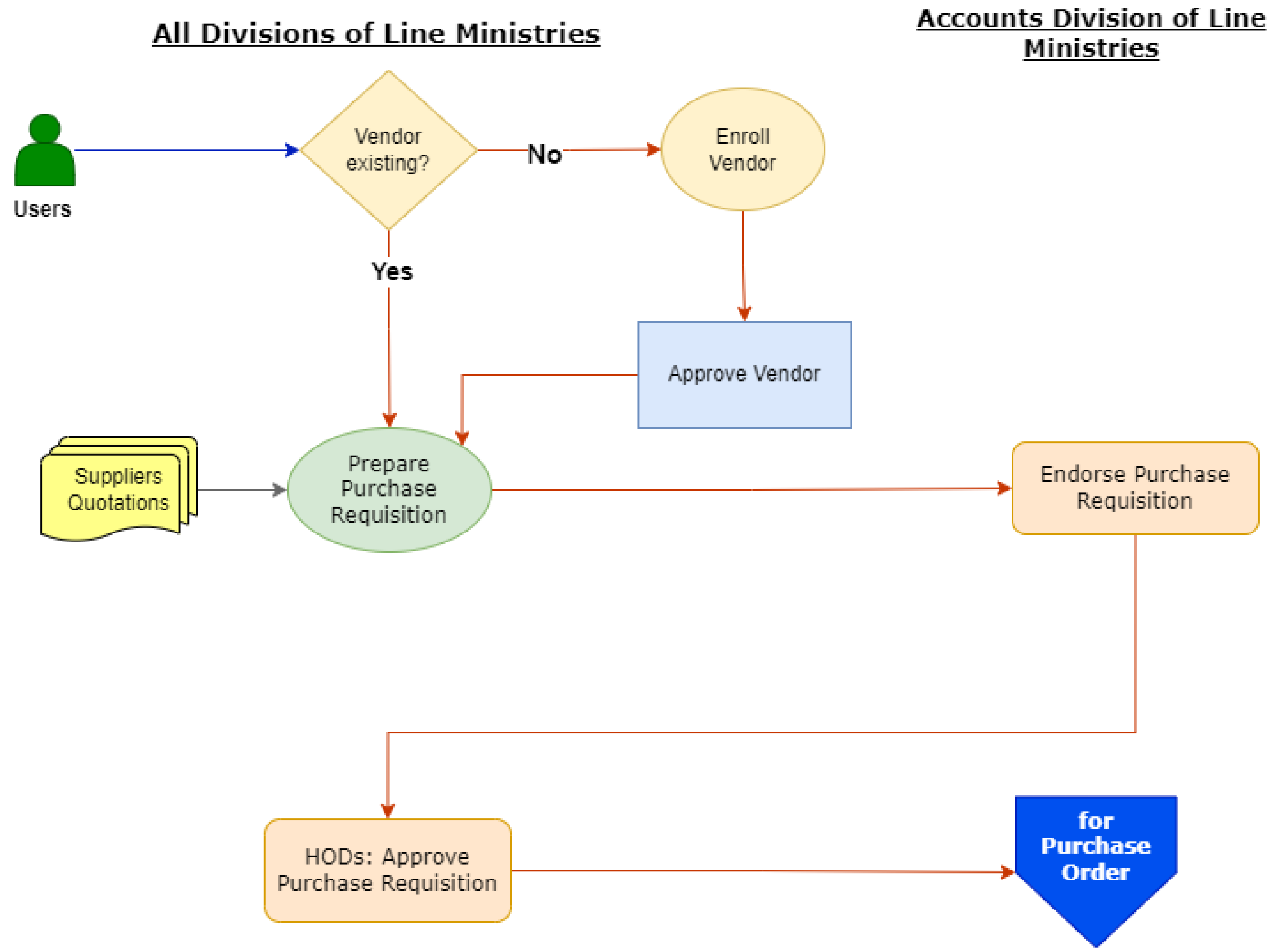
Step 3. Go to Financial Institution Branch Tab below and click on the add button.

Step 4. Enter the Bank Branch Address details and click on the update button below.



Step 5. Go click on the save button below.

3.2 Processes relating to Requisition of Items



The users for the preparation and approval of the PRs are.

Approver – Head of the Division/Directors

⇦**Reviewer** – Line Ministry Senior Accountants /Accountants

⇦**Preparer** – Line Ministry Account Officers/ All Users

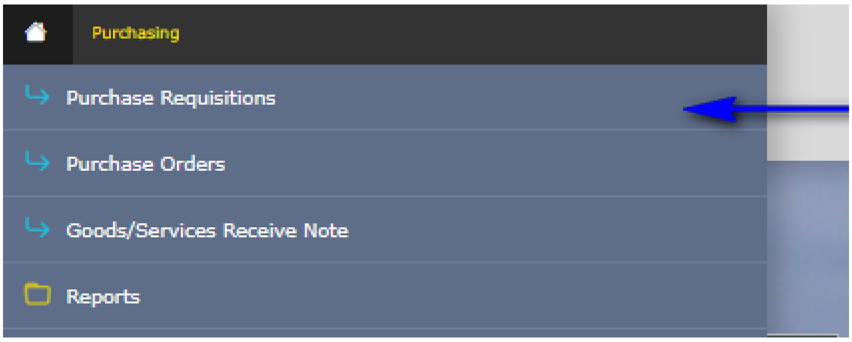
3.2.1 How to record a Purchase Requisition

3.2.1.1 How to prepare a new PR.

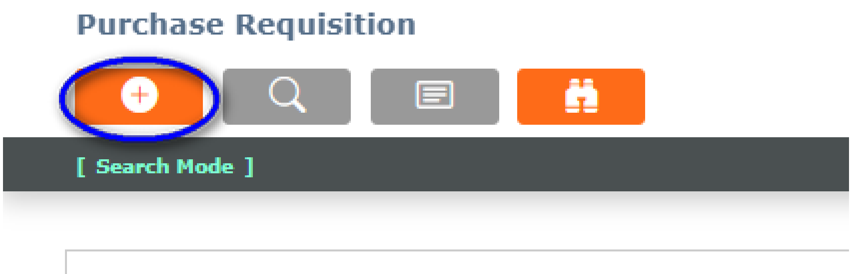
Based on purchasing plans and necessary purchase of goods or services, users must first enter a Procurement or Purchase Requisition.

To prepare the Purchase Requisition, follow these steps.

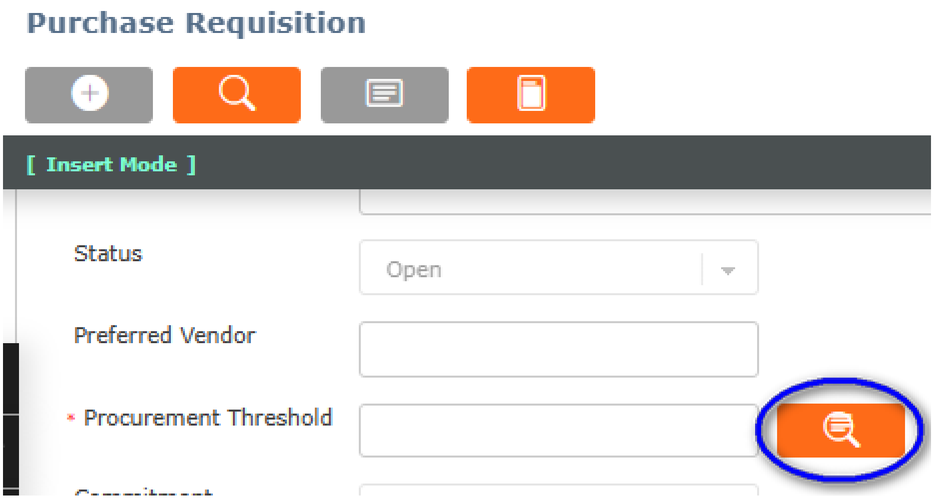
Step 1. Navigate the Menu > Purchasing > Purchase Requisitions. Click the Purchase Requisition to open the screen. by default, at Search Mode



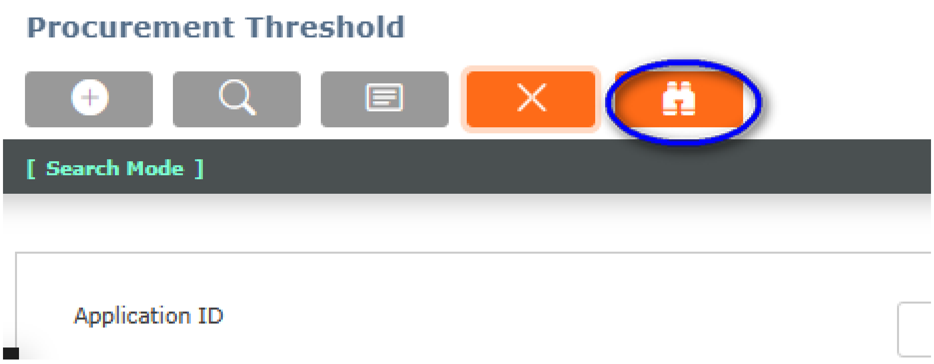
Step 2. Click the New button and provide the mandatory (*)details.



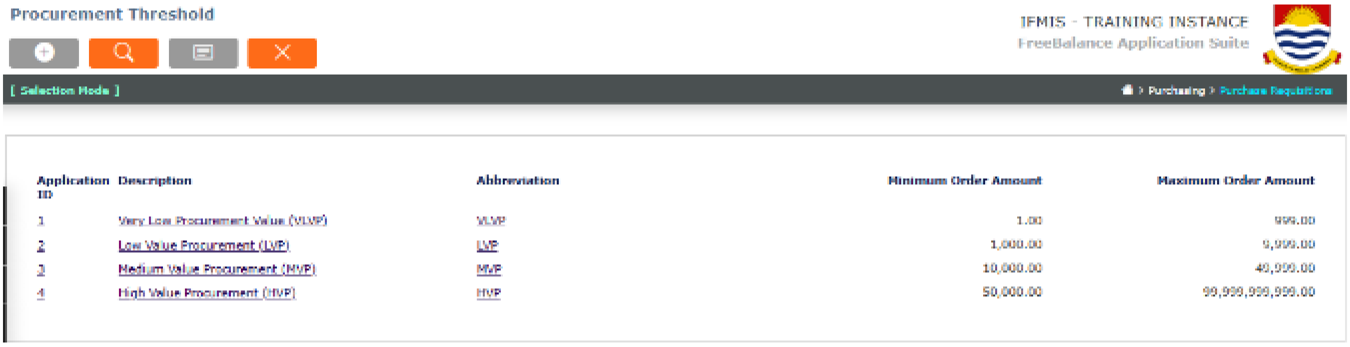
Step 3. Procurement Threshold: Click on the Lookup button to go to the Procurement Threshold screen.



Step 4. Click the Find button for the displayed screen.



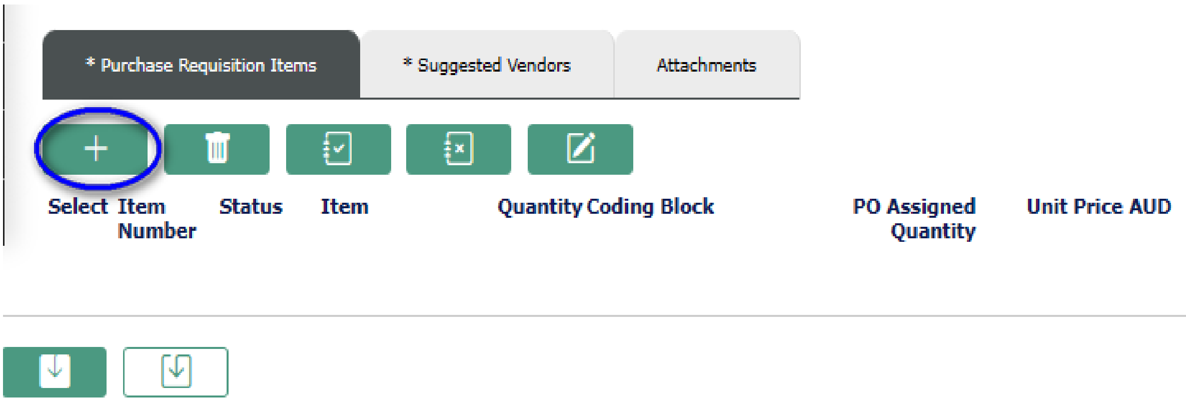
Step 5. Click to select the Threshold from the list based on the amount of the request. You can type the code directly in the field if known.



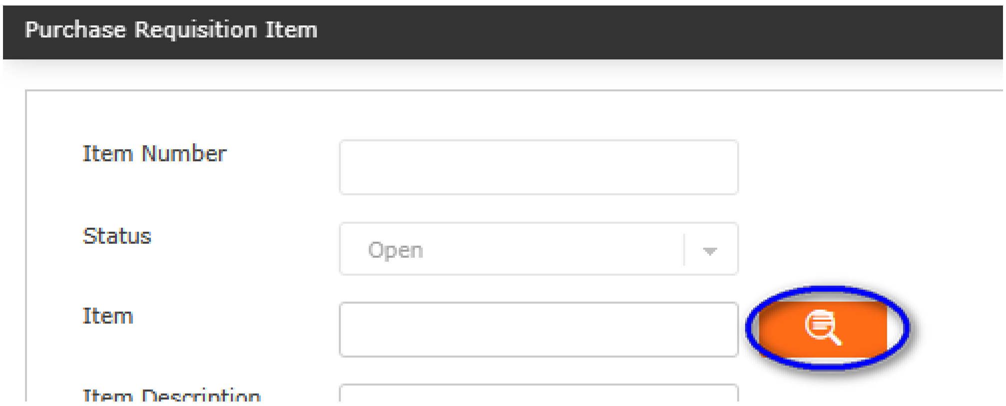
Application ID	Description	Abbreviation	Minimum Order Amount	Maximum Order Amount
1	Very Low Procurement Value (VLVP)	VLVP	1.00	999.00
2	Low Value Procurement (LVP)	LVP	1,000.00	9,999.00
3	Medium Value Procurement (MVP)	MVP	10,000.00	40,999.00
4	High Value Procurement (HVP)	HVP	50,000.00	99,999,999,999.00

Step 6. Enter the details on the purchase.

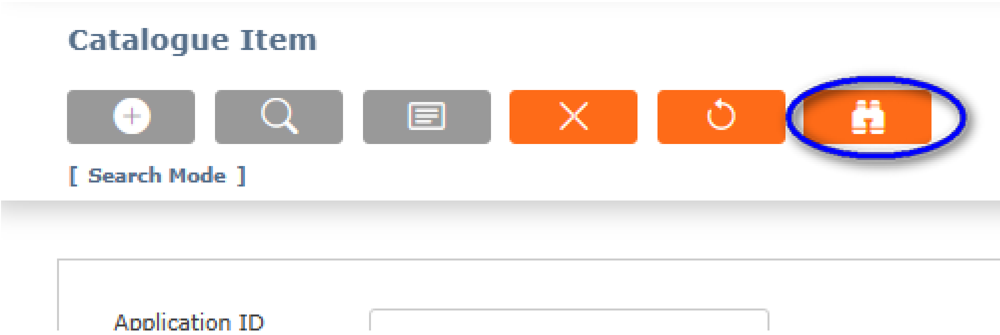
Step 7. Click the New + button under the tab Purchase Requisition Item and provide the details for the items below.



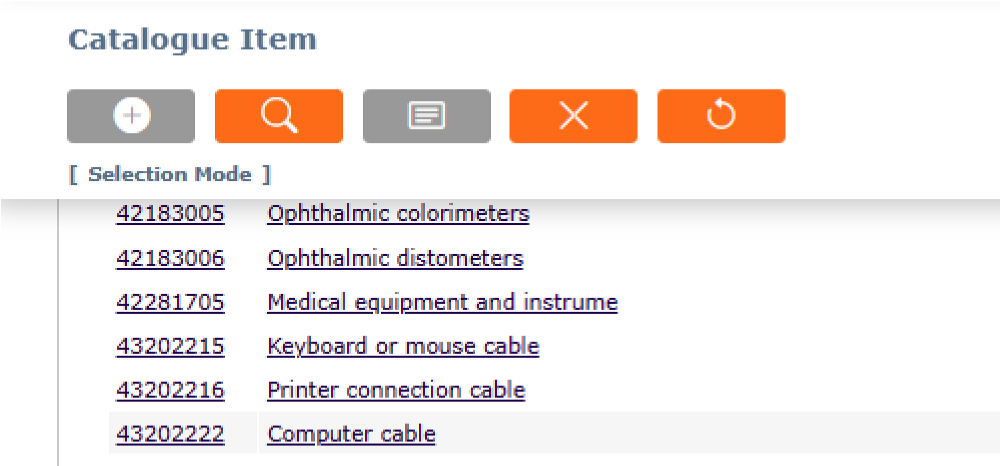
Step 8. **Items**: Click on the Lookup button to go to the screen then



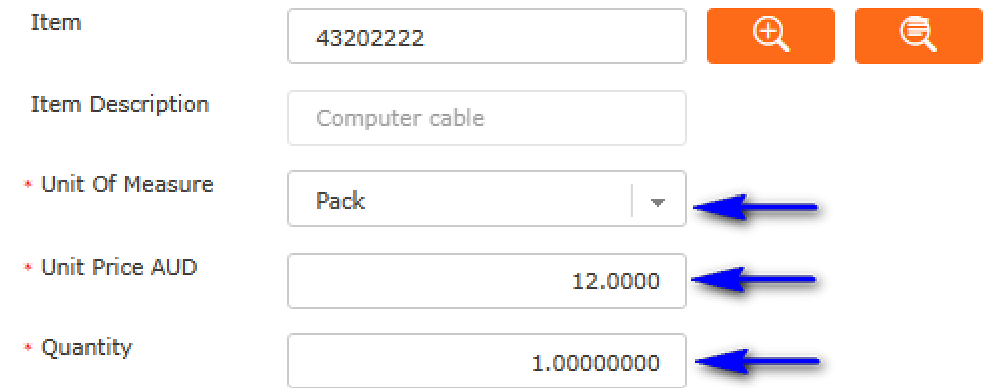
Step 9. Click the Find button, this will display the list to select from.



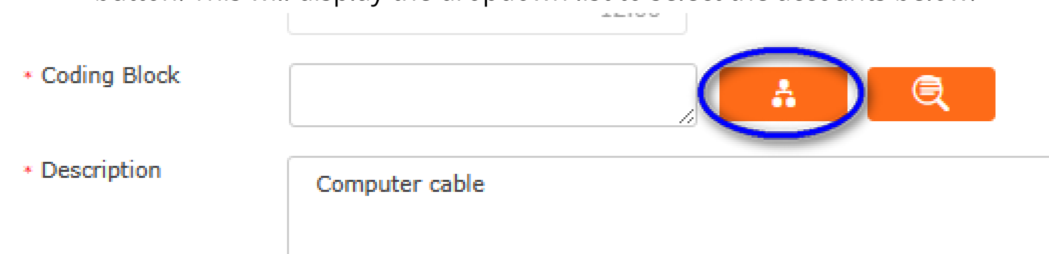
Step 10. Click to select the Item. Once selected, the code of the selected is displayed in the field.



Step 11. Select the Units of Measure from the dropdown list, and Enter the Unit Price and Quantity



Step 12. **Coding Block:** To select the account details of the transaction, click on the Elements View button. This will display the dropdown list to select the accounts below.

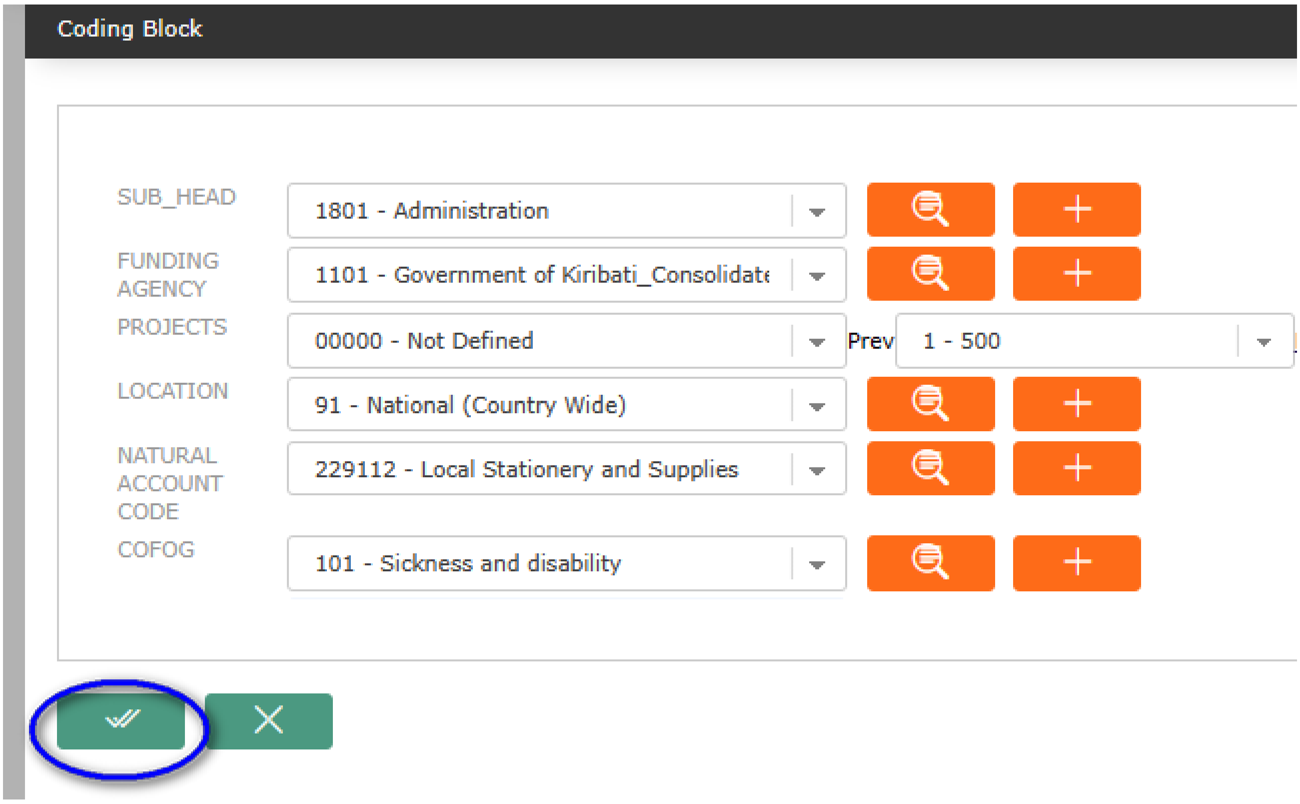


Step 13. Complete the details of the segments. **Refer to the COA file that has been shared with you while filling up the Coding Block.**

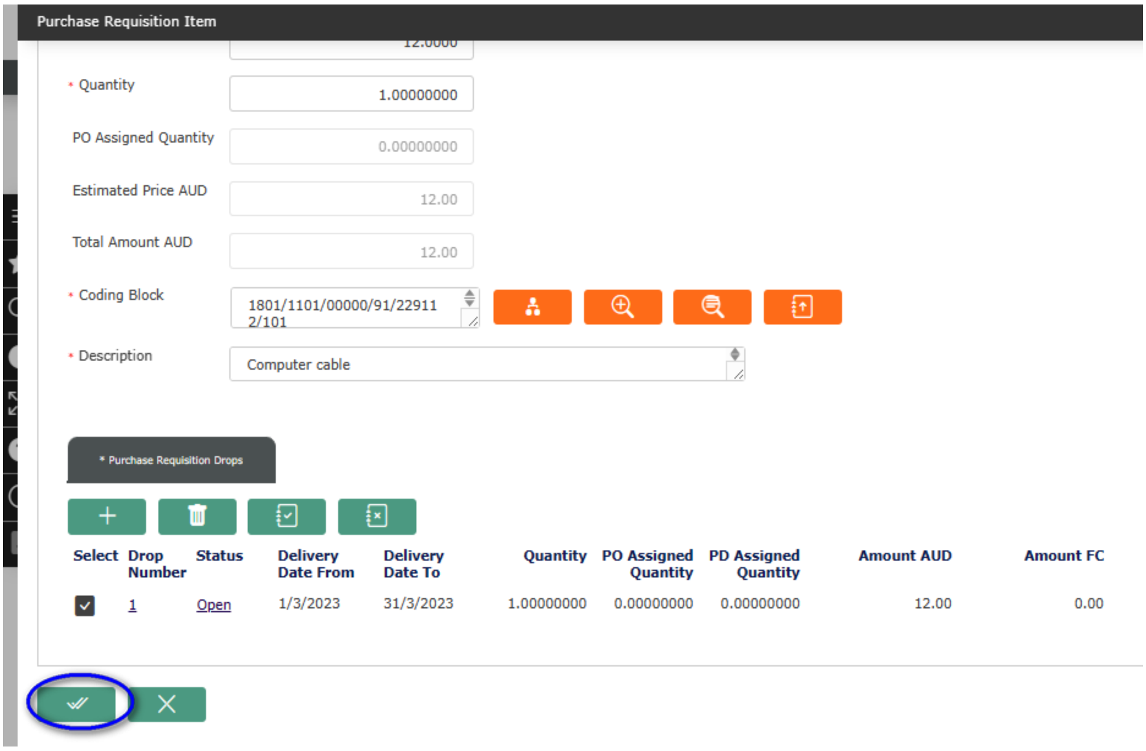
- **SUB HEAD:** Select the Division that needs the PR.

- **FUND AGENCY:** Select 1101- GoK if this is is 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 is from recurrent budget. For Development Budget select the appropriate project code.
- **LOCATION:** Select from the list. For recurrent budget, the code will always be 91 (National).
- **NAC:** Select the appropriate NAC for the PR.
- **COFOG:** Select the applicable COFOG from the list.

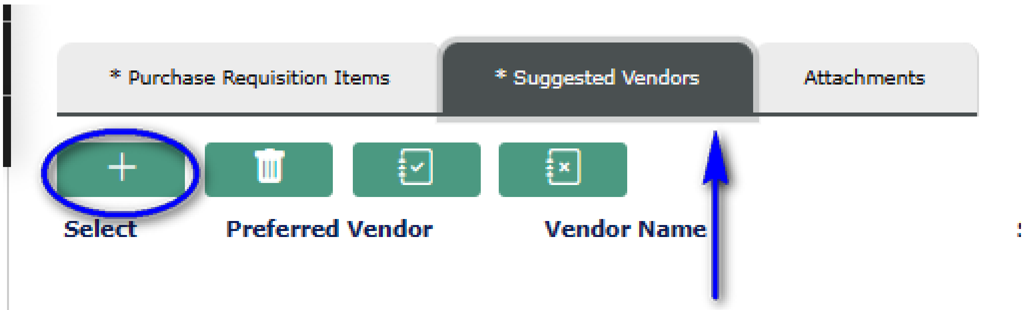
Step 14. Click the Save and Return  button once completed. To add more than one item to purchase, repeat this process.



Step 15. Click the Save and return button on the Purchase Requisition Items.

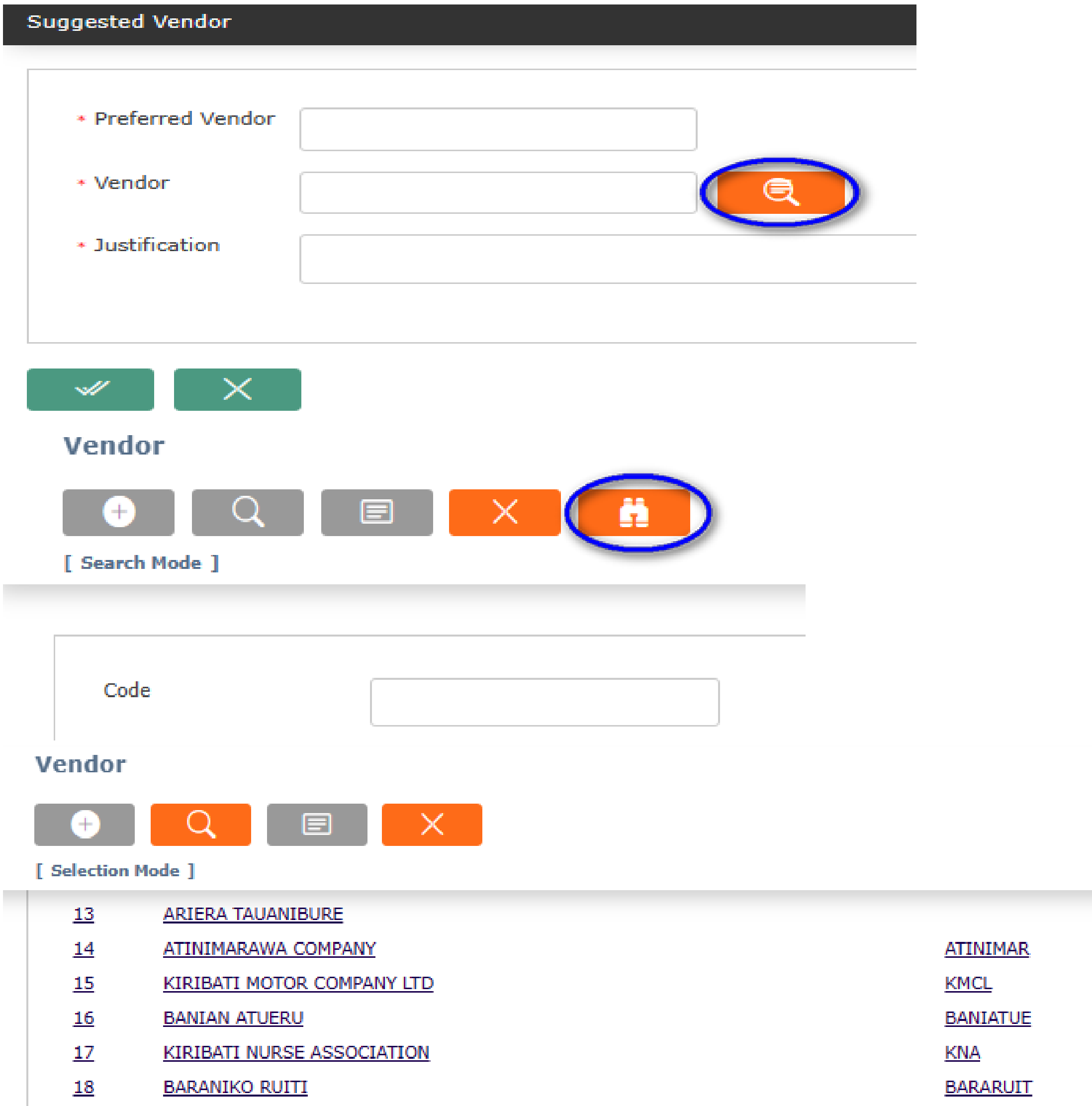


Step 16. To add the quotations gathered from three (3) suppliers, go to the Suggested Vendor tab, and click on the New button.

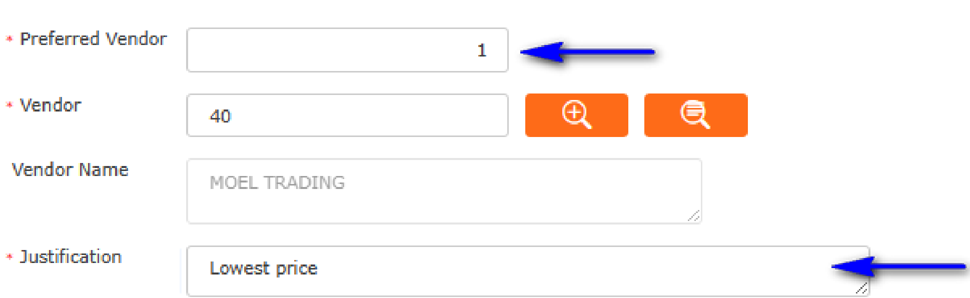


Step 17. Click on the Lookup button to go to the Vendor screen then click the Find button, this will display the list of Vendors to select from. Click to select the appropriate Vendor. To search for a vendor, type the first few characters of the vendor's name with * at the beginning and end of the characters. Example: if the name of the Vendor is Vodafone Kiribati, type *vod*. **If the account code is not available, please get in touch with CPU for adding the item(s) required.**

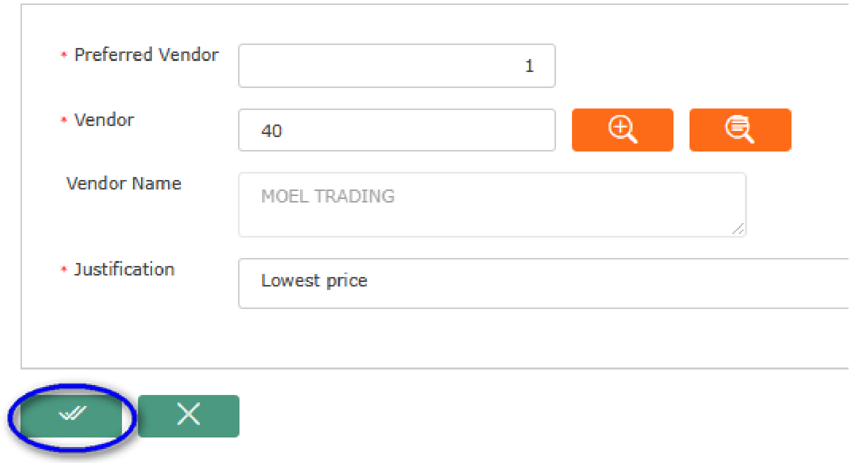
Once selected, the code of the selected item is displayed in the field.



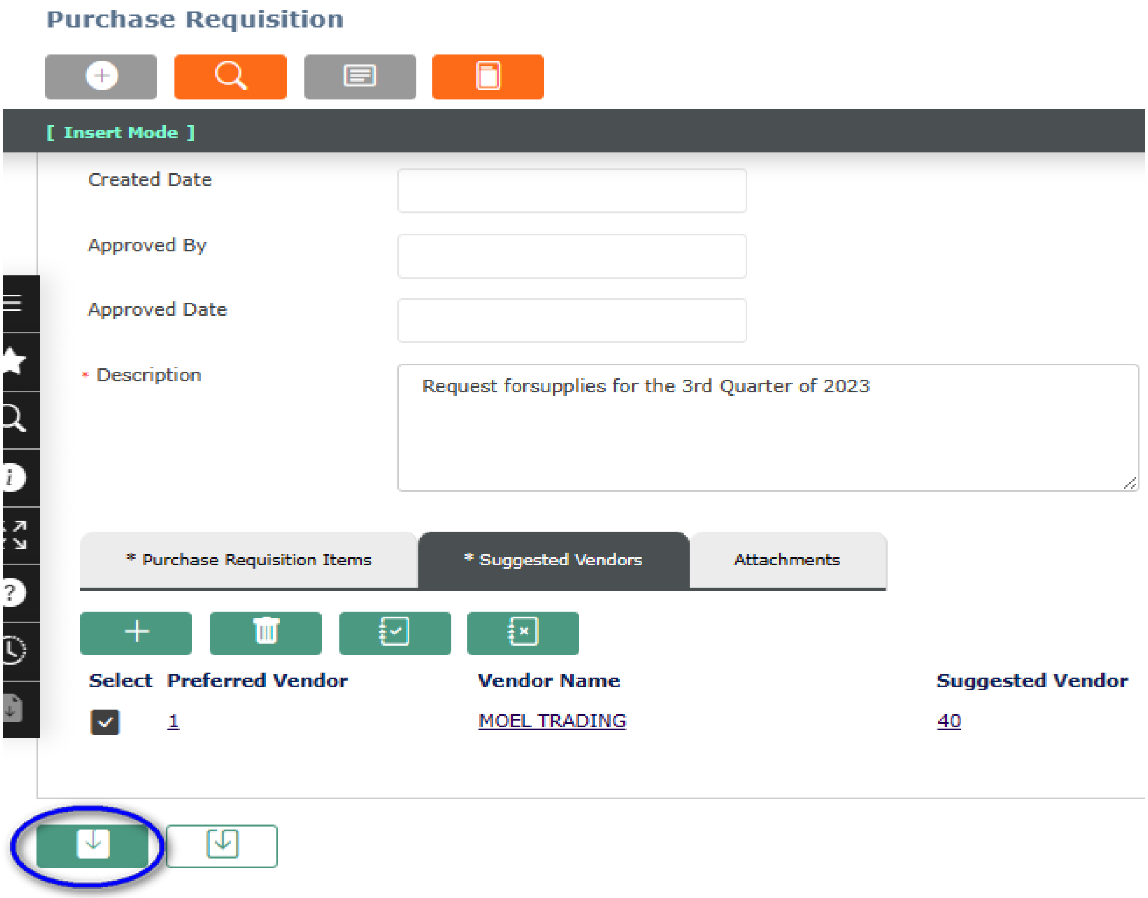
Step 18. Enter 1 for highest rank and enter the justification of the ranking of the vendor.



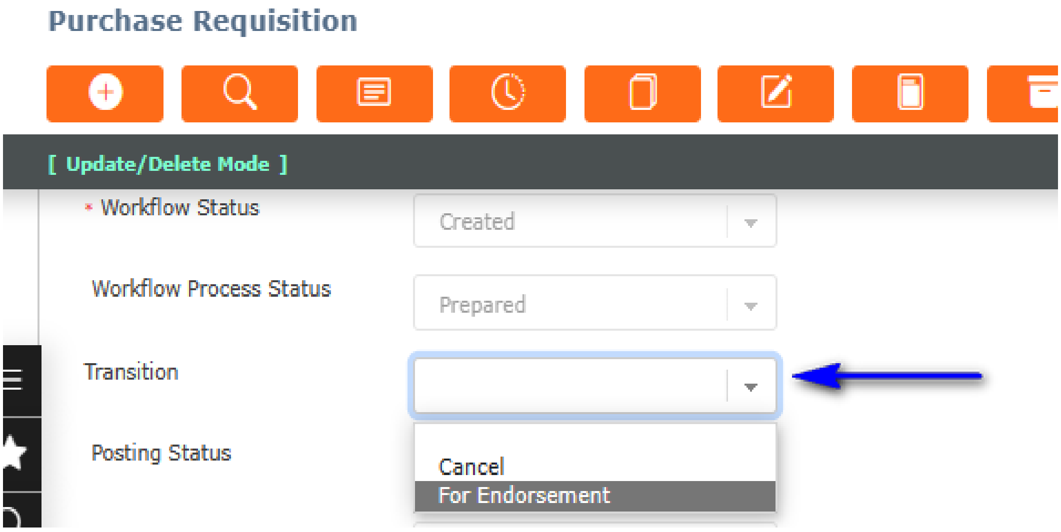
Step 19. Once completed, click on the Save and Return button. To add the details from all the suppliers, repeat this process.



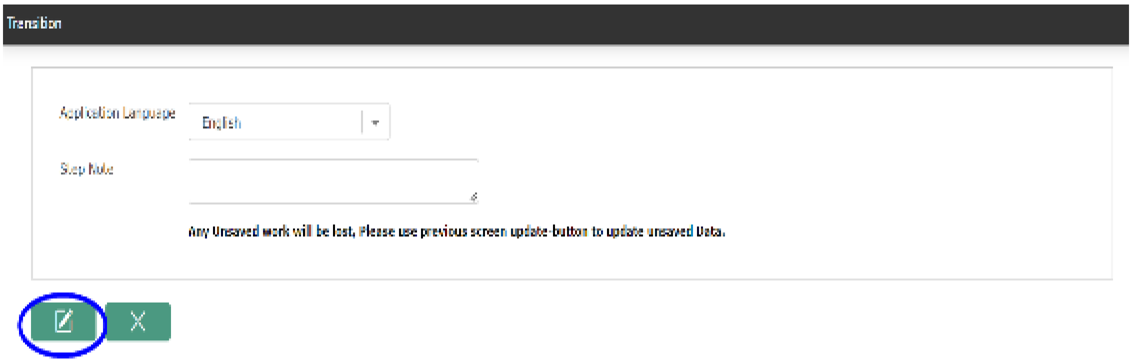
Step 20. Click the Save button when details are provided.



Step 21. To send the PR for endorsement, navigate to the Transition field and select the "**For Endorsement** " from the dropdown list then click the Transition button. **Remember next steps will not get initiated if you do not do the Transition.**



Step 22. Enter the remarks on the step note for the next approver then click the Finish button. If you want to go back to reviewing the PR before submitting it for endorsement, click on the Discard button.

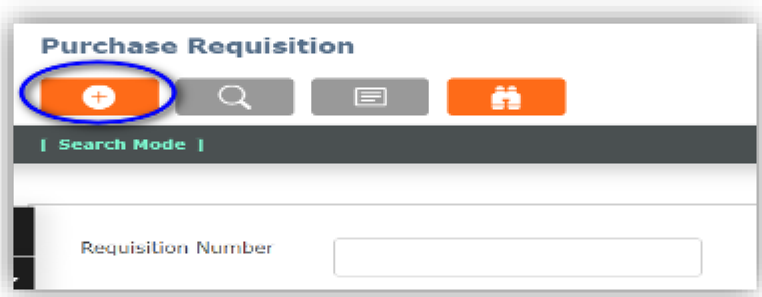


Step 23. A message is displayed saying that the workflow transition is executed. The PR screen is also updated as not editable, and it is now routed to the next approver.

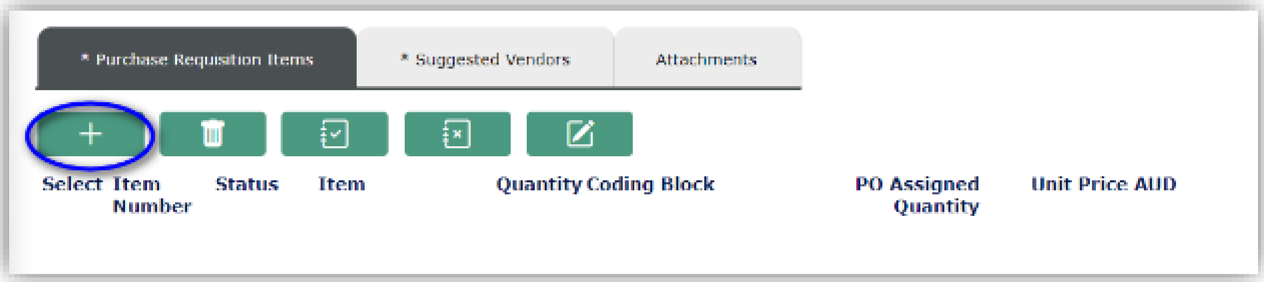
3.2.1.2 How to prepare a new PR for Fixed Asset

Step 1. Navigate the Menu > Purchasing > Purchase Requisitions. Click the Purchase Requisition to open the screen. Add new and complete required information (fields with red *asterisks).

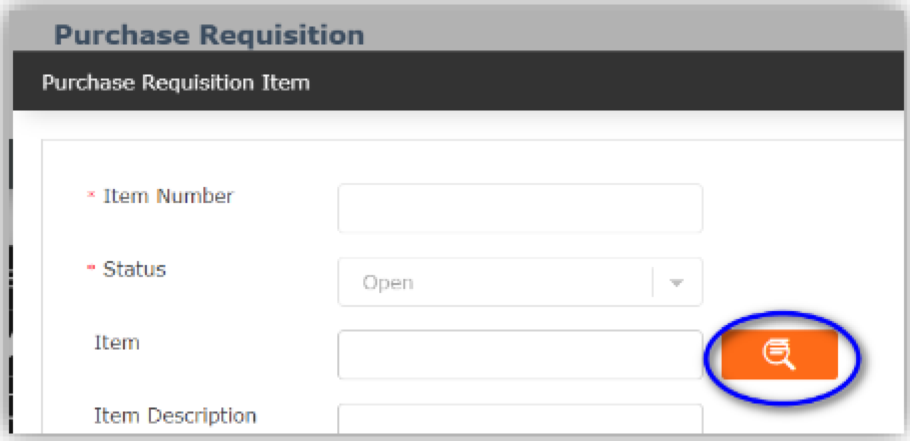
Note: Same procedure with creating a PR which can be found on page 50.

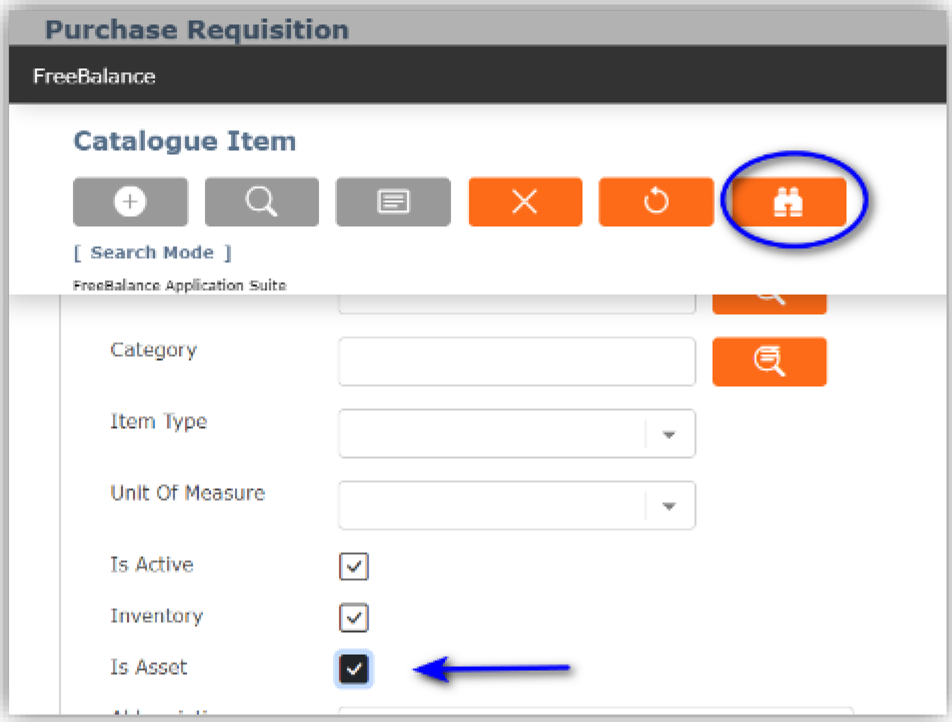


Step 2: Click the New button to add the items to purchase.

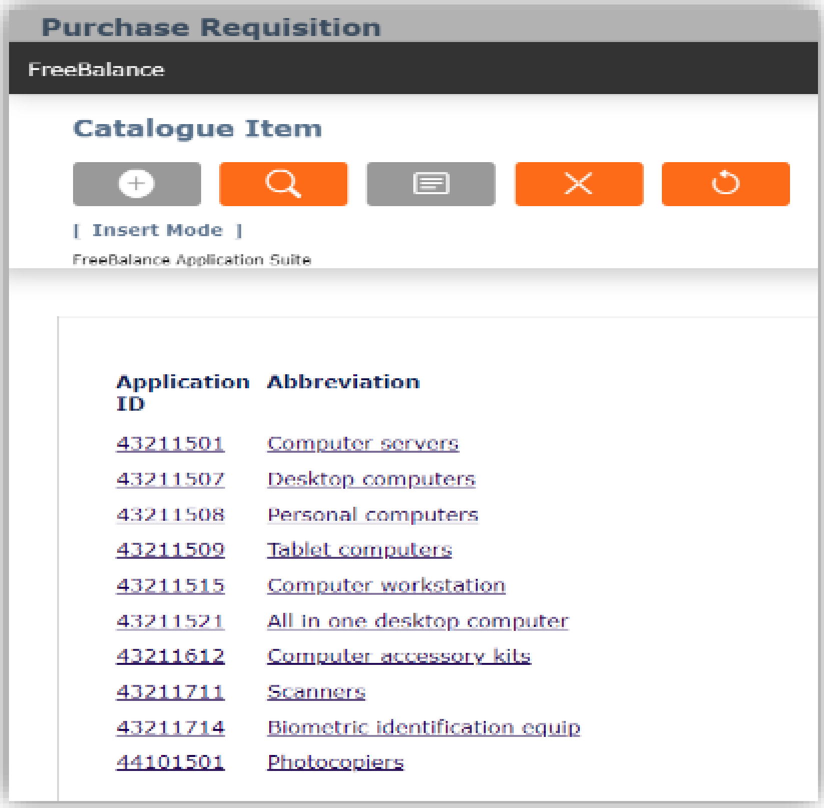


Step 3: Click the lookup button of the items and **ensure to tick the field "Is Asset",** then click on the find button for the displayed screen.

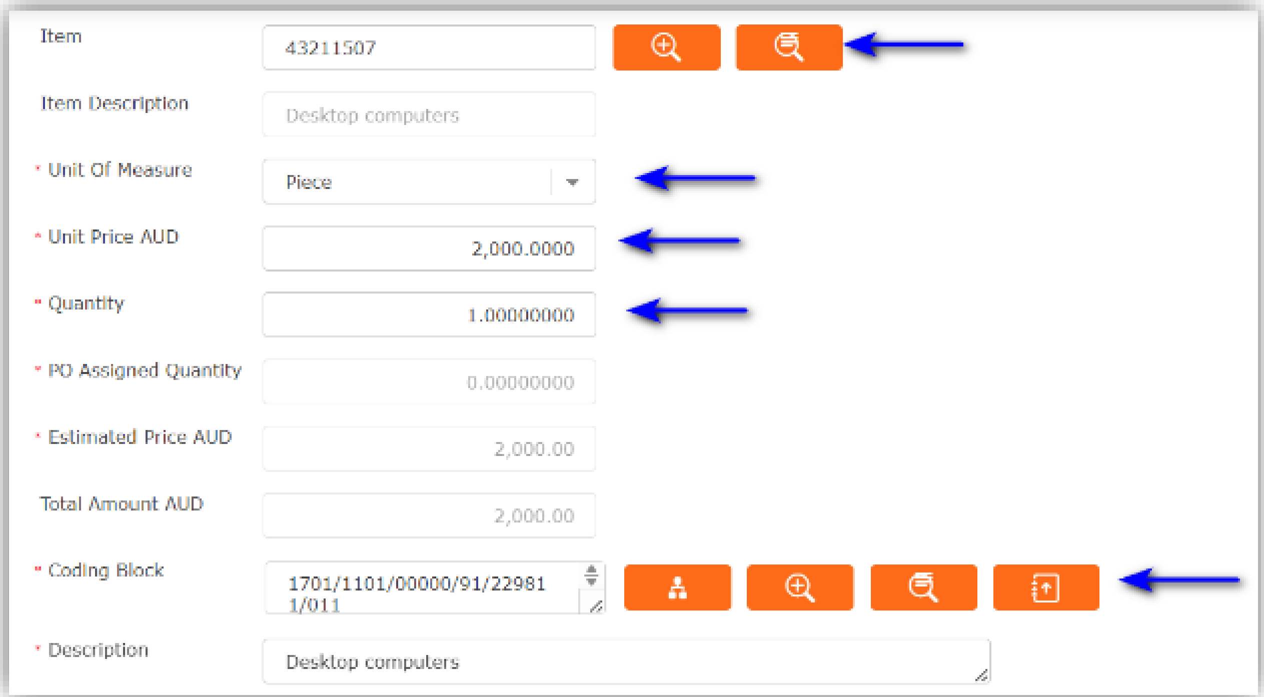




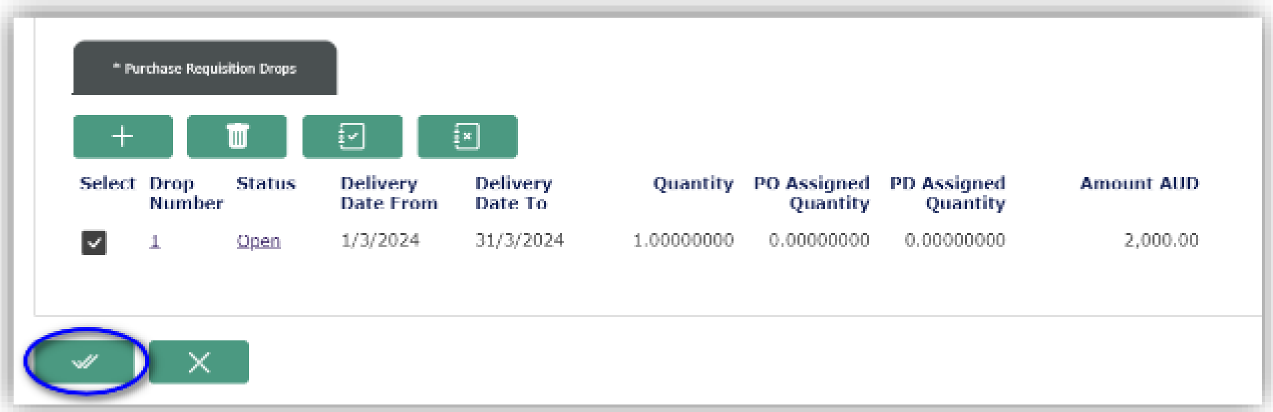
Step 4: A catalog item screen will display a list of items categorized as assets.



Step 5: Complete the required details marked by red asterisks *.



Step 6: Check all information is correct and then click the Save and Return button.



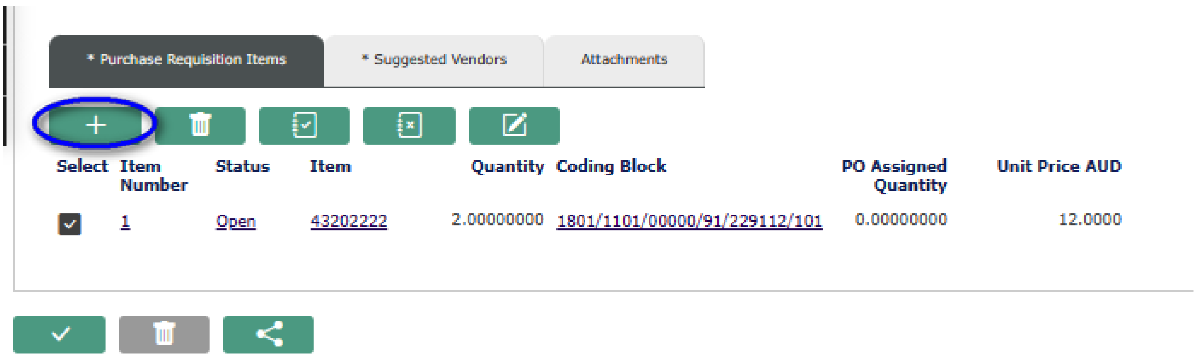
Step 7: Complete the Suggested Vendors information which is well detailed on **pages 55 – 57**.

Step 8: Save the PR and process until fully approved and ready for PO processing.

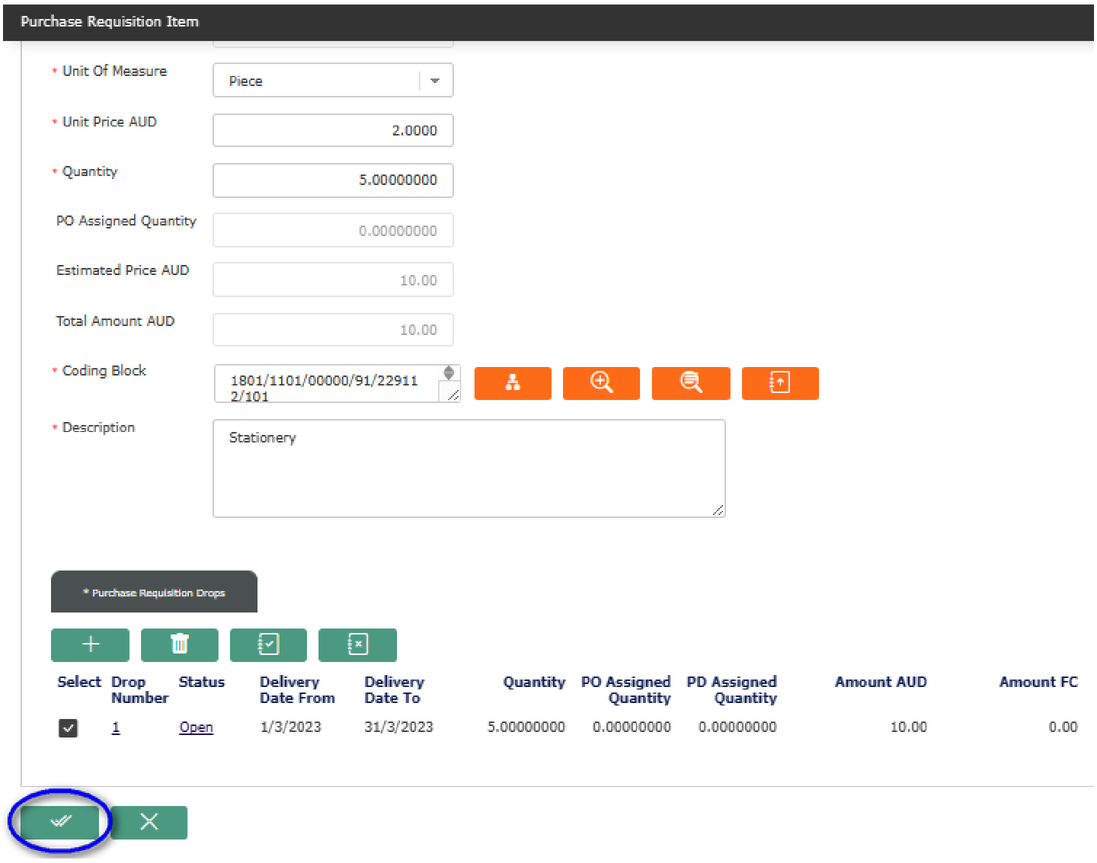
3.2.1.3 How to Add/delete PR Item

When there are multiple items to request that belong to the same expenditure account, follow these steps to process it.

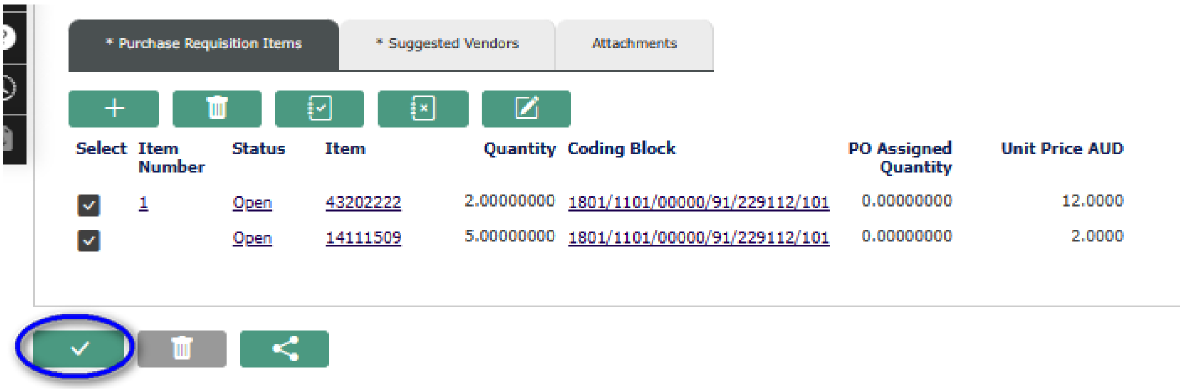
Step 1. Go to the PR Line Item, click add New button.



Step 2. Complete the details by following instructions from Steps 10 to 19 of Section <u>3.1.1.1 (How to prepare a new PR for Items)</u>. Click the Save and return button.



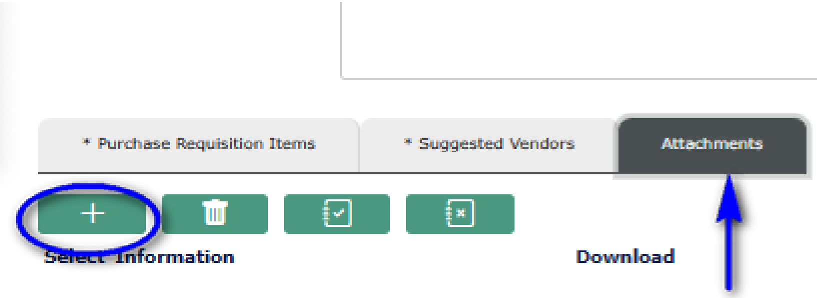
Step 3. Click the Update button.



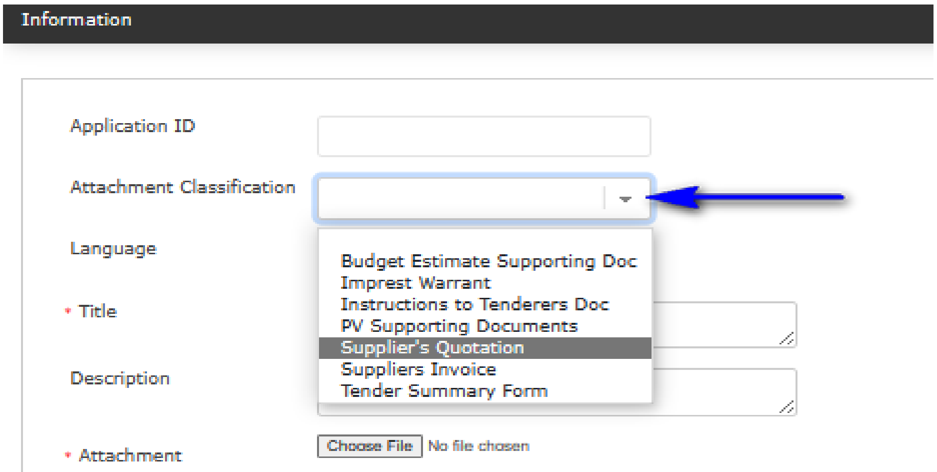
3.2.1.4 How to Add Document to PR

To attach the quotation documents from the Suppliers or any documents needed for the PR, follow the steps below. These attachments will be available to all users to download who has access to the PR transaction.

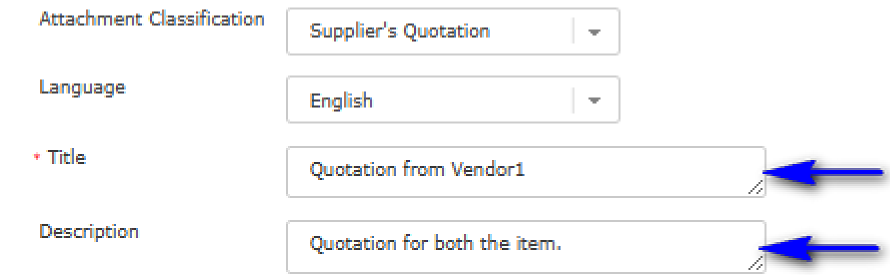
Step 1. Go to the Attachment tab and click the New  button. Provide the mandatory details.



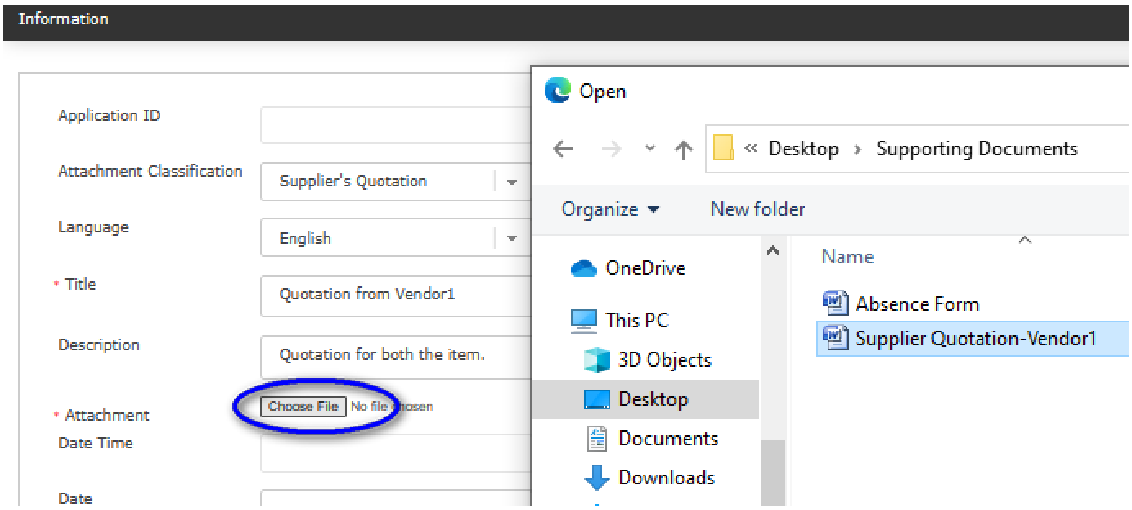
Step 2. Attachment Classification: Select the applicable classification from the dropdown list.



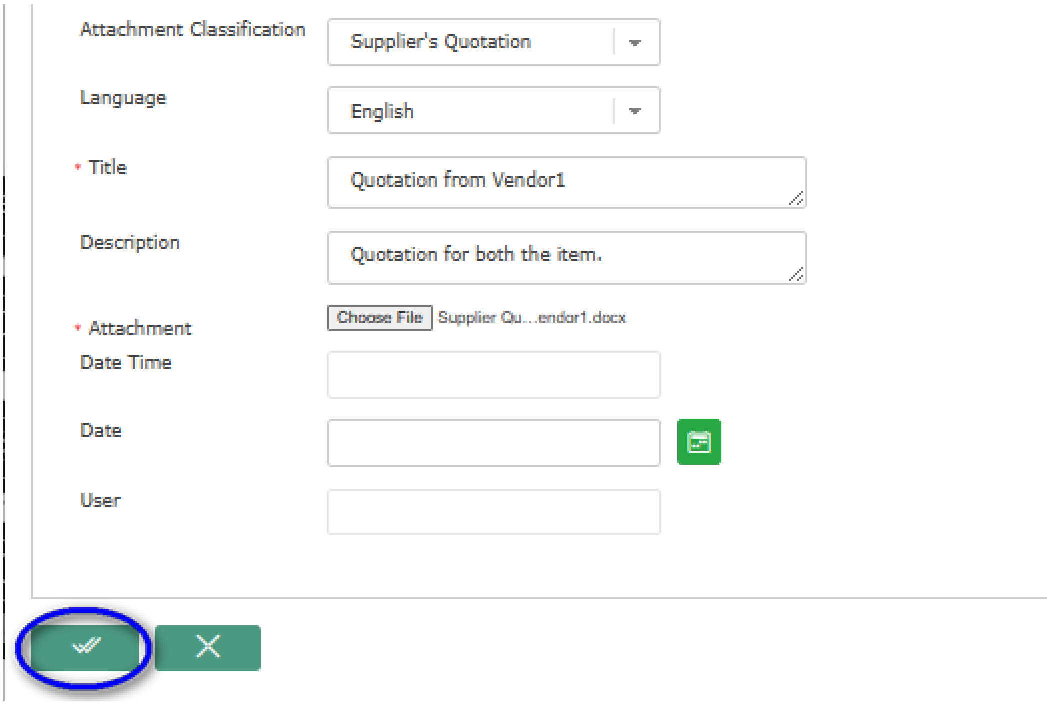
Step3. Title: Enter the title of the document and enter the more detailed note for the document to attach.



Step 3. Attachment: Click on the Choose File button to select the file to attach.

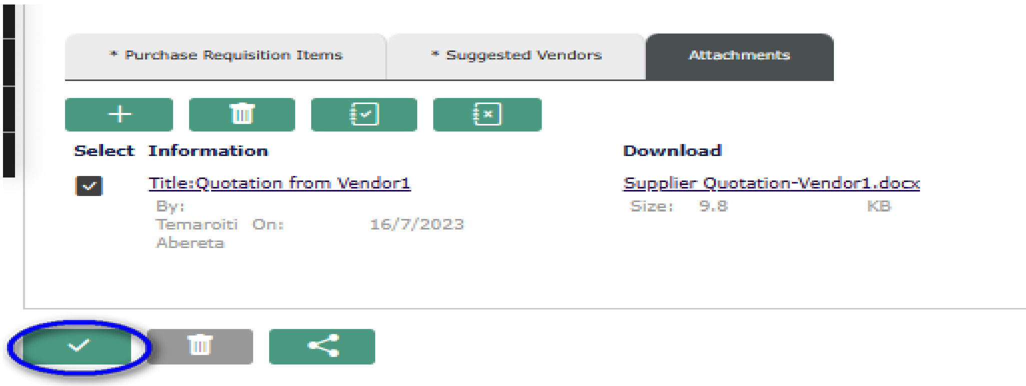


Step 2. and click the Save and Return button once done.



Step 3. To add more than one attachment, repeat the process.

Step 4. Click the Update button of the PR once all attachments are added.



3.2.1.5 How to create new from copying an existing PR.

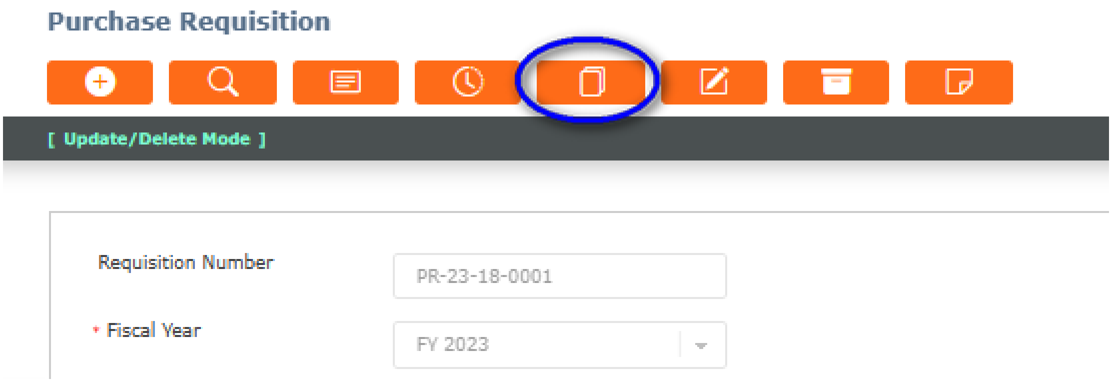
For Purchase Requisitions that are done more frequently, like purchase of office supplies, the users do not need to enter again. They can search for the Purchase Requisition of fast-moving items to copy. To do this, follow the steps below.

Step 1. Navigate the Menu > Purchasing > Purchase Requisitions, by default at Search Mode.

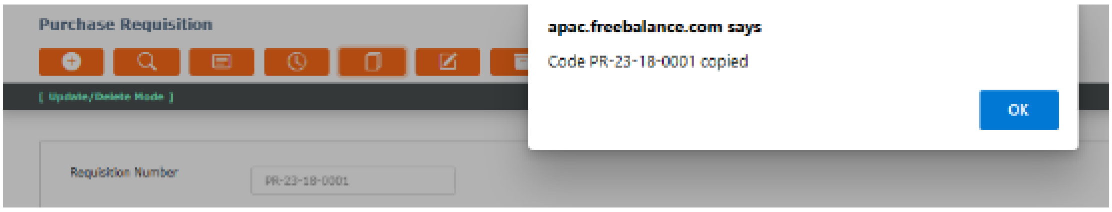
Step 2. Provide the filter by selecting the applicable fiscal year, fiscal period, Purchasing Office if necessary. Click the to display all PRs based on the selected filters.

Step 3. Click to select the PR to copy.

Step 4. When the PR is displayed, go to the Copy button and click it. The message is displayed that the PR is copied.



Step 5. Click Ok on the message displayed.



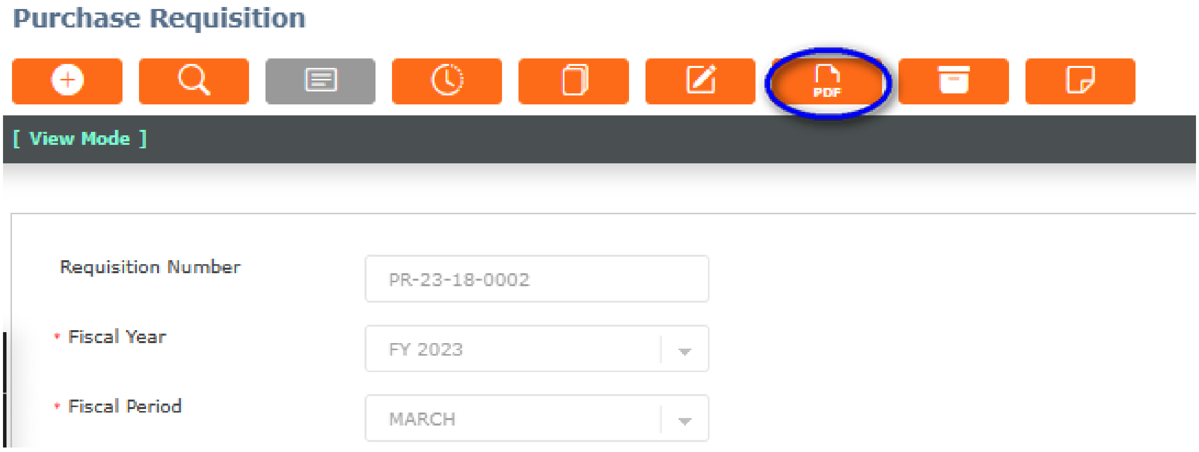
Step 6. Update the necessary details to change.

Step 6. Click the Save button when completed and send the PR for endorsement.

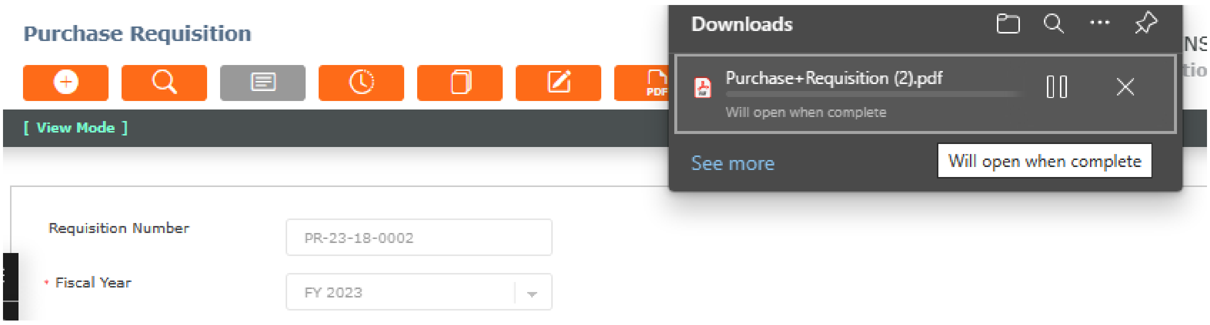
3.2.1.6 How to print the PR report.

The PR form is readily available upon saving, in every stage after. To print the Purchase requisition, follow these steps.

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



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



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

GOVERNMENT OF KIRIBATI

Ministry of Women, Youth, Sports and Social Affairs

Kiribati

PURCHASE REQUISITION

Division : Administration (1801) Number : PR-23-18-0002

Goods/ Services Required		Quantity	Unit Price	Total Cost
Item#1	Computer cable	2 Pack	12.00	24.00
Item#2	Stationery	5 Piece	2.00	10.00

Notes on Purchase Requisition:

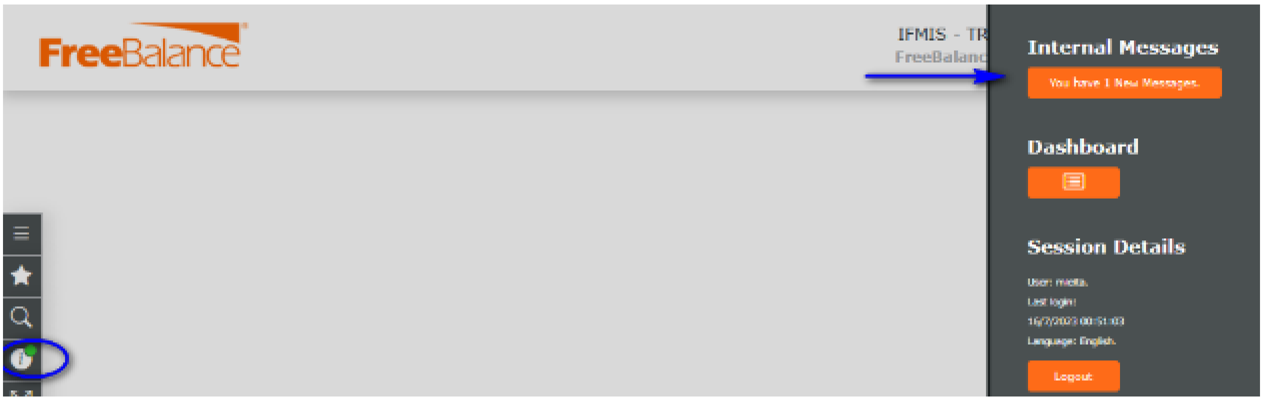
1. *The IFMIS will validate the total amount of the request based on the selected Threshold upon saving the PR transaction.*
2. *The user will not be able to save the PR if the budget is less than the PR amount.*
3. *The PRs available for viewing, edit and update by the users will be limited to the access by their ministry only.*

3.2.2 Approval process of Purchase Requisition

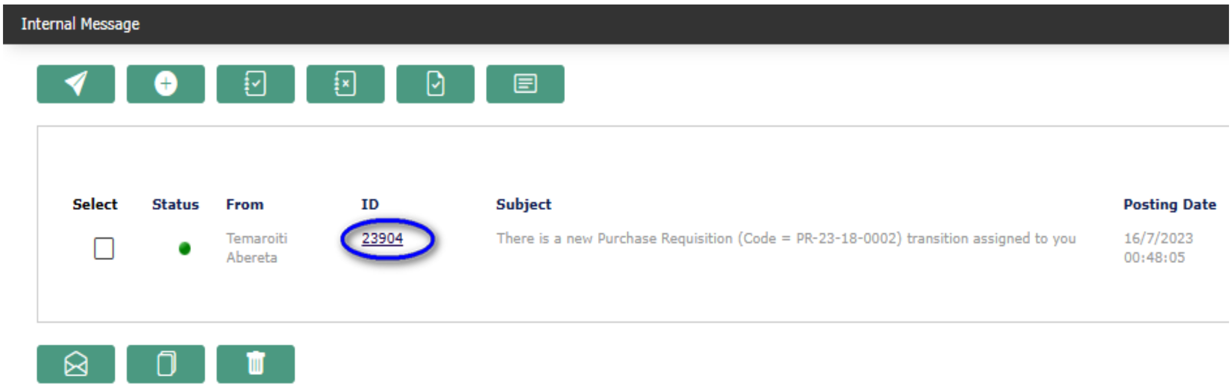
3.2.2.1 How to endorse the PR.

A Purchase Requisition is prepared by anyone who has access to Purchase Requisition in IFMIS. The review or endorsement of the same will be done by Accountants and Senior Accountants of the respective Ministry. To do this, follow the steps below.

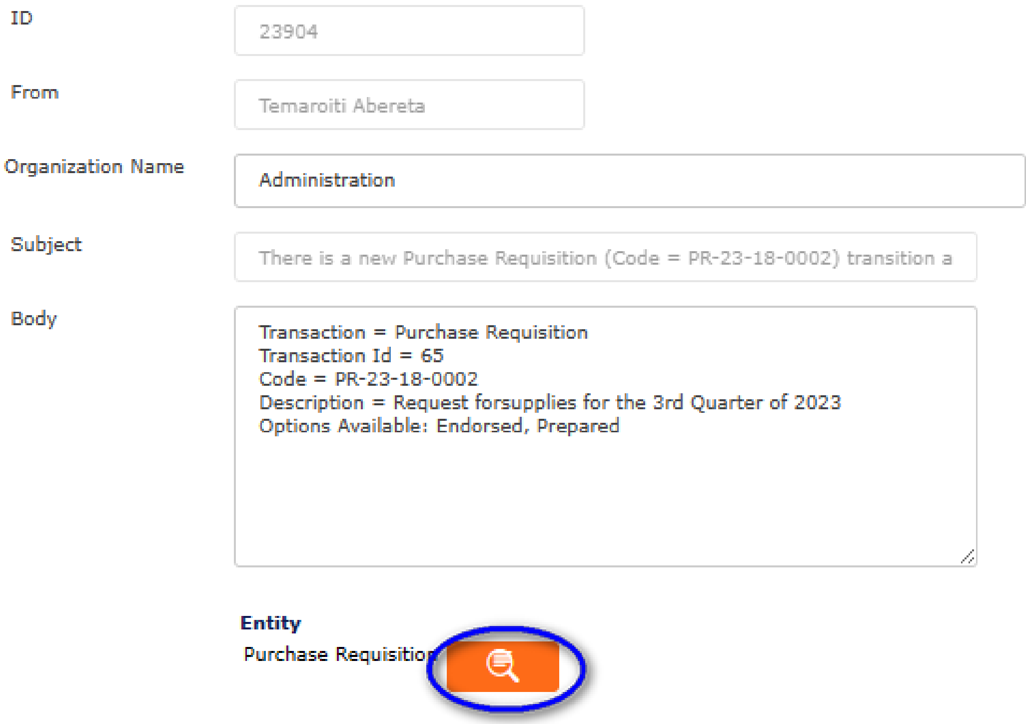
Step 1. After logging in, click the and navigate on the Internal messages. Click on the message on the Internal Message box.



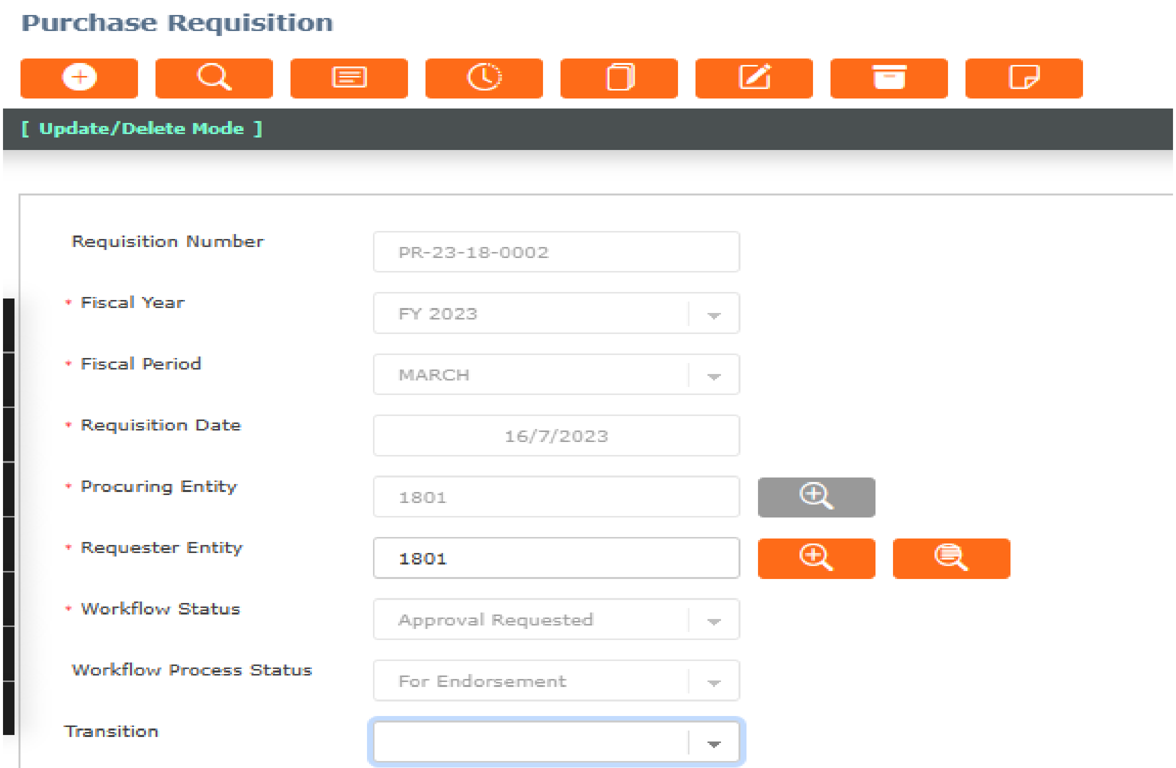
Step 2. The list of notifications available to the user is displayed here. Click the link ID of the PR to review.



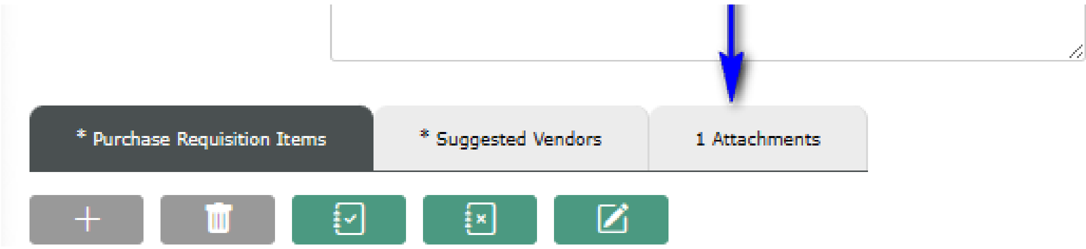
Step 3. Click on **Update Domain** button.



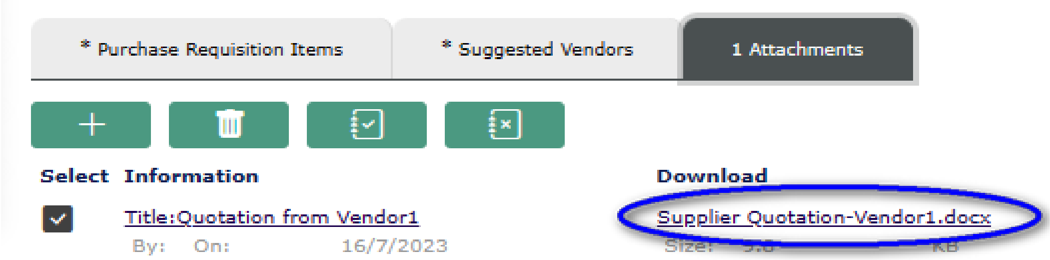
Step 4. The system will open the screen for the PR for review. Review the details of the PR



Step 5. To know that the PR has an attached document, the Attachment Tab will display a number equivalent to the count of documents attached to the PR. Go to the tab by clicking the attachment. The document/s are displayed as a line item.



Step 6. Click the link to the file to download the document. Review the documents with the details of the PR.



Step 7. From the printed PR form, the accountant may check the list of Suggested Vendors. Check the ranking and take note of the rank no. of preferred Vendor.

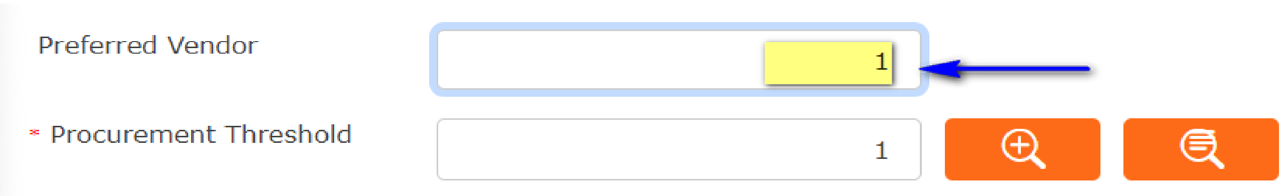
SUGGESTED SUPPLIERS

Priority	Supplier	Justification
1	19-KIRIBATI OFFICE EQUIPMENT SERVICES	Cheap
2	100670-Agriin Hardware Store	Convenient
3	100417-King Holdings LTD	Available all times

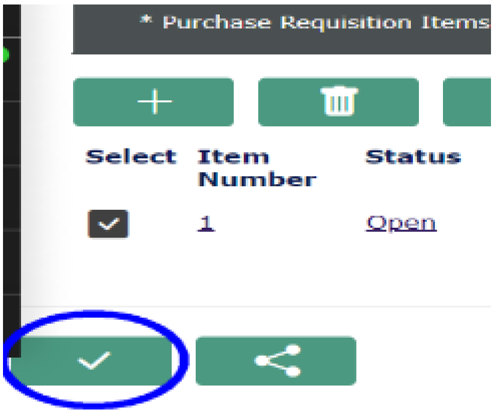
Step 8. Scroll up and go to the Preferred Vendor ranking number based on the Suggested Vendor list. In this example, the endorser's preferred vendor is Kiribati Office Equipment Services, thus, will enter "1".

SUGGESTED SUPPLIERS

Priority	Supplier	Justification
1	19-KIRIBATI OFFICE EQUIPMENT SERVICES	Cheap
2	100670-Agriin Hardware Store	Convenient
3	100417-King Holdings LTD	Available all times

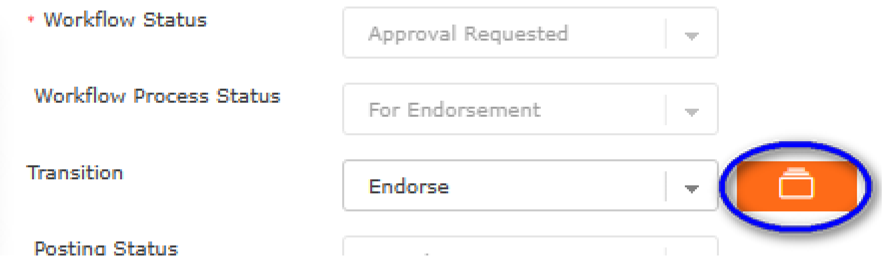


Step 9. Scroll down and click the Update button, to save the changes made.

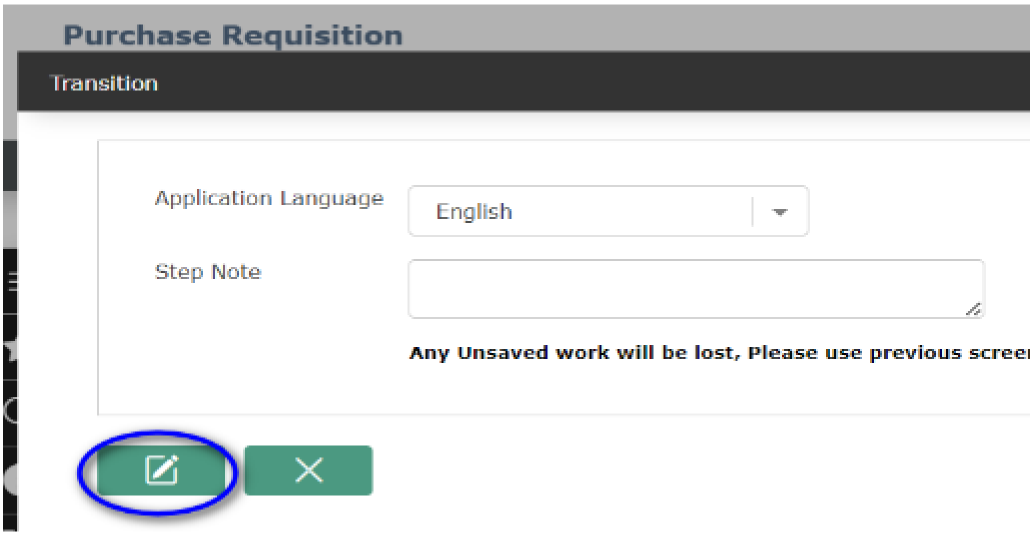


Step 10. After the review, go up to Transition field in the PR main screen, and select the "**Endorse**" from the dropdown list.

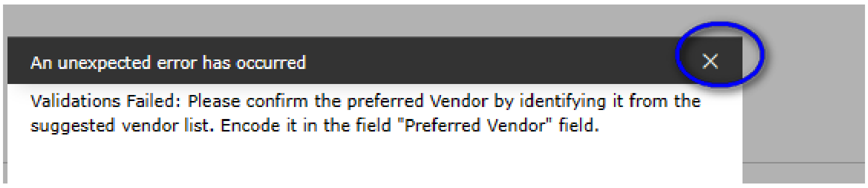
Step 11. Click the Transition button that is displayed.



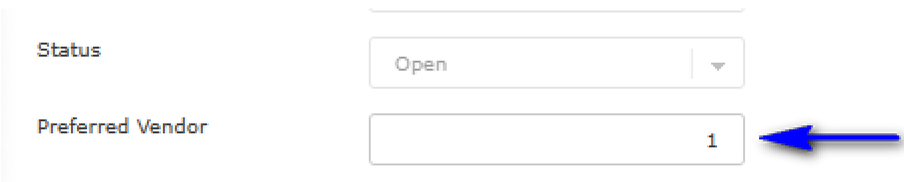
Step 12. Enter the step note as an instructions or information to the next approver user. Click on the Finish button once done.



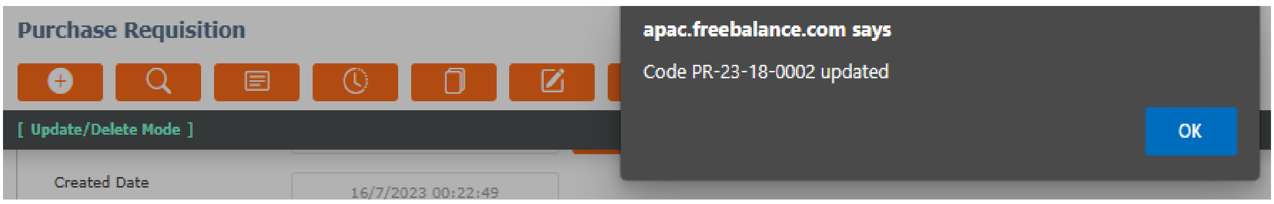
Step 13. When the Rank 1 Vendor is not confirmed, the IFMIS will validate it and ask for the selected Vendor from the 3 provided. Click the x on the validation message.



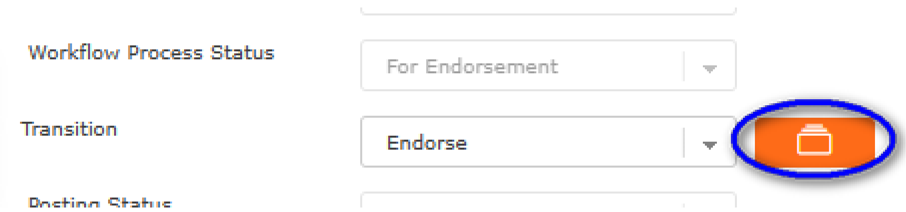
Step 14. Go to the Main Screen based on the Vendor Ranking from the tab Vendor Rank, Enter the rank here. If the rank 1 is not preferred, then Enter the preferred number here based on the rank in the suggested vendor tab.



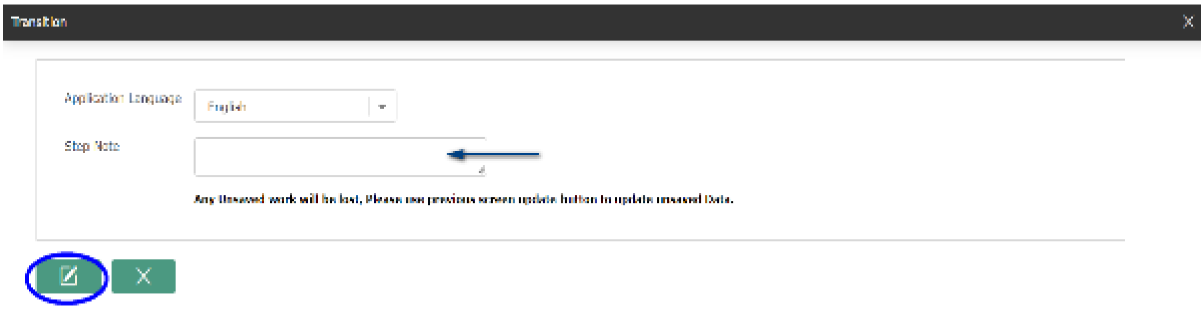
Step 15. Click the Update button again to save the changes.



Step 16. Go to the Transition again and select the "**Endorse**" from the dropdown list.



Step 17. Enter the note to the approver and click the Finish button.

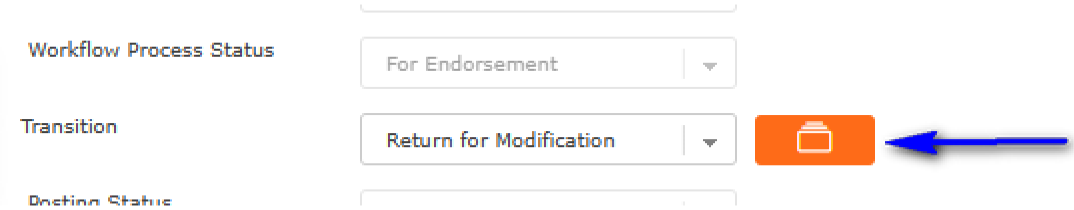


Step 18. The message The PR workflow transition is executed. Click Ok on the message. At this stage the PR is no longer editable by the Reviewer, the status is updated to Endorsed and the Workflow History is already assigned to the next approver.

3.2.2.2 How to update PRs with corrections.

If in case the PR needs to be corrected, as part of the accountability and information to the person who submitted the request, the reviewer or even the approver can return the transition the creator for modification. To do that, follow these steps.

Step 1. During review of the PR, go to the Transition field and select the "**Return for Modification**" from the dropdown list. Enter the instructions and what needs to be edited in the step note and click the Finish button.



Step 2. The PR is no longer editable by the Reviewer, the status is updated to Prepared and the Workflow History is already assigned to the user who created it.

Step 3. The creator will be notified that the PR is sent to him for modification.

Step 4. After logging in, the user who created the PR will have update the details as necessary and once done, click on the Update  button.

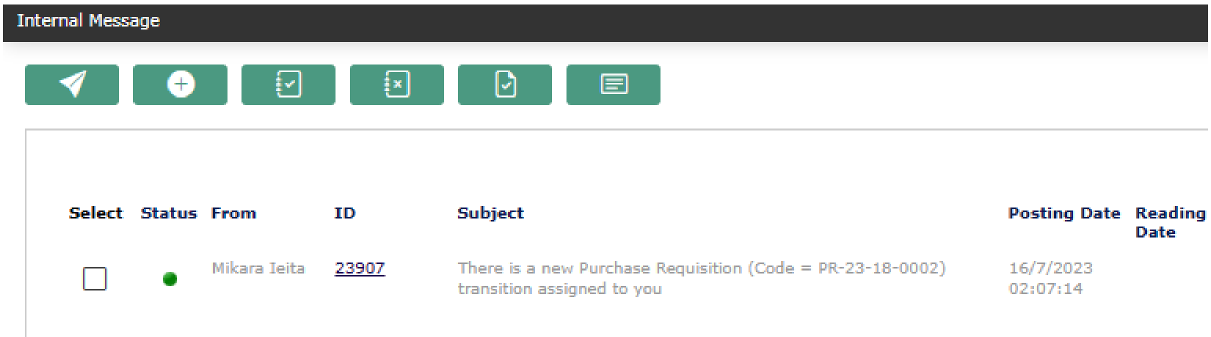
Step 5. Send the PR to the same approval process again if applicable. If this is no longer valid, select the "**Cancel**" instead of the "**For Endorsement**" from the dropdown list.

3.2.2.3 How to approve the PR.

The PR submitted and reviewed is now routed to the final approver. The approval of the PR will be posting a Commitment that will be posted against the budget line. This approval will decrease the available balance of the Budget. Follow the steps below to approve the PR.

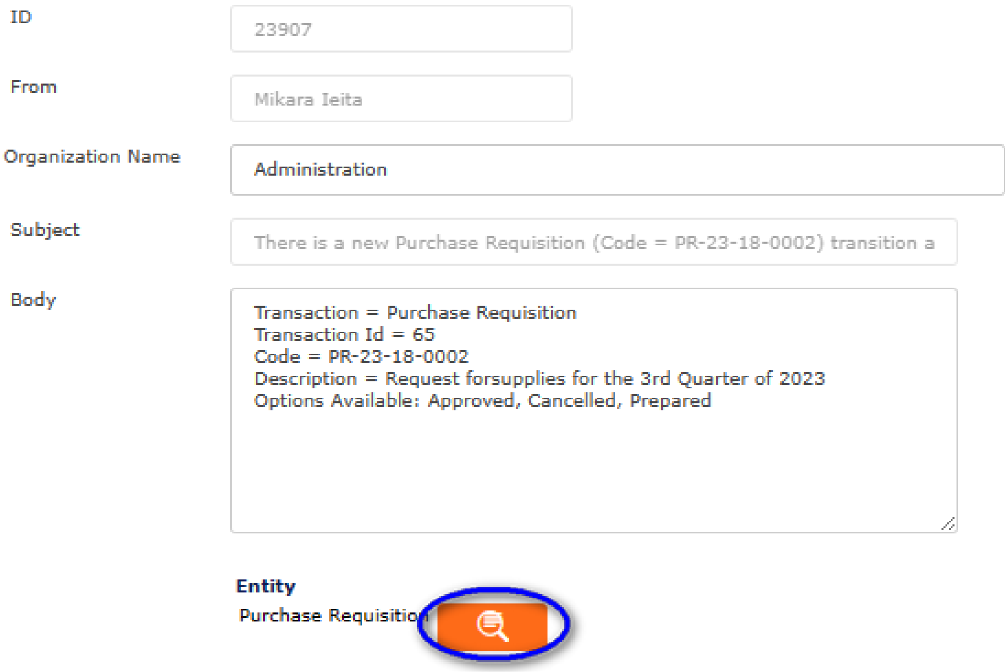
Step 1. After logging in, click the and navigate on the internal messages. Click on the message on the Internal Message box.

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

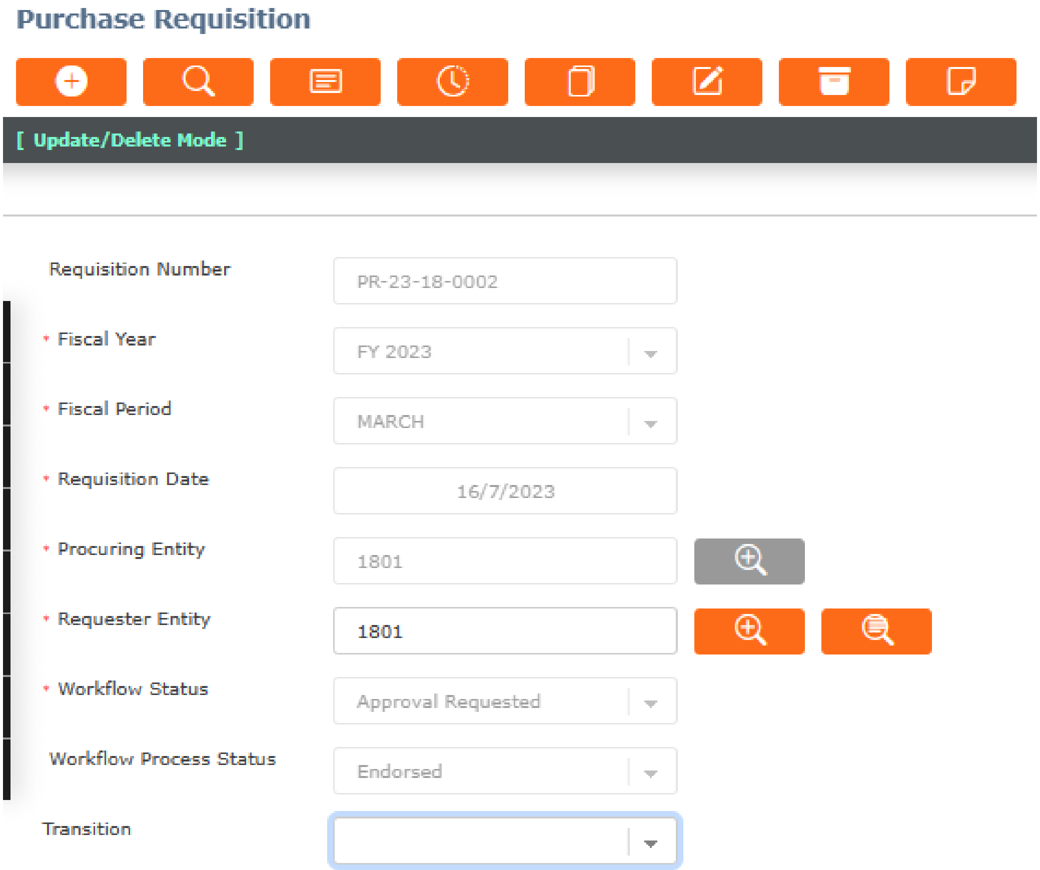

Internal Message

Select	Status	From	ID	Subject	Posting Date	Reading Date
☐	●	Mikara Ieita	23907	There is a new Purchase Requisition (Code = PR-23-18-0002) transition assigned to you	16/7/2023 02:07:14	

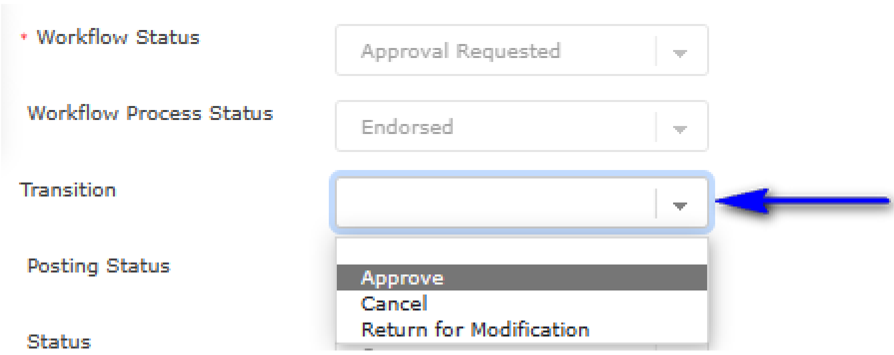
Step 2. Click on **Update Domain** button.



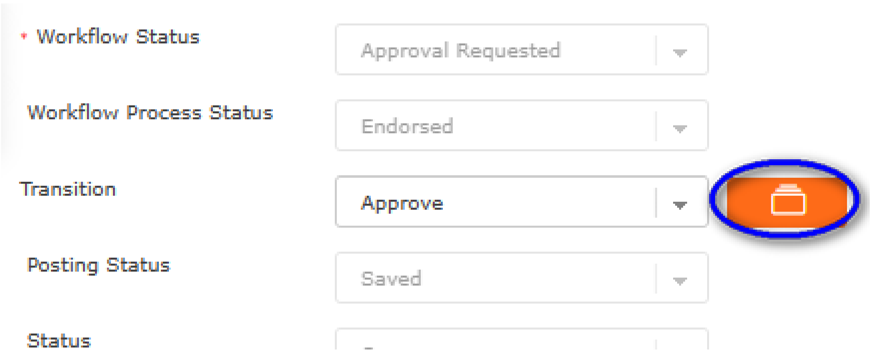
Step 3. The system will open the screen for the PR for review. Review the details of the PR



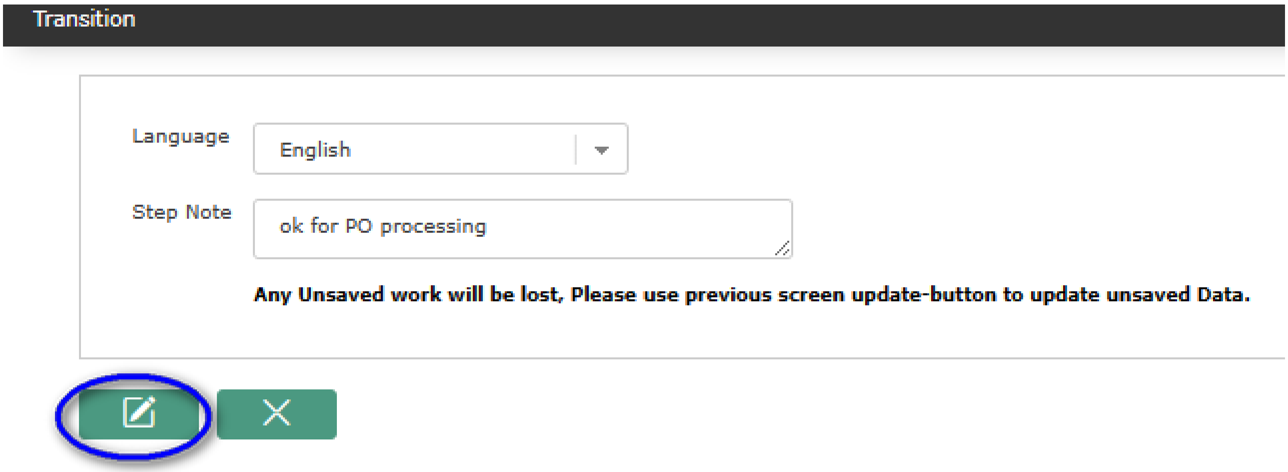
Step 4. After checking the details, go up to Transition field in the PR main screen, and select the “**Approve**” from the dropdown list.



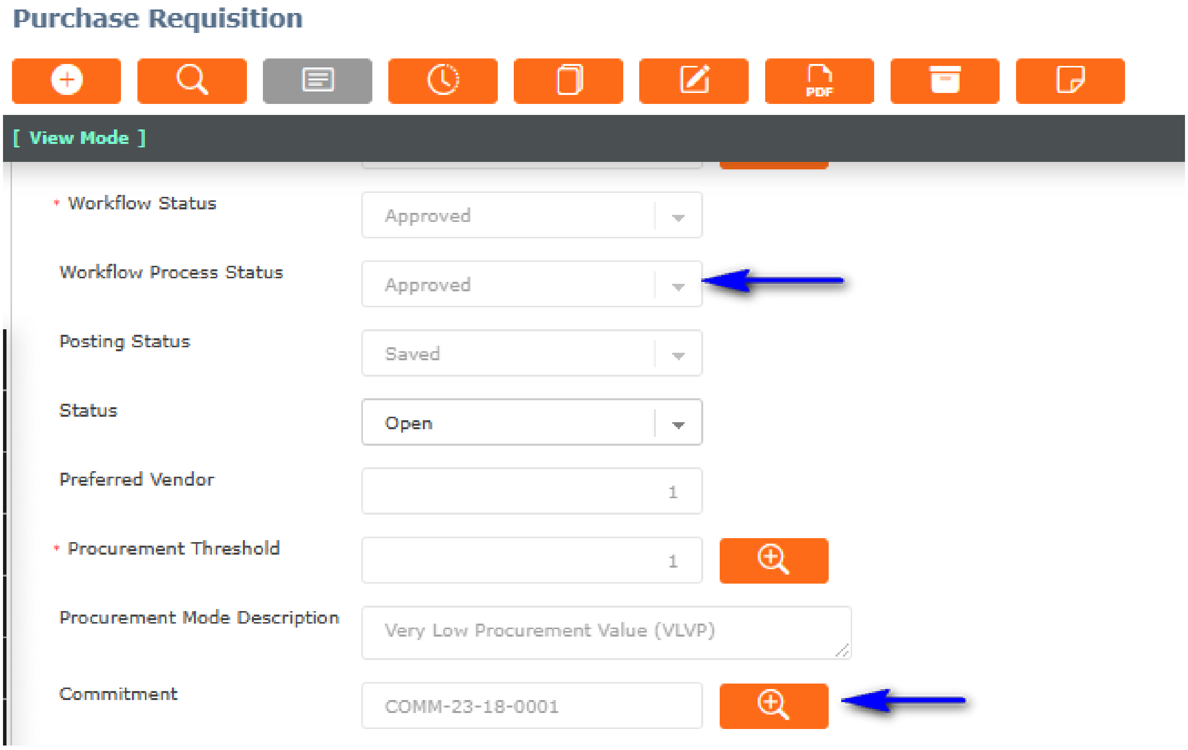
Step 5. Click the Transition  button that is displayed.



Step 10. Enter the note for the approval and click the Finish button.



Step 11. The message The PR workflow transition is executed. Click Ok on the message. At this stage the PR is no longer editable. The Commitment is also created.

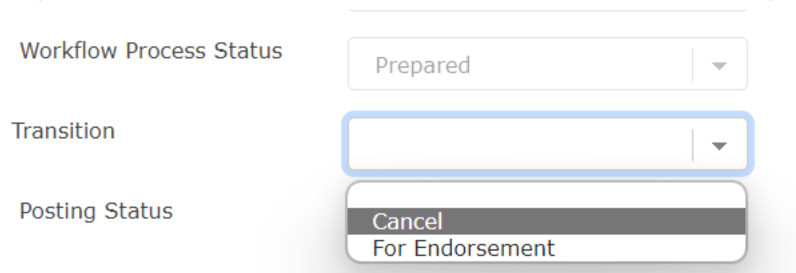


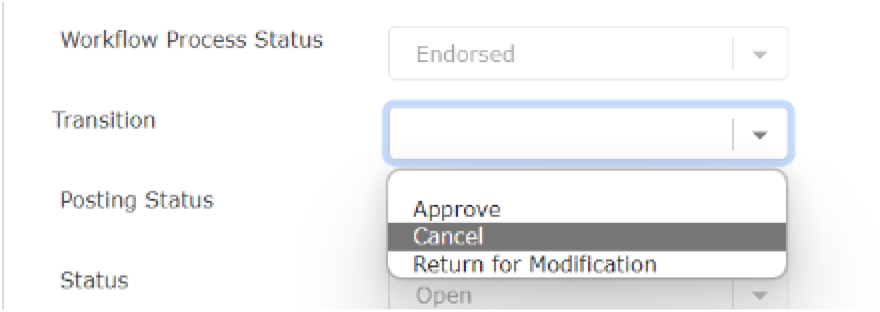
3.2.3 How to cancel Purchase Requisition

For any reason, a PR may be cancelled. The cancellation of a PR can be done at any stage of the PR. If the cancellation is decided upon while the PR is not yet fully approved, it can be done by the assigned user.

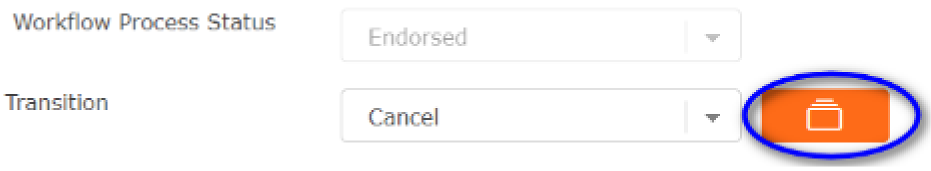
To cancel a PR that is not yet full approved.

Step 1. Go to the transition and select the Cancel from the dropdown list.

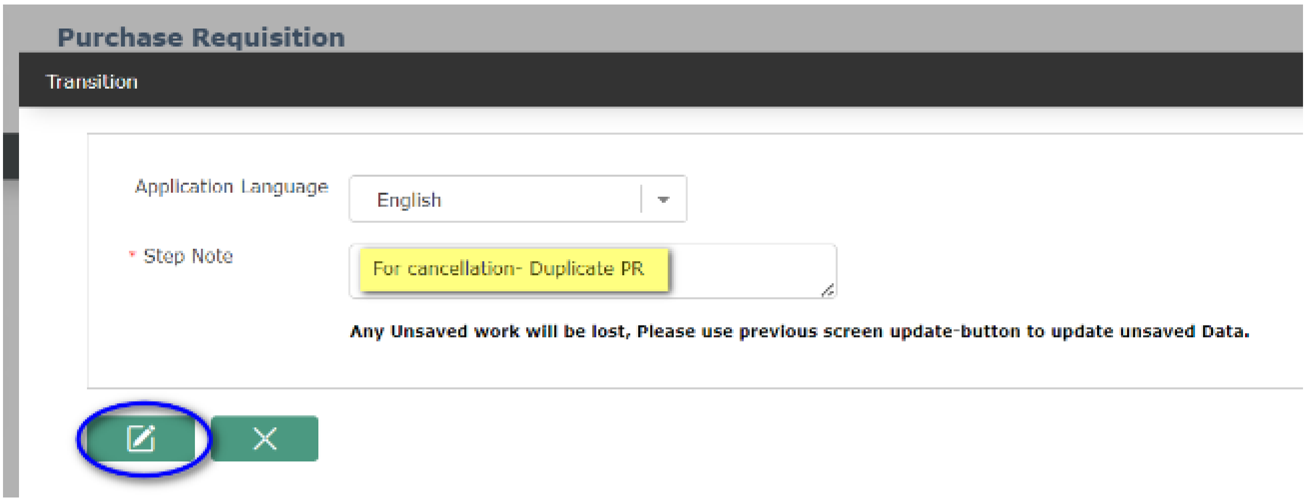




Step 2. Click the Transition button.



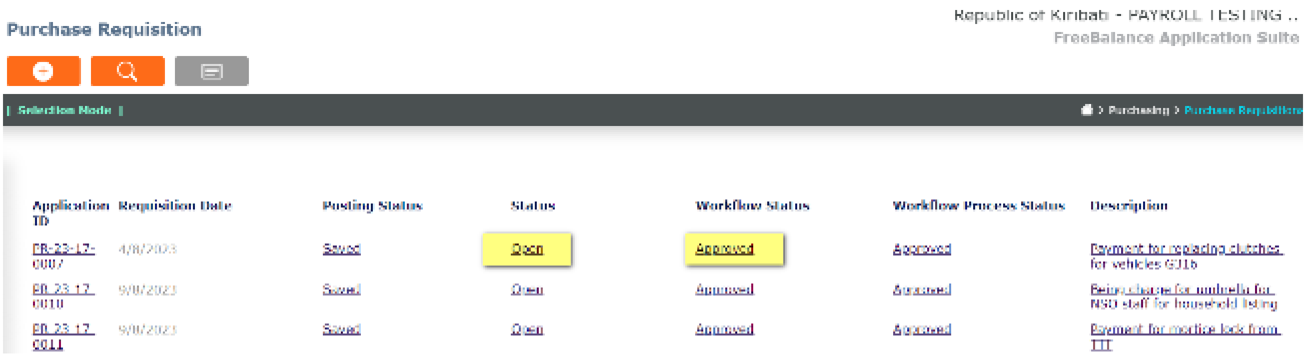
Step 3. Click the Finish button to complete the transition.



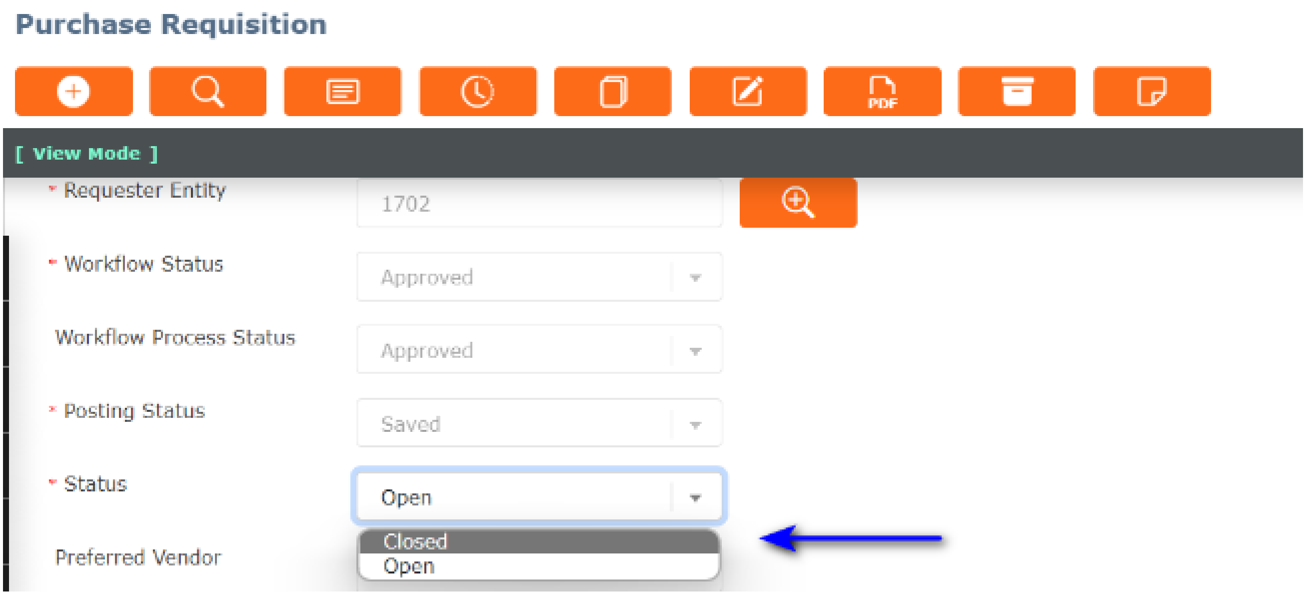
Step 4. Once cancelled, the PR is no longer editable.

To cancel a fully approved PR, follow these steps.

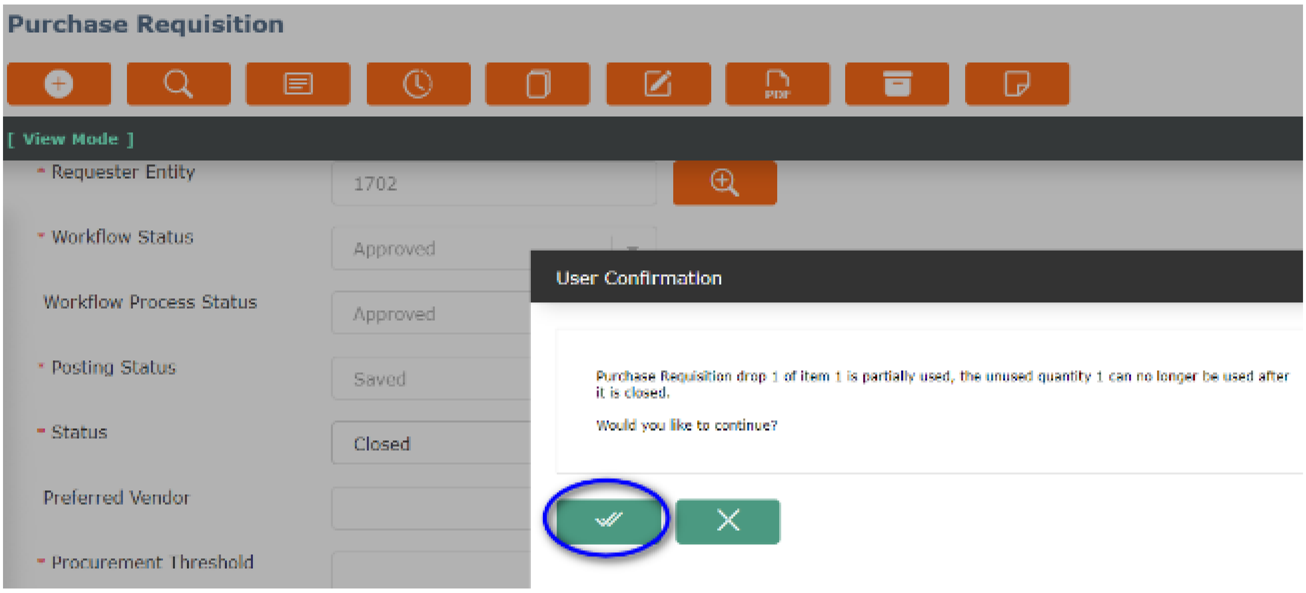
Step 5. Search for the PR to cancel or close. Please note that ONLY fully approved PR with status OPEN can be closed. PRs that have status "**Closed**" has assigned PO that is already approved and therefore cannot be closed unless the PO is also closed. Click to select the PR to cancel.



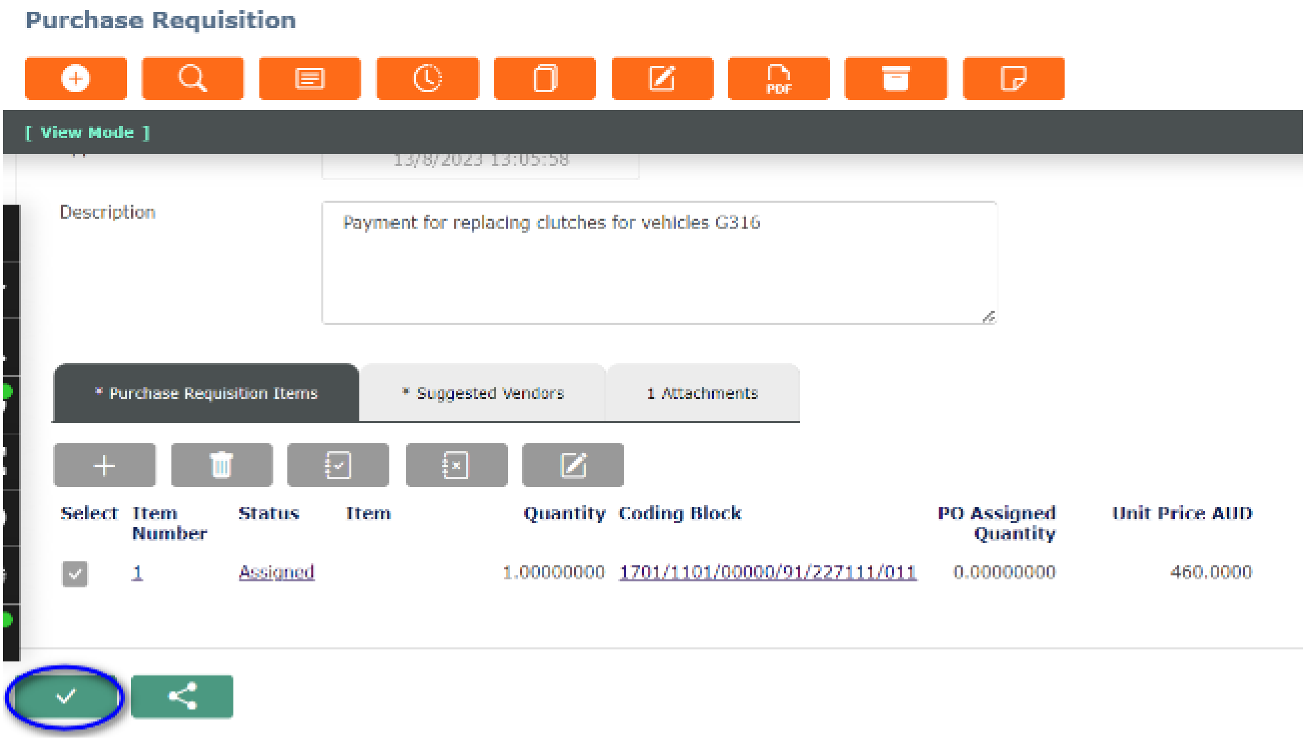
Step 6. Find the PR to cancel and go to the field "**Status**" and select the "Closed" from the dropdown.



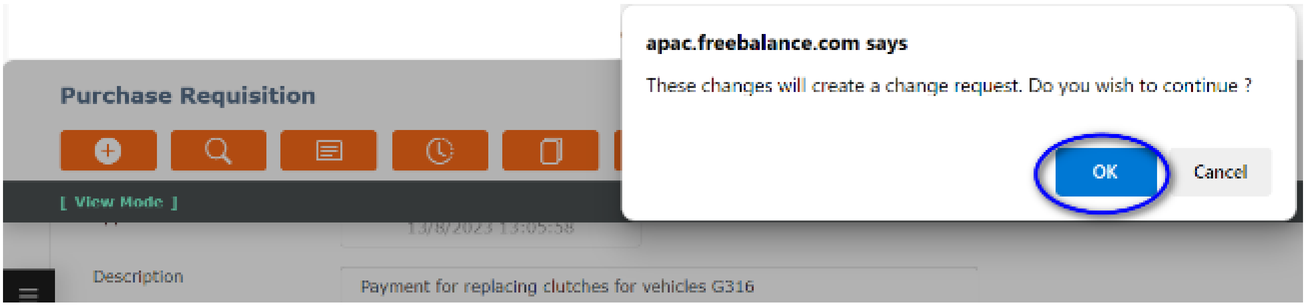
Step 7. Click OK on the displayed message.



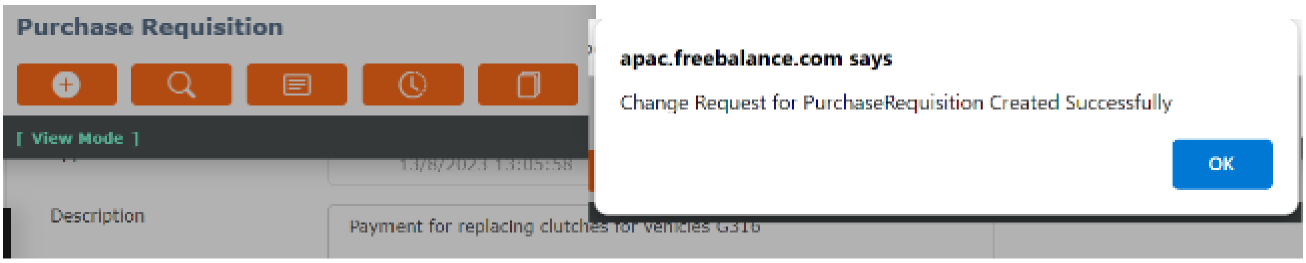
Step 8. Go to the bottom of the screen and click the Update button. This is to reflect the status that was changed.



Step 9. Click Ok on the displayed message.

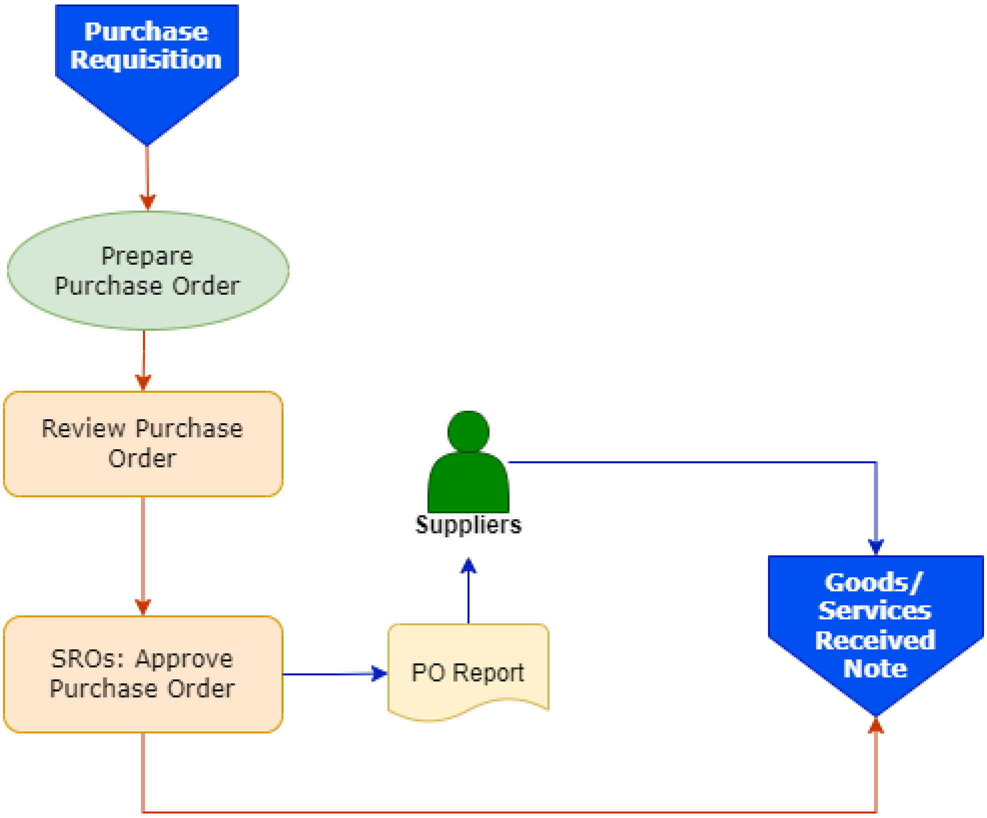


Step 10. The Change request is created. This shall post a Change Request in IFMIS that will close the status of the PR and will revert the amount back to the budget available balance.



3.3 Processes relating to Local Purchase Orders

For Purchase Requests for Very Low Value Procurement (VLVP) and Low Value Procurement (LVP), the request will go directly to the Accounts for PO processing. For Medium Value Procurement (MVP) and High Value Procurement (HVP), the IFMIS PO will be prepared once the procurement process is completed, the contract is finalized, and the vendor is identified.

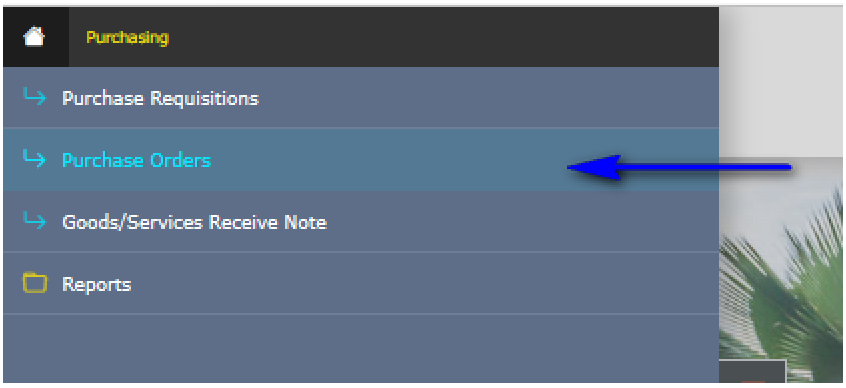


3.3.1 How to record Purchase Orders

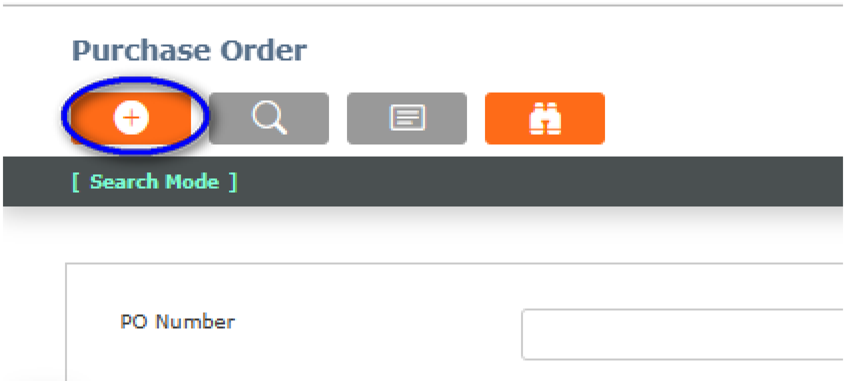
3.3.1.1 How to record Purchase Orders

To record Purchase Orders, follow these steps.

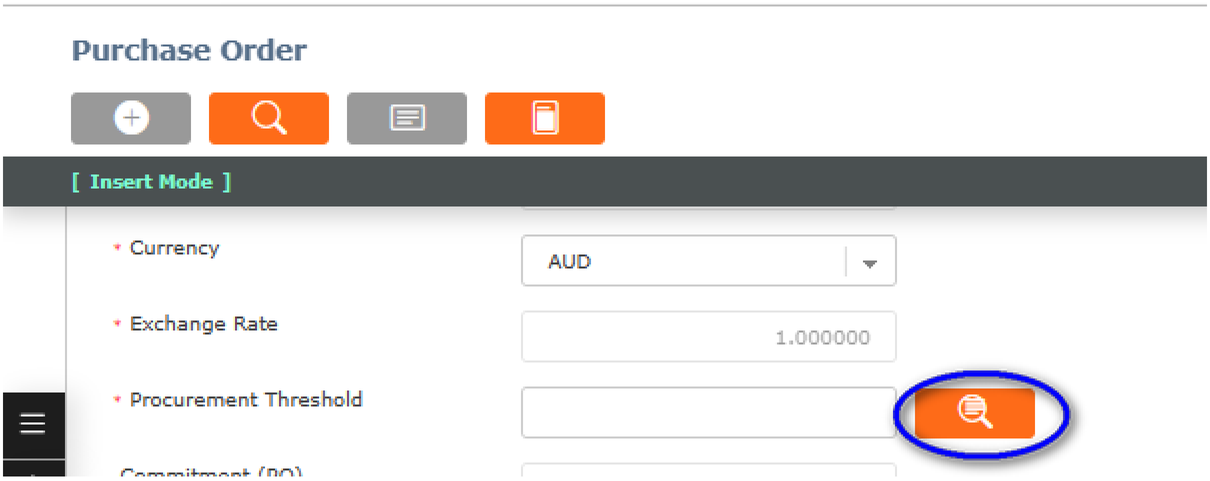
Step 1. Navigate the Menu > Purchasing > Purchase Order. The Purchase Order is displayed by default at Search Mode. Click the Purchase Order. This will display the PO Screen.



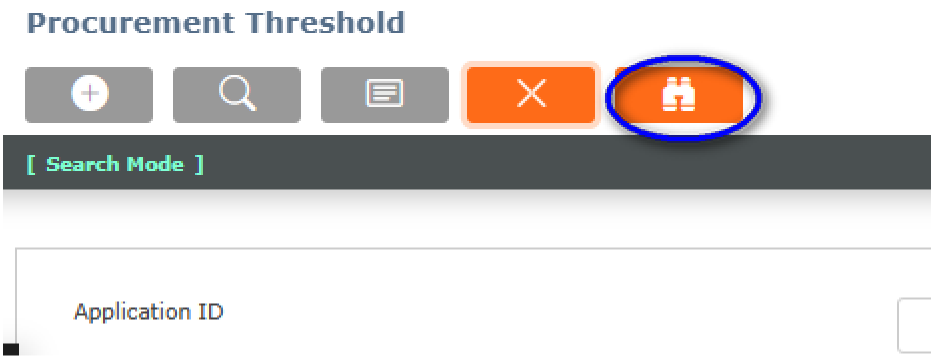
Step 2. Click the New button and provide details for the following.



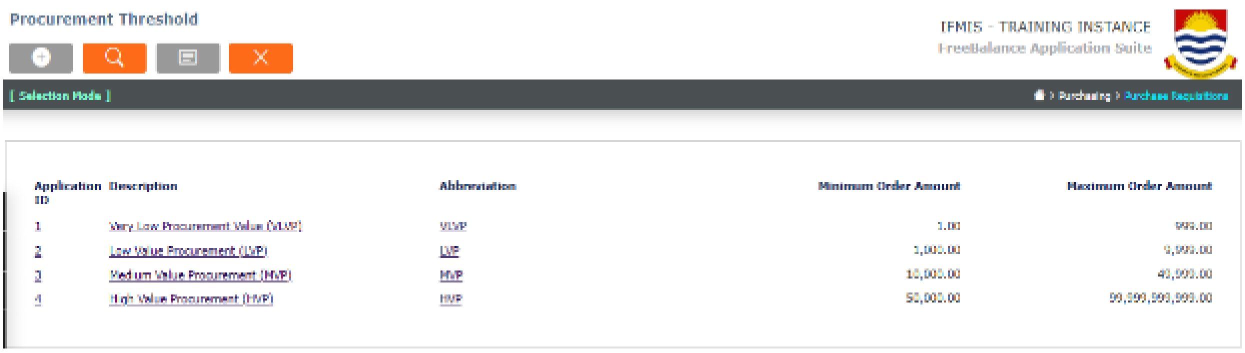
Step 3. Go to the Procurement Threshold filed. Click on the Lookup button to go to the Procurement Threshold screen.



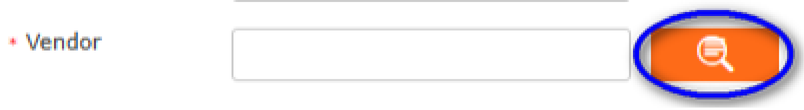
Step 4. Click the Find button for the displayed screen.



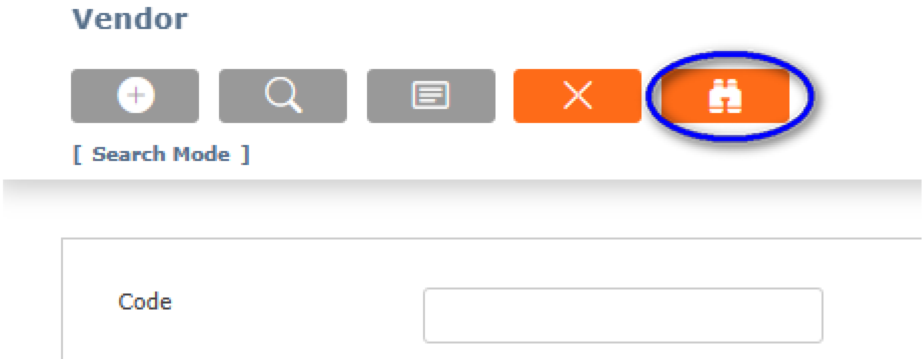
Step 5. Click to select the Threshold from the list based on the amount of the request. Users can enter the code directly in the field if known.



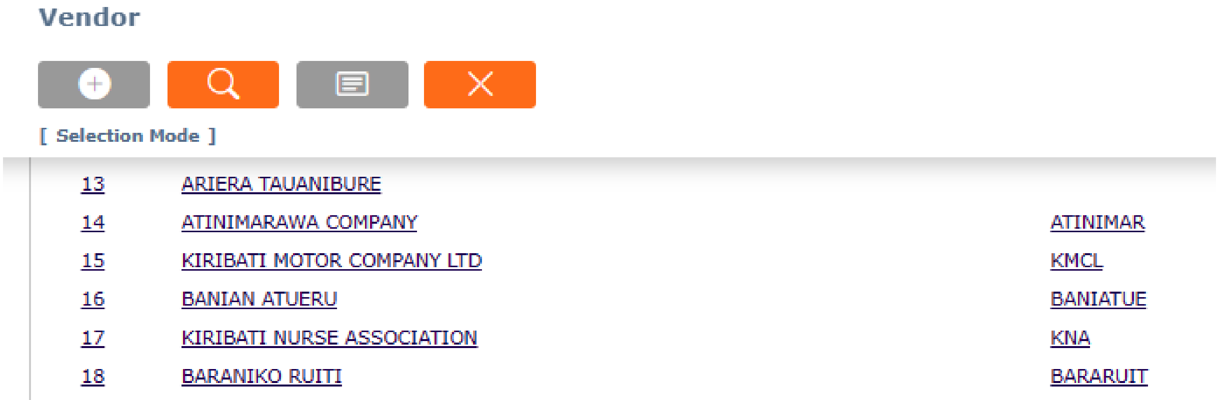
Step 6. Click on the Lookup button to go to the Vendor screen.



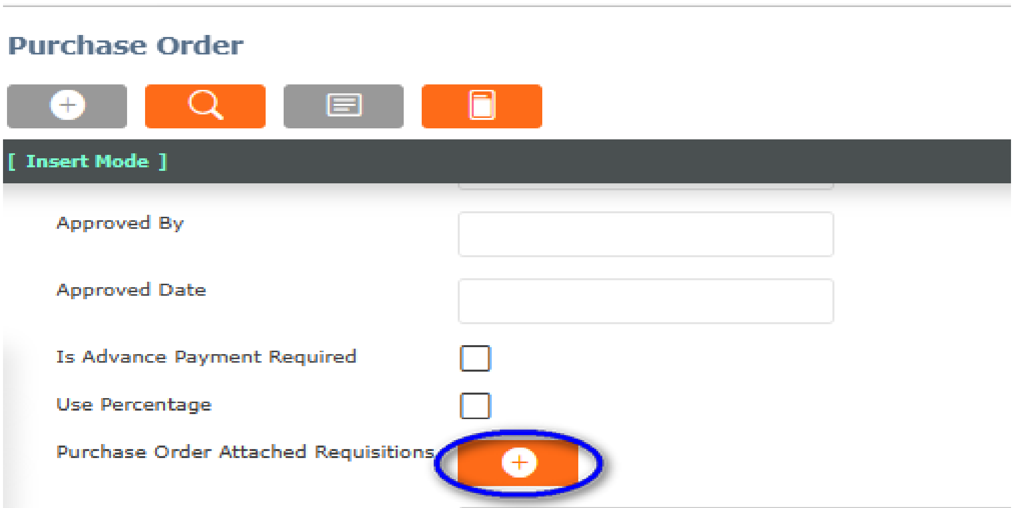
Step 7. Click the Find button, this will display the list of Vendors to select from. Click the Find button, this will display the list of Vendors to select from. **The vendor should already be there as it has been added during PR stage.**



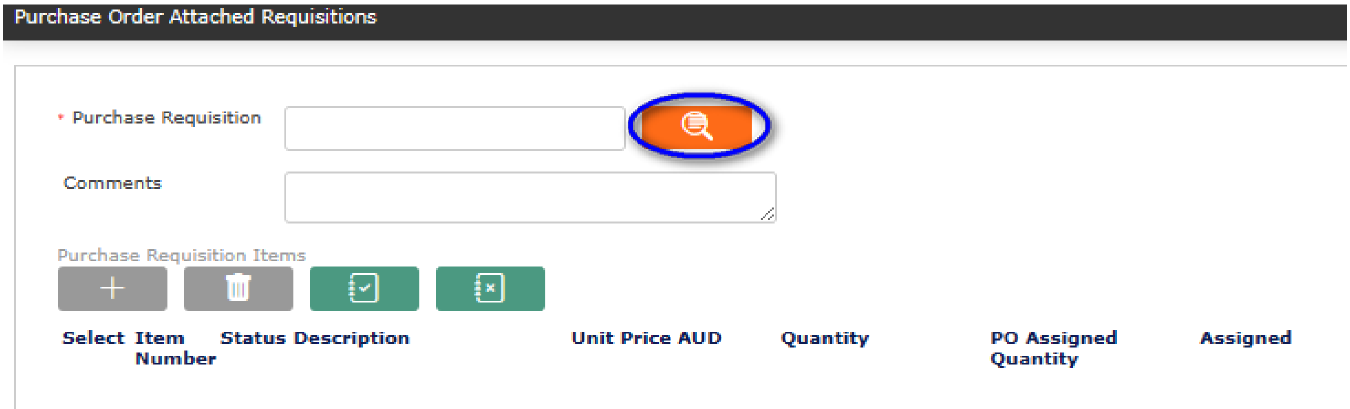
Step 8. Click to select the appropriate Vendor. Once selected, the code of the selected is displayed in the field.



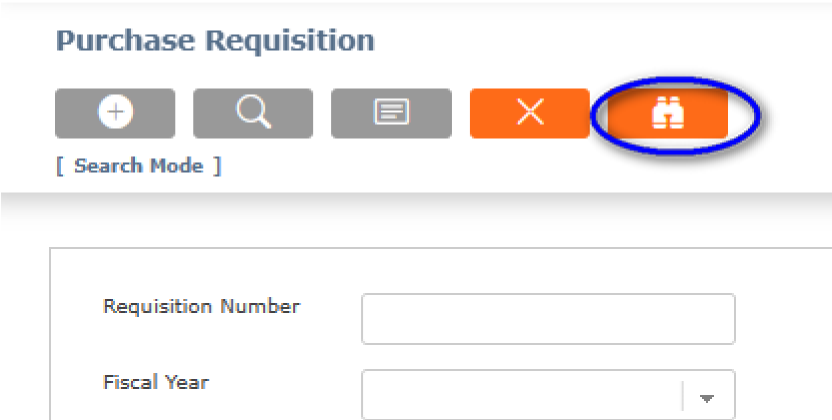
Step 9. Click the Add button in the **Purchase Order Attached Requisitions** field to assign the PRs to the PO.



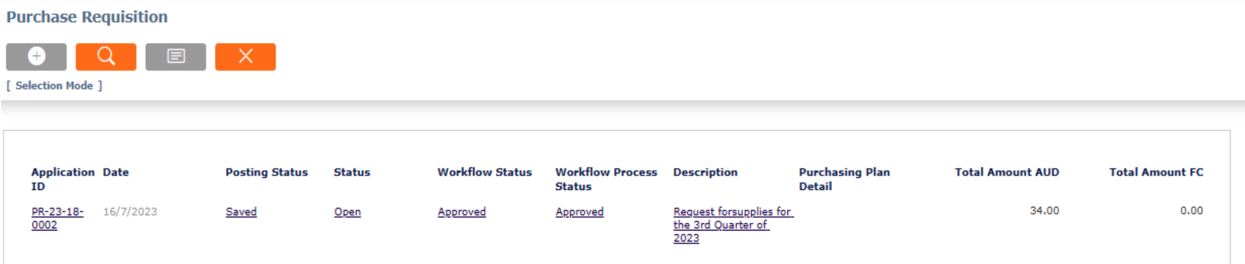
Step 10. The PR screen is displayed. Click on the Lookup button on the Purchase Requisition.



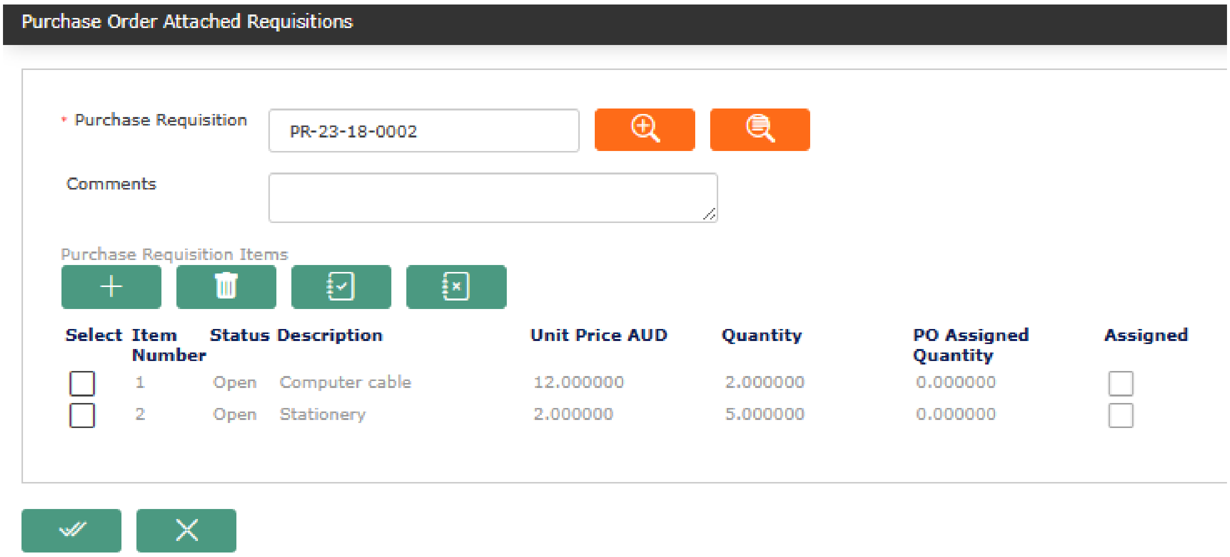
Step 11. Click on the Find button for the displayed screen.



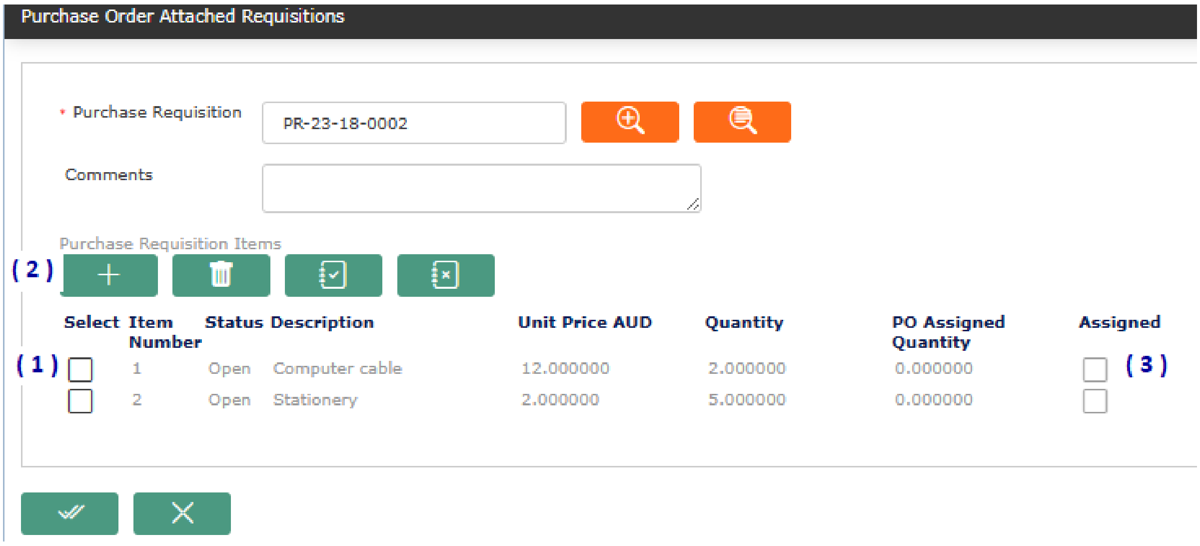
Step 12. Click to select the applicable item from the list. Note that only the approved PRs and PR line items that are not yet assigned to a PO is displayed.



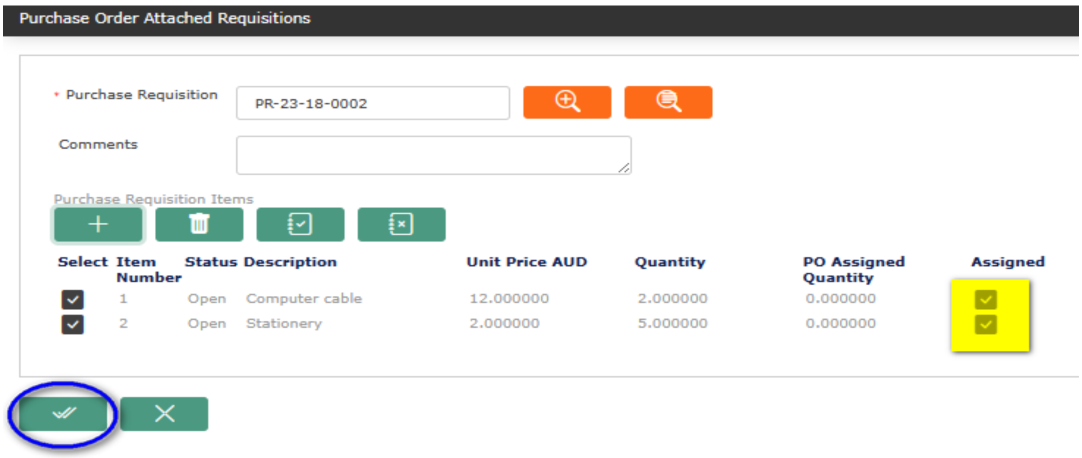
Step 13. The items of the PR attached are displayed in the screen.



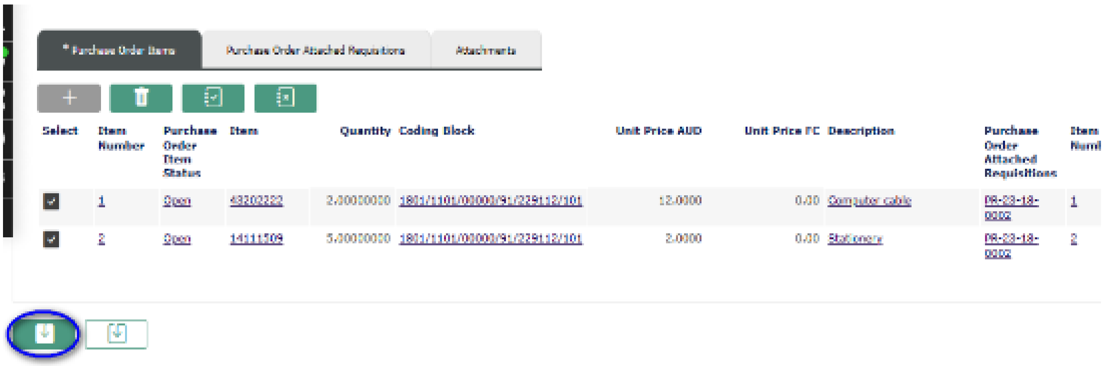
Step 14. Check on the box (1) for the items to attach to the PO then click on the Assign Requisition Items button (2). The box at the column assigned is checked (3).



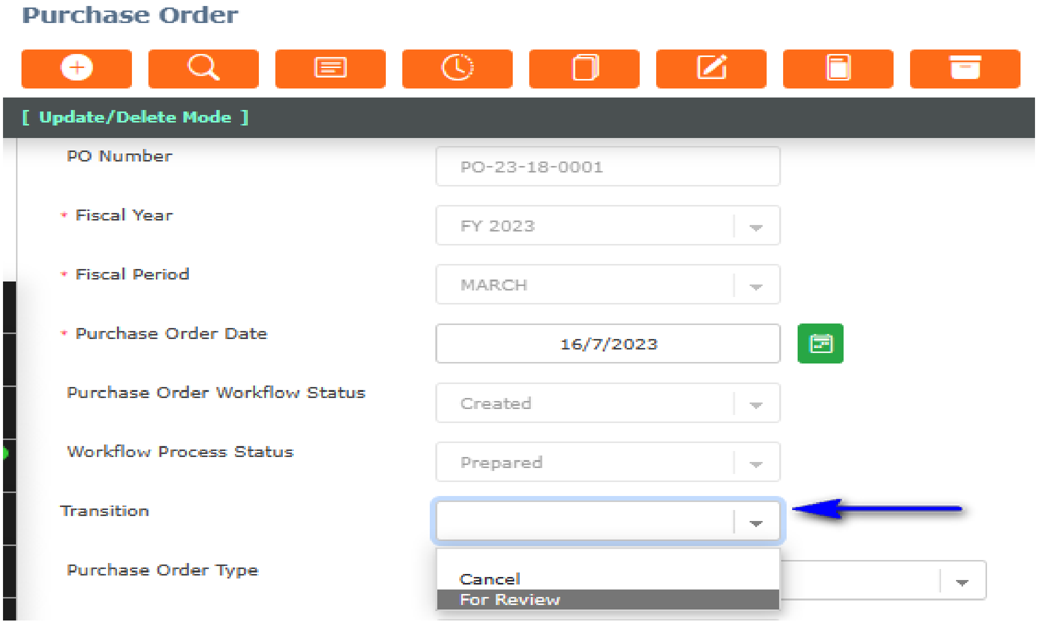
Step 15. Click on the Save and Return button once completed. The PR Items assigned are displayed as line item under the PO Item screen.



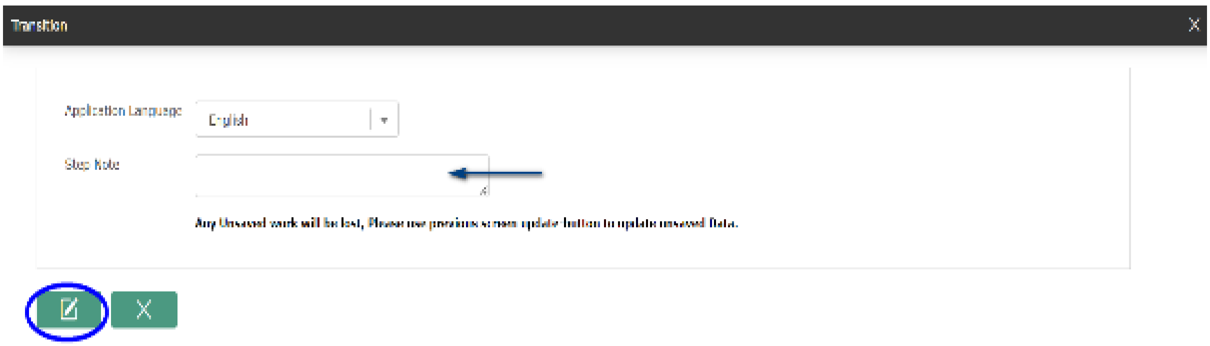
Step 16. Click the Save button when complete. A message is displayed that the PR is inserted.



Step 17. Navigate to the Transition field of the screen and select the "**For Review**" from the dropdown list then click the Transition button.



Step 18. Enter the remarks on the step note for the next reviewer. Click the Finish button. A message is displayed saying that the workflow transition is executed.



3.3.1.2 How to record Purchase Orders for Fixed Assets

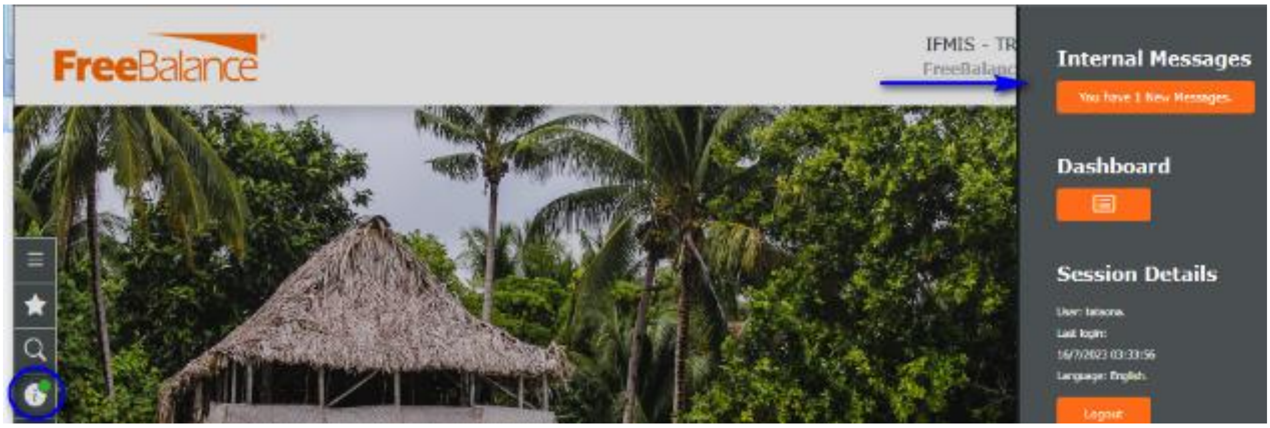
To record PO for Fixed Assets please follow PO steps provided on pages 80-84.

3.3.2 How to process approval of Purchase Orders

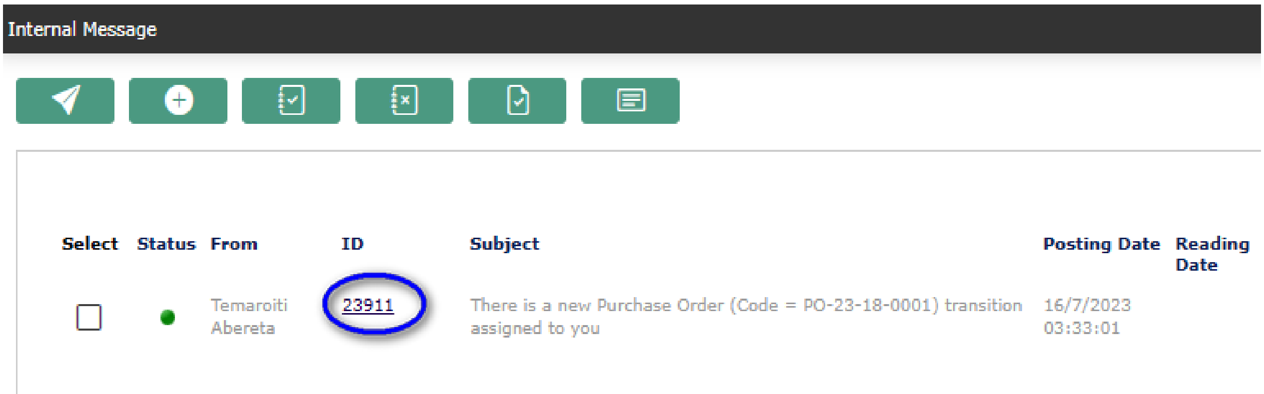
The process for preparation and approval of Purchase Orders are done by the Accounts Officers, and Accountants.

3.3.2.1 How to review PO.

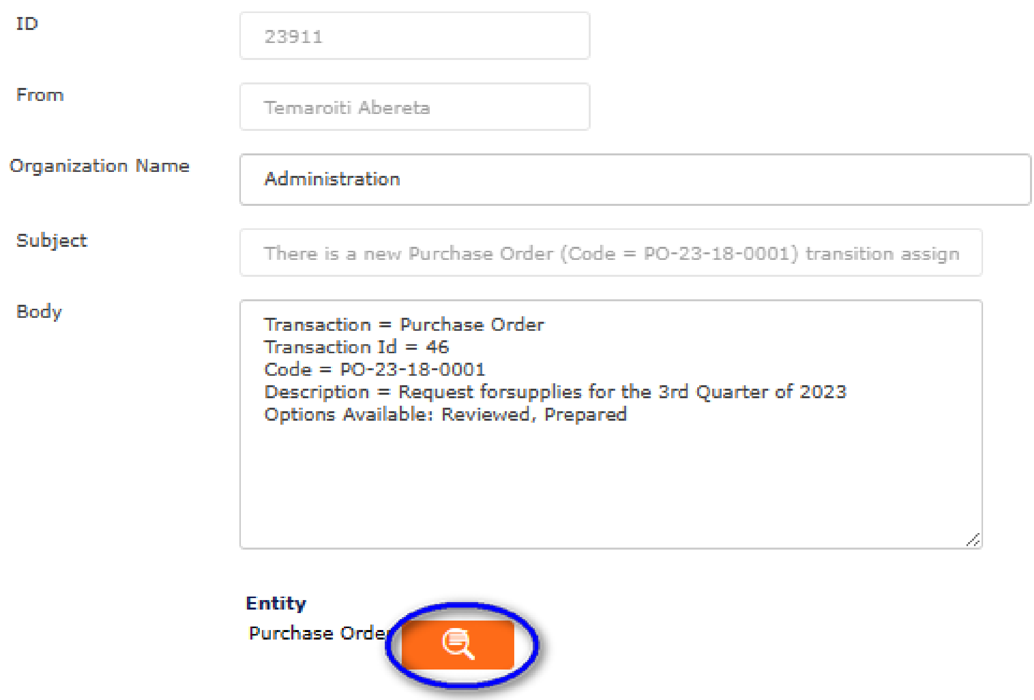
Step 1. After logging in, click the and navigate on the internal messages. Click on the message on the Internal Message box.



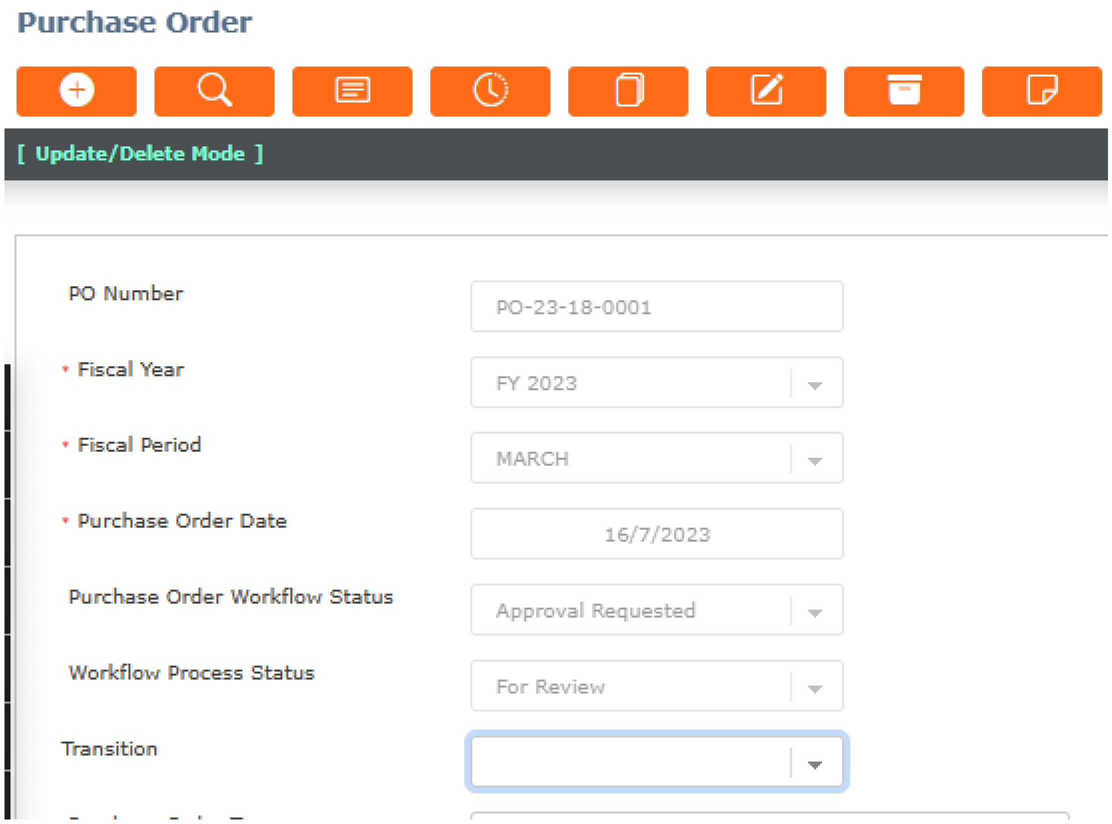
Step 2. The list of notifications available to the user is displayed here. Click the link ID of the PO to review.



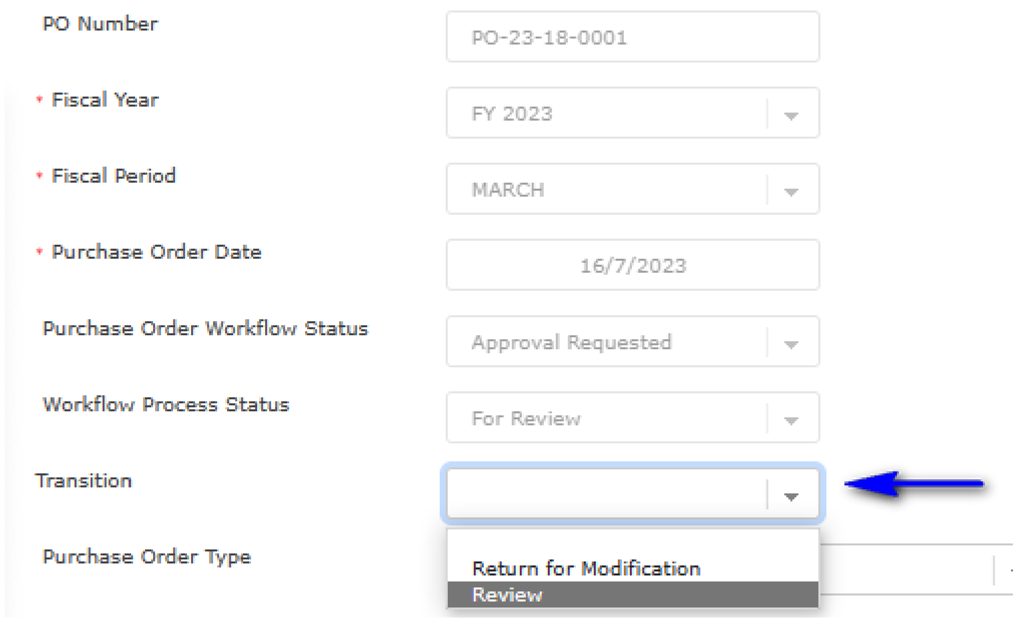
Step 3. Click on **Update Domain** button.



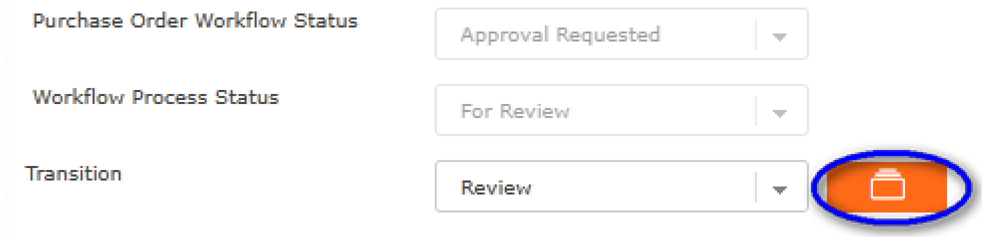
Step 4. The system will open the screen for the PO for review. Review the details of the PO



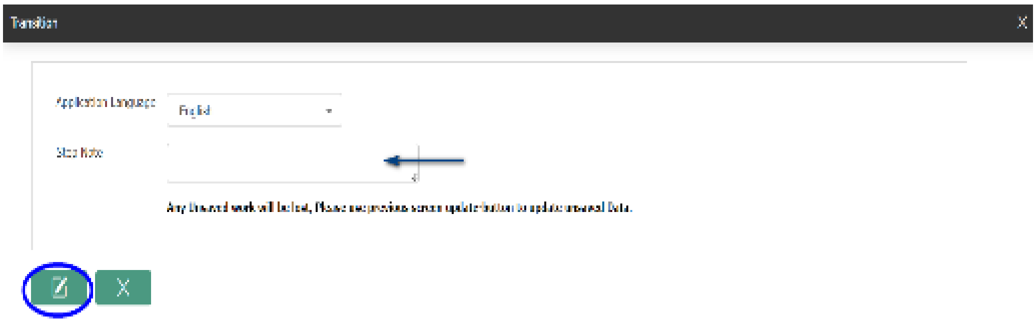
Step 5. After reviewing the details of the PO, go to the transition field and select the "**Review**" from the dropdown list.



Step 6. Click the Transition button.



Step 7. Enter the note for the approval. Click the Finish button.

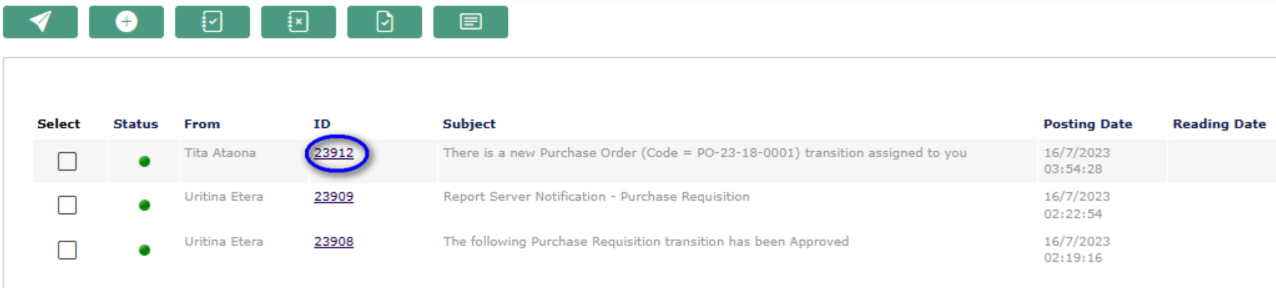


Step 8. Click ok on the message "The workflow transition is executed" displayed. At this stage the status of the PO is updated to Reviewed. And the PO is no longer editable.

3.3.2.2 How to approve PO.

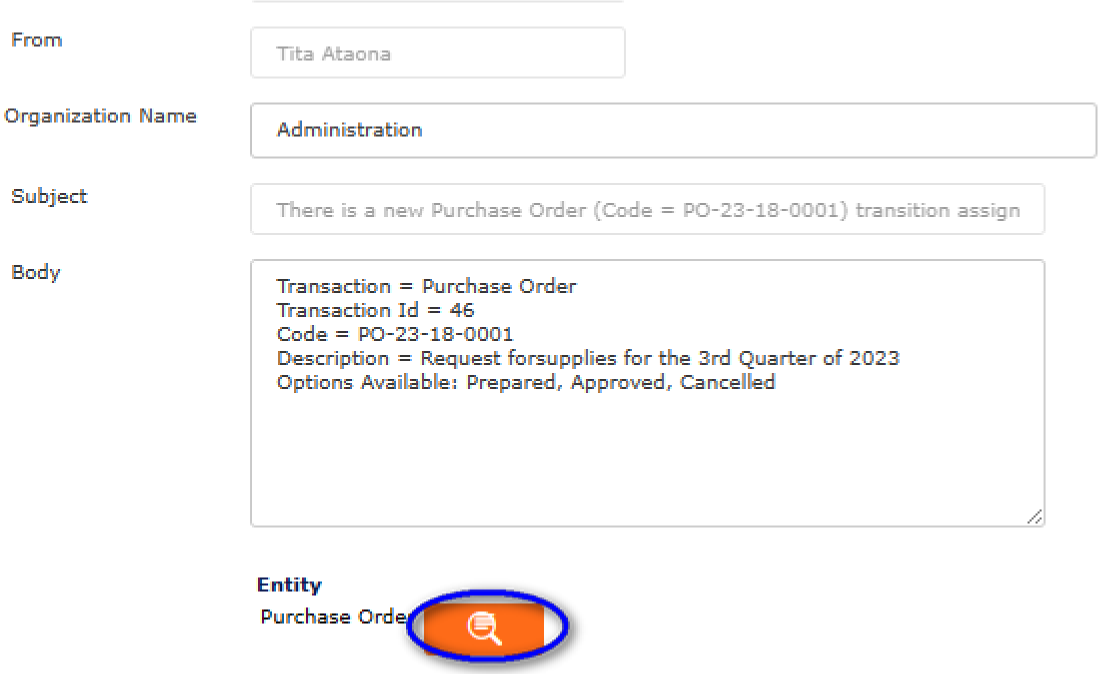
Step 1. After logging in, click the  and navigate on the internal messages. Click on the message on the Internal Message box.

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



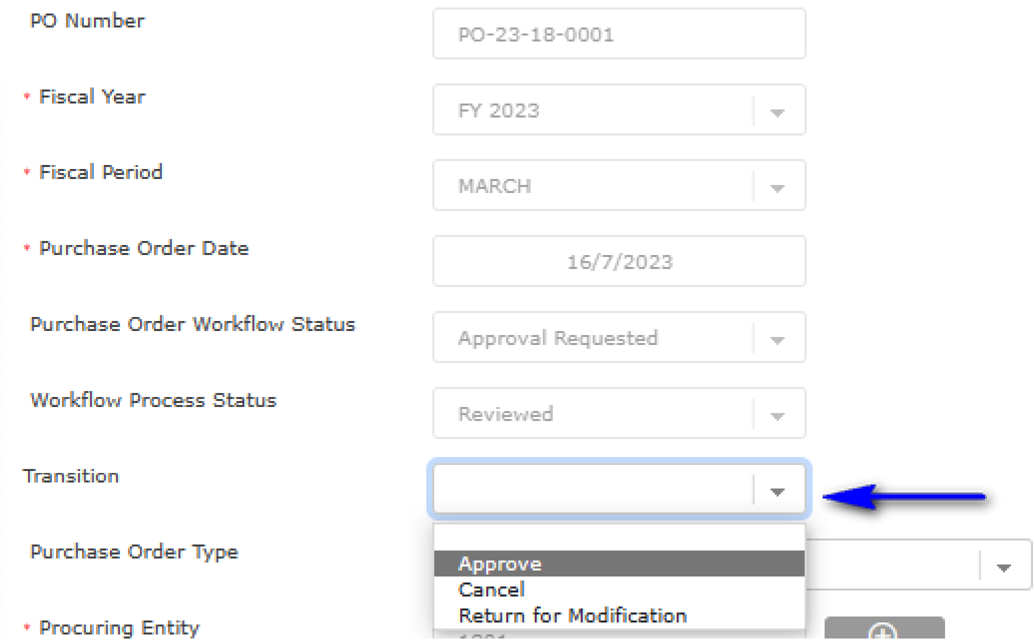
Select	Status	From	ID	Subject	Posting Date	Reading Date
		Tita Ataona	23912	There is a new Purchase Order (Code = PO-23-18-0001) transition assigned to you	16/7/2023 03:54:28	
		Uritina Etera	23909	Report Server Notification - Purchase Requisition	16/7/2023 02:22:54	
		Uritina Etera	23908	The following Purchase Requisition transition has been Approved	16/7/2023 02:19:16	

Step 3. Click on **Update Domain** button.



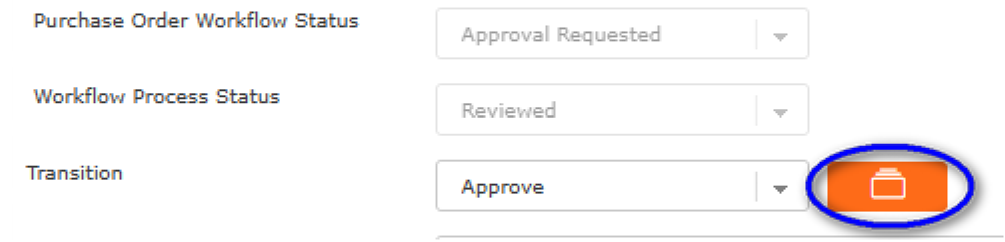
Step 4. The system will open the screen for the PO for approval. Review the details of the PO

Step 5. After reviewing the details of the PO, go to the transition field and select the "**Approve**" from the dropdown list.

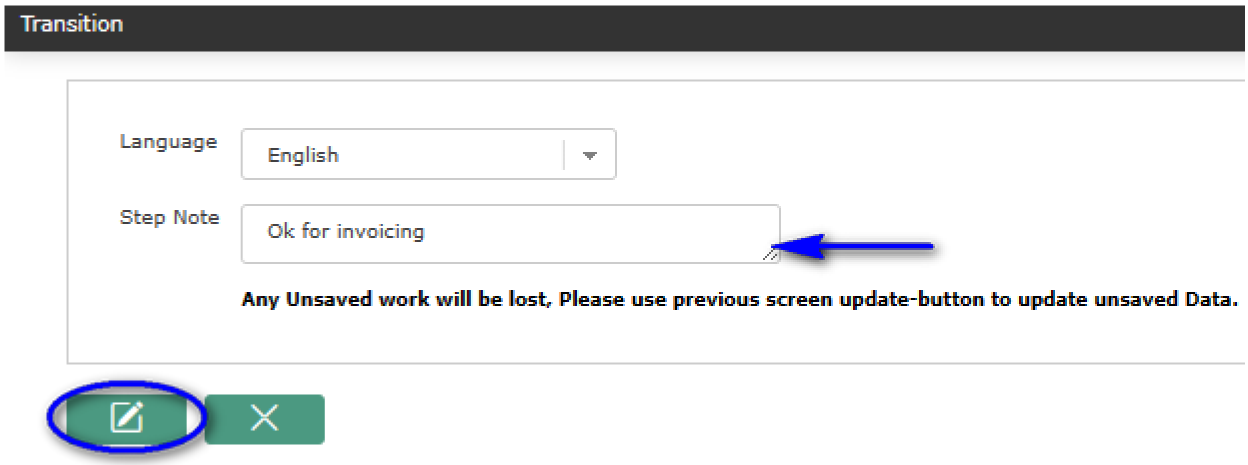


Select the "**Return for Modification**" when there are details that needs to be updated by the user who prepared the PO. And select the "**Cancel**" when the PO is no longer valid and will not be continued.

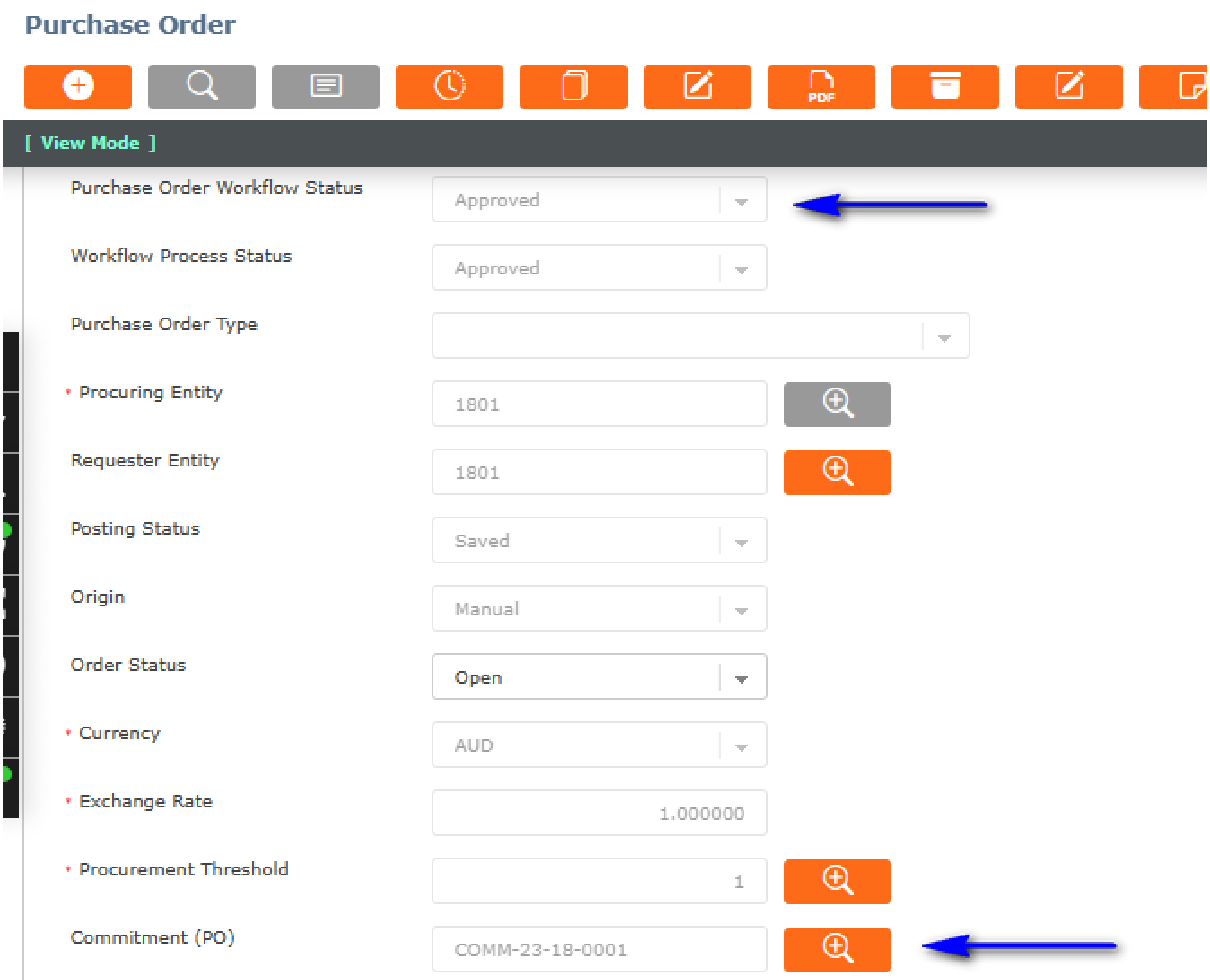
Step 6. Click the Transition button.



Step 7. Enter the note and click the Finish button.



Step 8. Click ok on the message "The workflow transition is executed" displayed. At this stage the status of the PO is updated to Approved. The Commitment is also created.



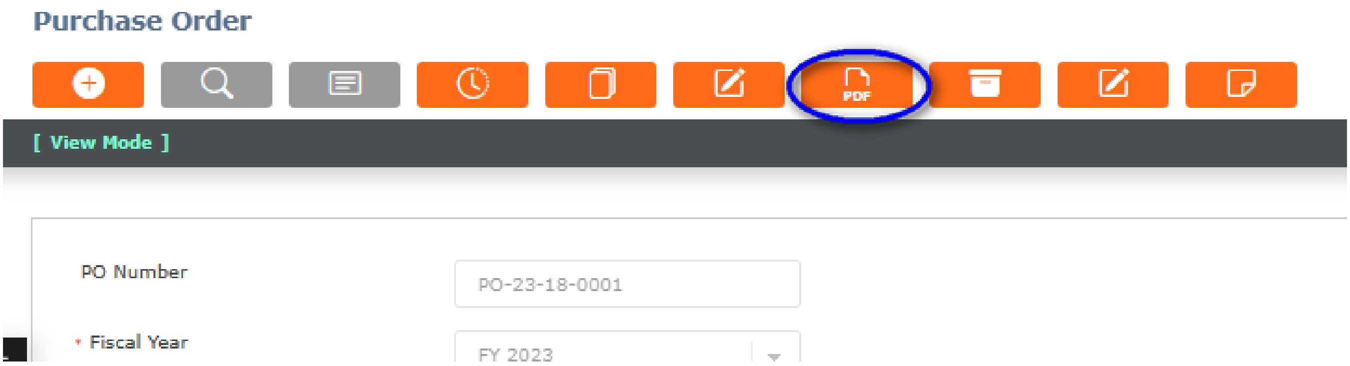
3.3.2.3 How to print PO Report

When the PO is approved, the Report is now ready to be generated. Follow these steps.

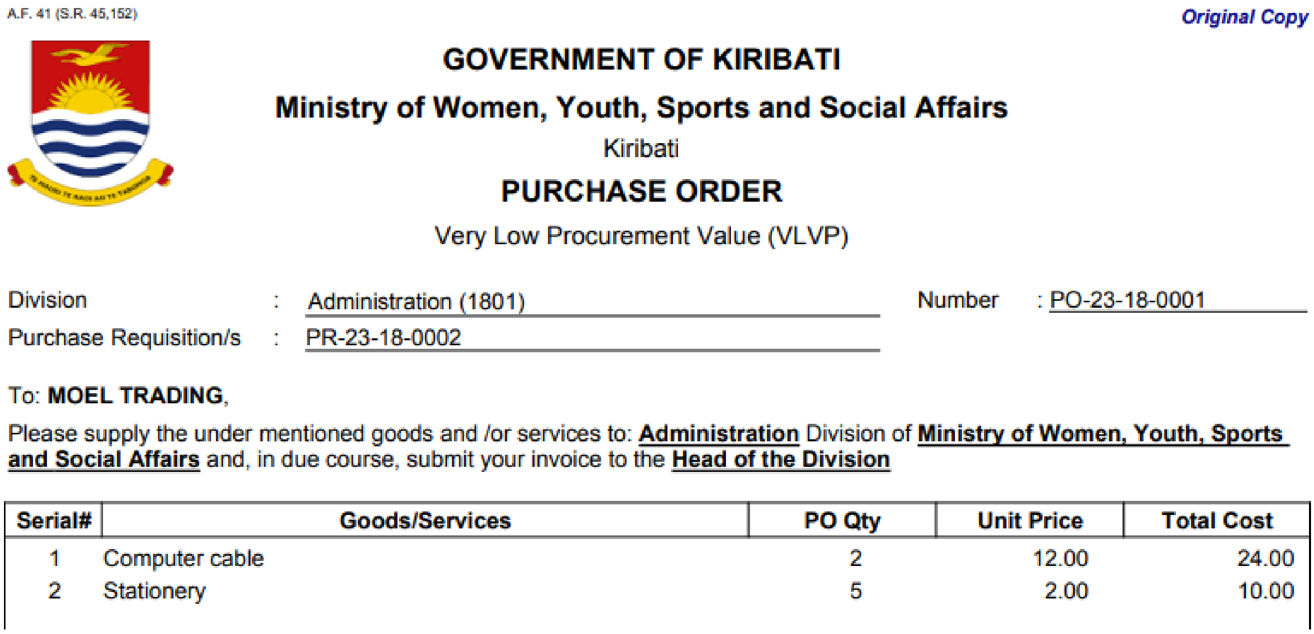
Step 1. Once the PO is fully approved, generating and downloading the report is now enabled.

Step 2. Navigate the buttons at the top page of the PR screen.

Step 3. Click on the Generate Report **(pdf)** PDF button. The form will be downloaded ready for viewing and printing if needed.



Step 4. Click the downloaded file. The file is ready for printing. This is also the file that will be attached to emails to send the PO to the supplier.



A.F. 41 (S.R. 45,152)

Original Copy

GOVERNMENT OF KIRIBATI

Ministry of Women, Youth, Sports and Social Affairs

Kiribati

PURCHASE ORDER

Very Low Procurement Value (VLVP)

Division : Administration (1801) Number : PO-23-18-0001

Purchase Requisition/s : PR-23-18-0002

To: **MOEL TRADING**,

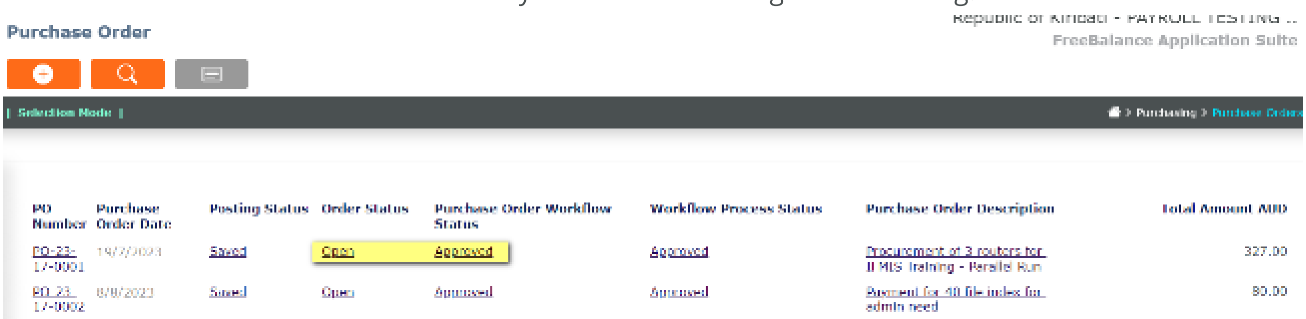
Please supply the under mentioned goods and /or services to: **Administration** Division of **Ministry of Women, Youth, Sports and Social Affairs** and, in due course, submit your invoice to the **Head of the Division**

Serial#	Goods/Services	PO Qty	Unit Price	Total Cost
1	Computer cable	2	12.00	24.00
2	Stationery	5	2.00	10.00

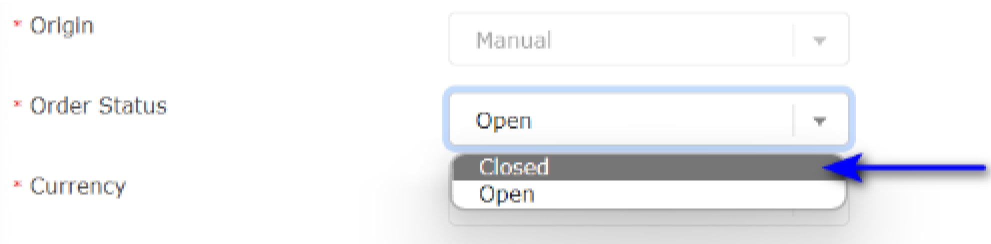
3.3.3 How to cancel Purchase Order

For some reason where a PO is fully cancelled, the users can close the PO to return the amount used to the available budget balance.

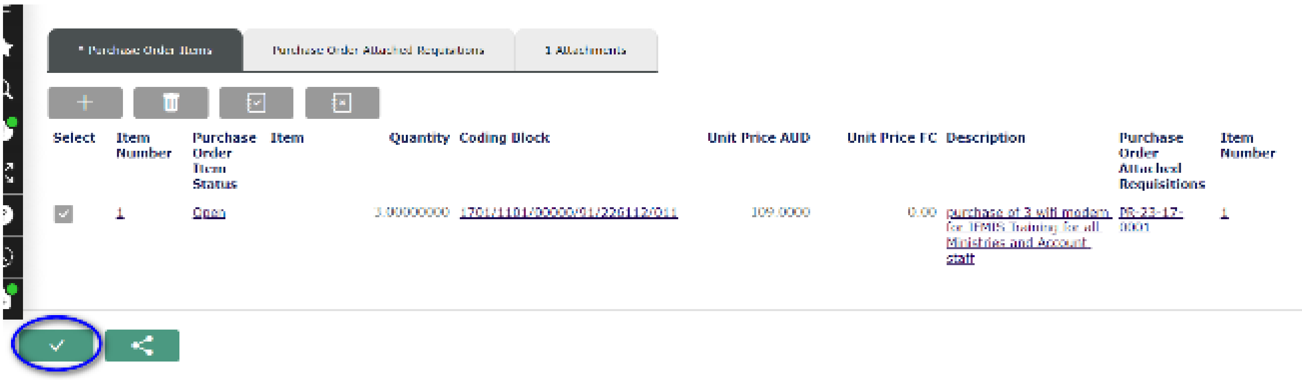
Step 1. Navigate to the PO Screen and search for the PO to Cancel. Only POs that are not yet recorded in the Goods/Services Received Note and Payment Voucher is eligible for Closing.



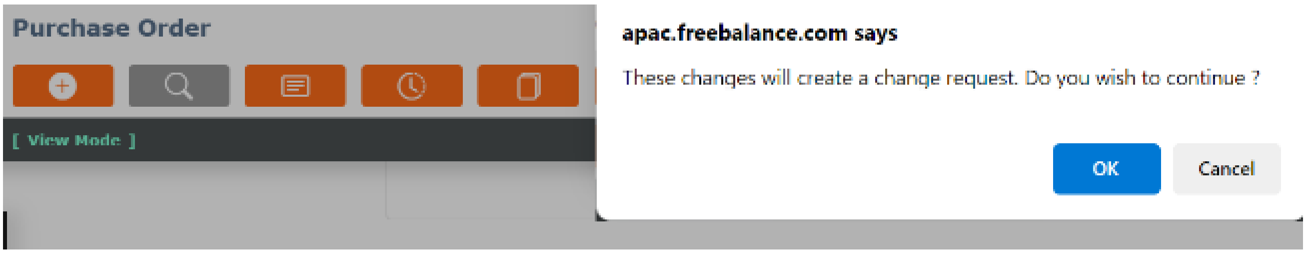
Step 2. Go to the field "Status" and select the "Closed" from the dropdown list.



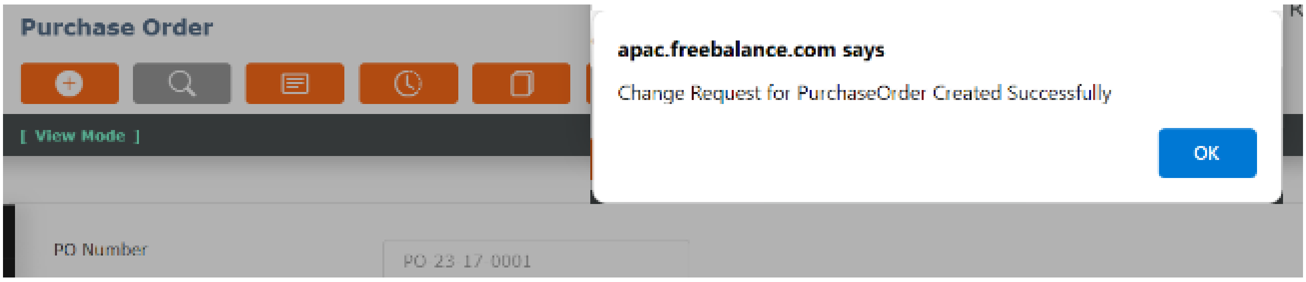
Step 3. Go to the bottom of the page and click the Update button.



Step 4. This will ask for confirmation of closing the PO. Click Ok on the displayed message.



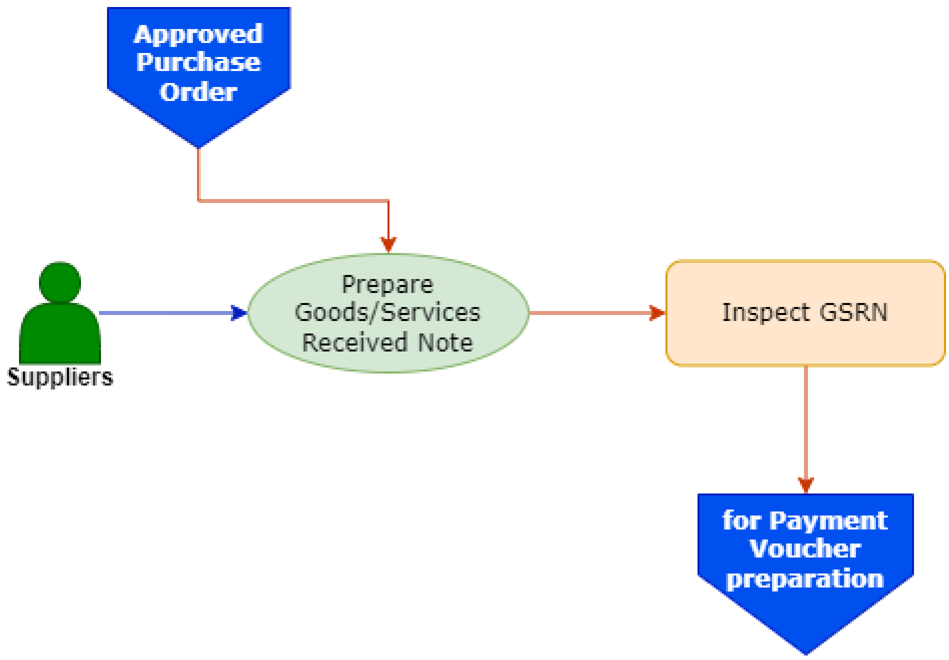
Step 5. Click OK again on the displayed message.



Step 6. Once this is done, the PO amount that was initially charged against the budget is now returned to the available balance.

3.4 Processes relating to recording of receipt of items purchased.

When Suppliers delivers the items purchased, these will be recorded using the Goods/ Services Received Note (GSRN) functionality in IFMIS.

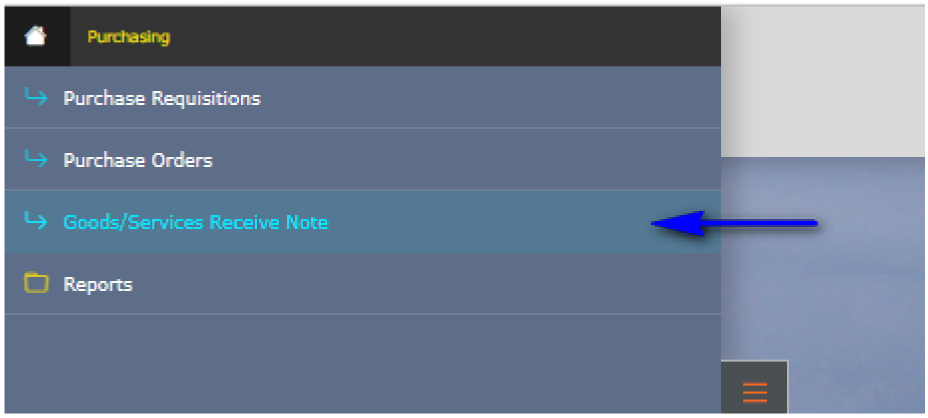


3.4.1 How to record GSRN.

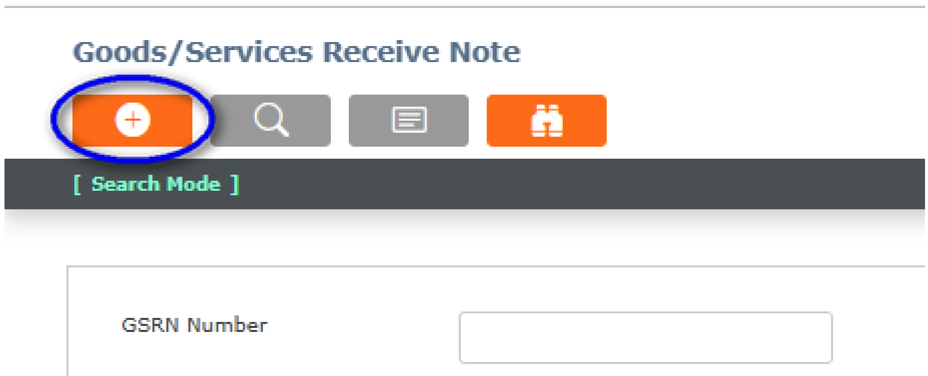
3.4.1.1 How to record GSRN

To record the receipt of the items purchased, follow these steps.

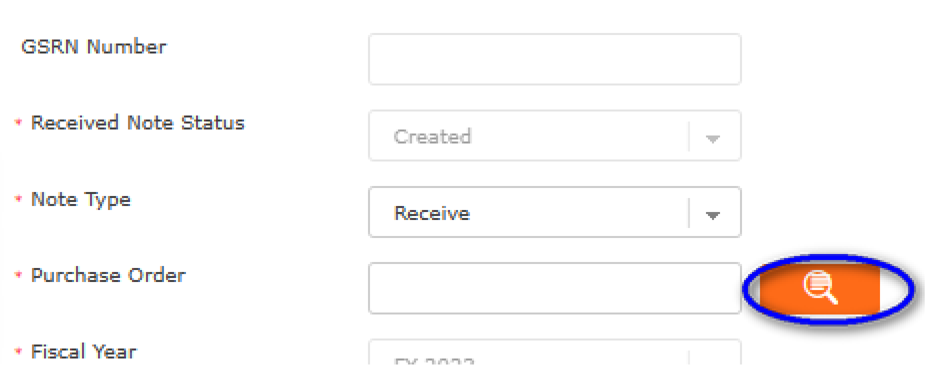
Step 1. Navigate the Menu > Purchasing > Goods/Services Receive Note. The Goods/Services Receive Note is displayed by default at Search Mode.



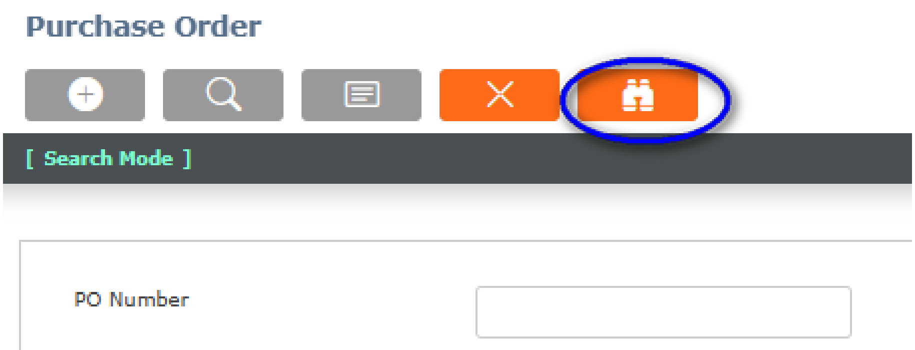
Step 2. Click the New button.



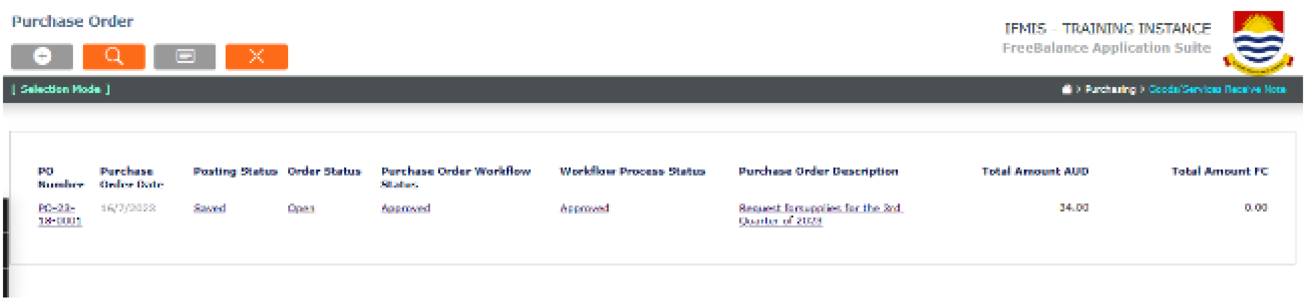
Step 3. Click the Lookup button on the Purchase Order field.



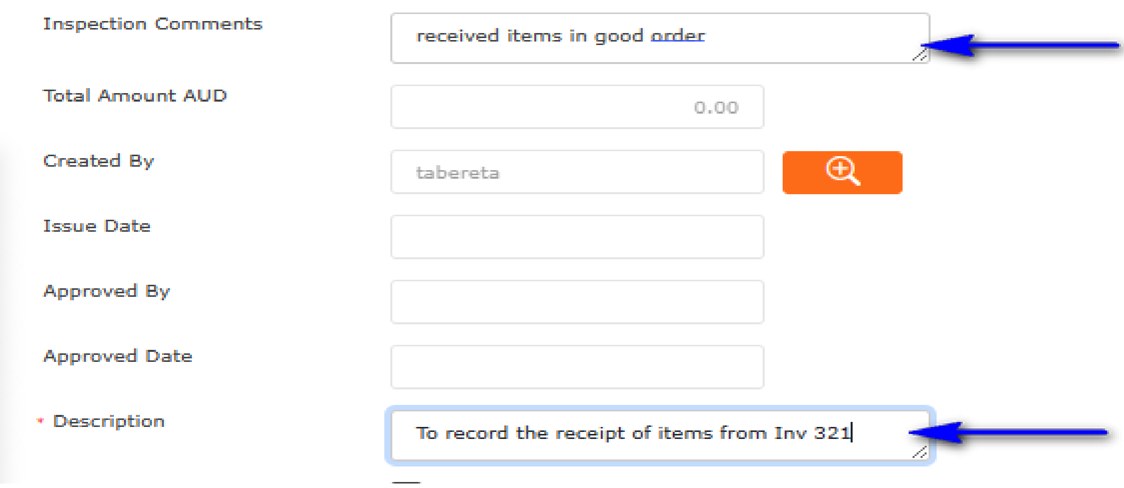
Step 4. Click the Find button for the displayed screen.



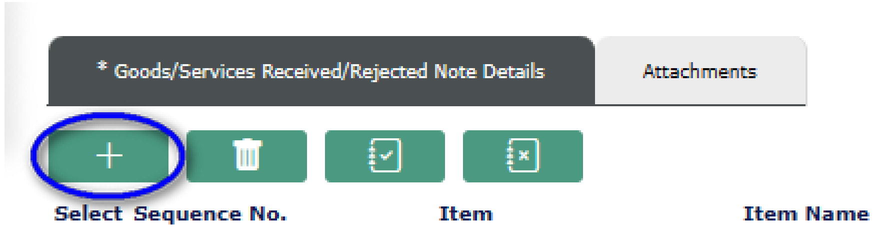
Step 5. Click to select the PO to receive items from.



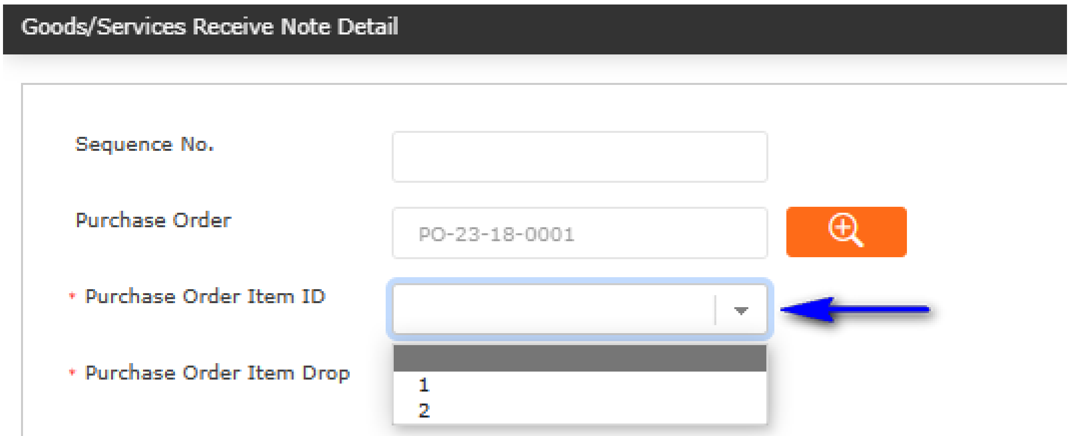
Step 6. Enter the details of the inspection comments and the description of the transaction



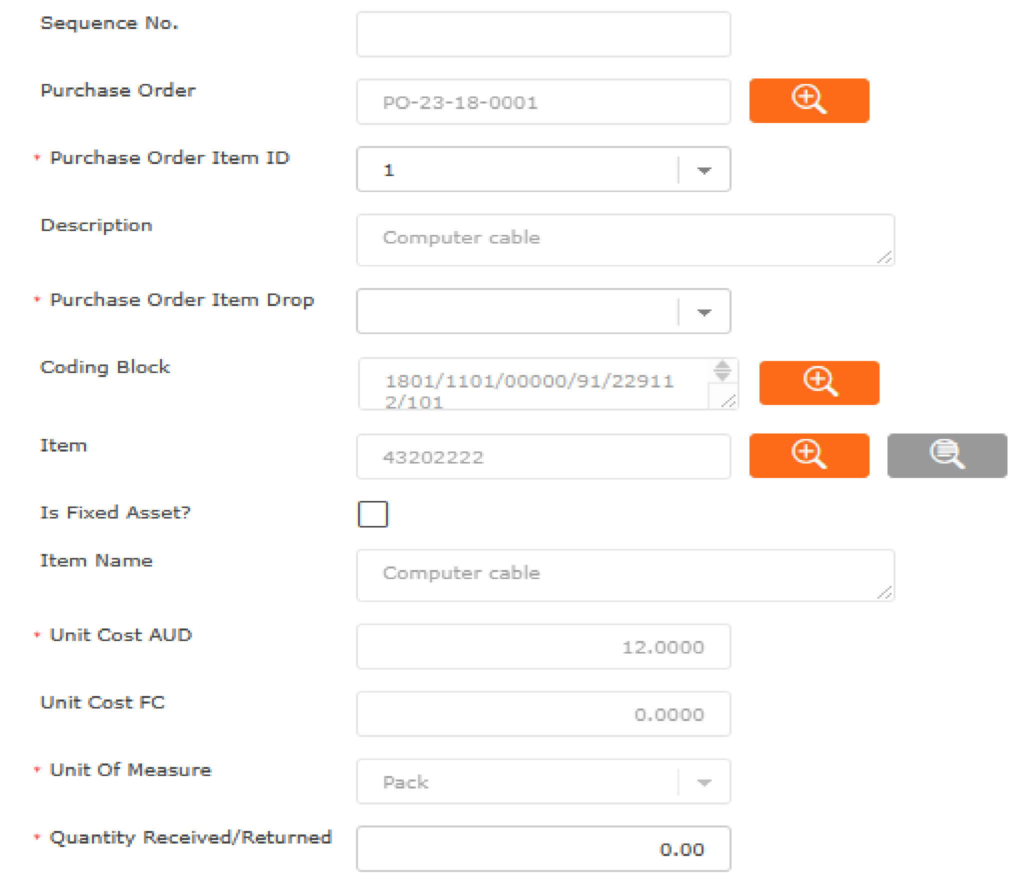
Step 7. Click on the new button under the details tab.



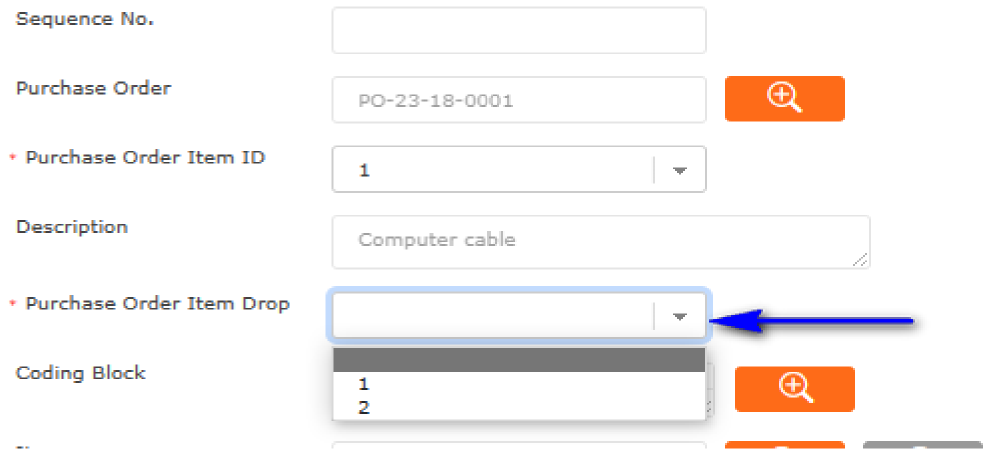
Step 8. Select the item from the dropdown list. The number of dropdown list here is the same as how many line items there are in the linked PO.



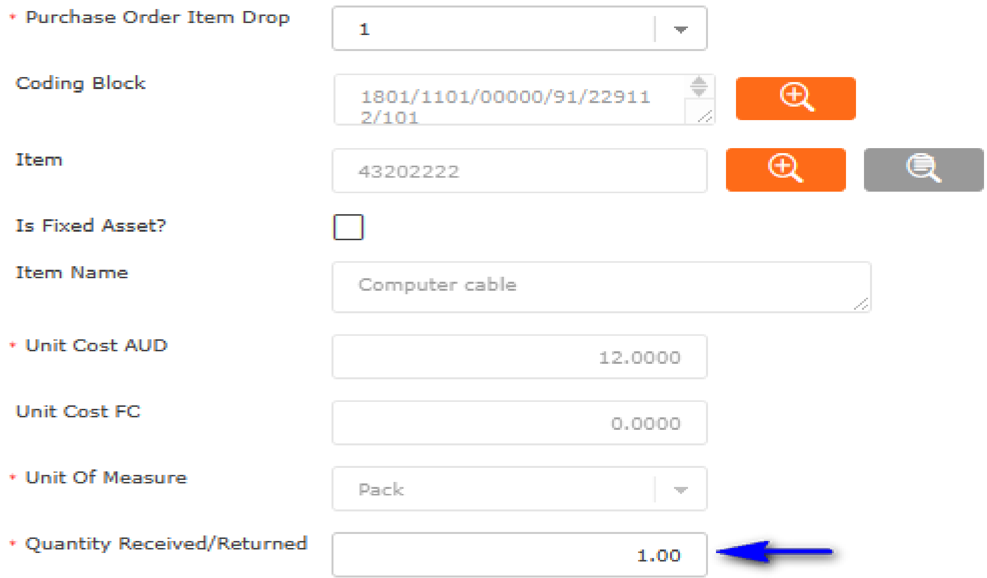
Step 9. This enables the Purchase Order Item Drop to be editable and the Coding Block details are displayed.



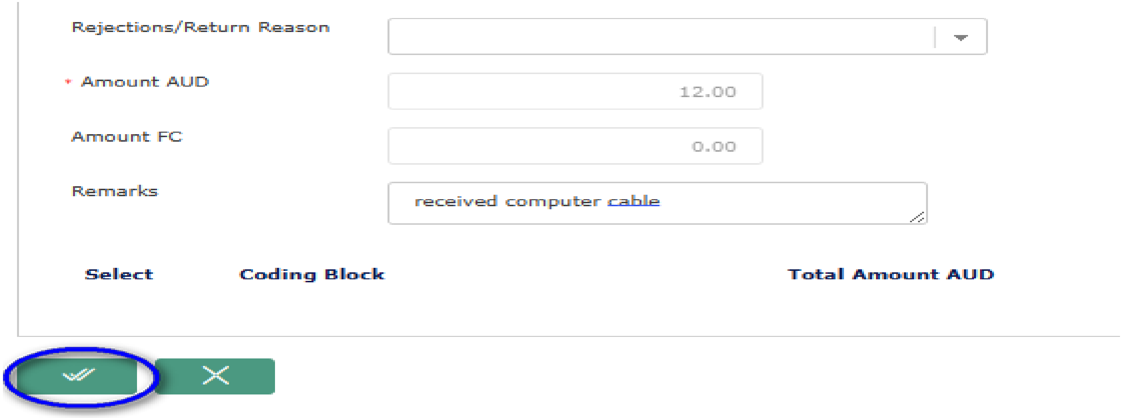
Step 10. Select from item drop ID from the dropdown list. The number of items here are the same with the Item Drop or scheduled delivery from the linked PO.



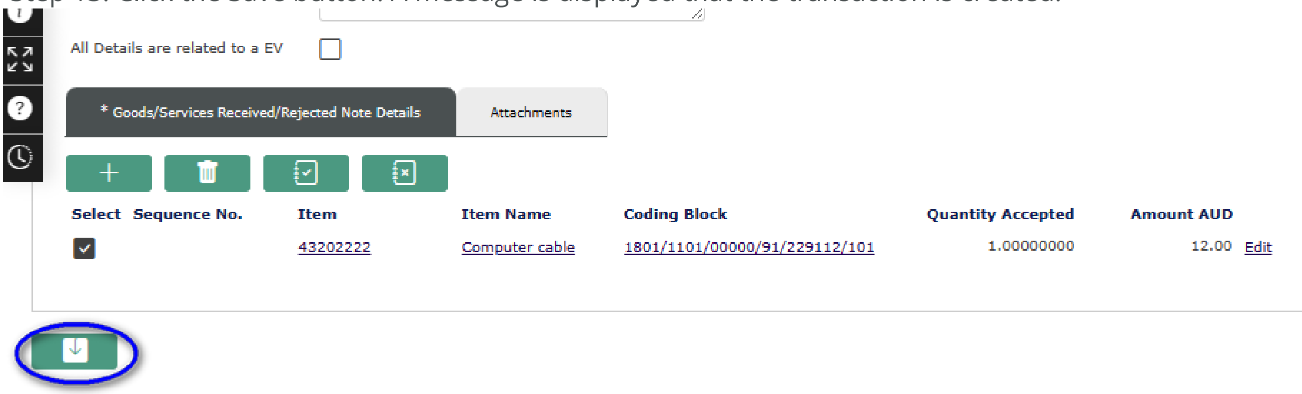
Step 11. This automatically populates the fields Unit Cost AUD, Unit of Measure and Quantity Received/Returned. Update the quantity to receive if applicable.



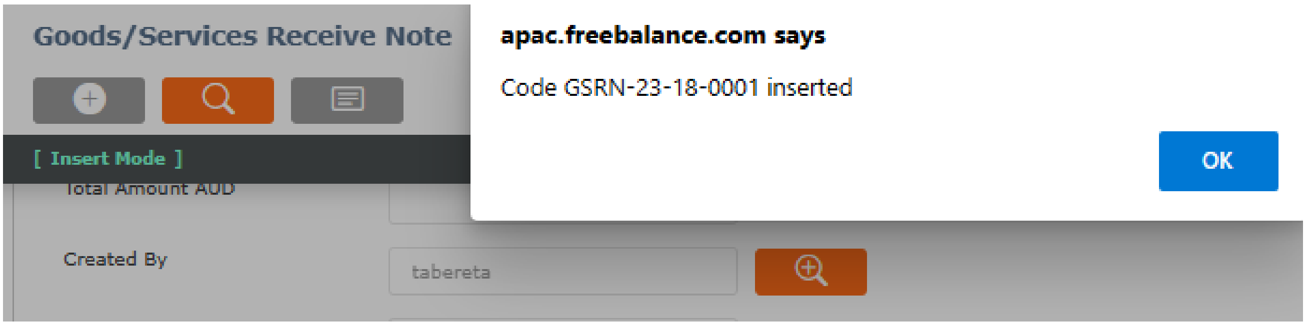
Step 12. Enter the remarks for the item received and then click the save and return button.



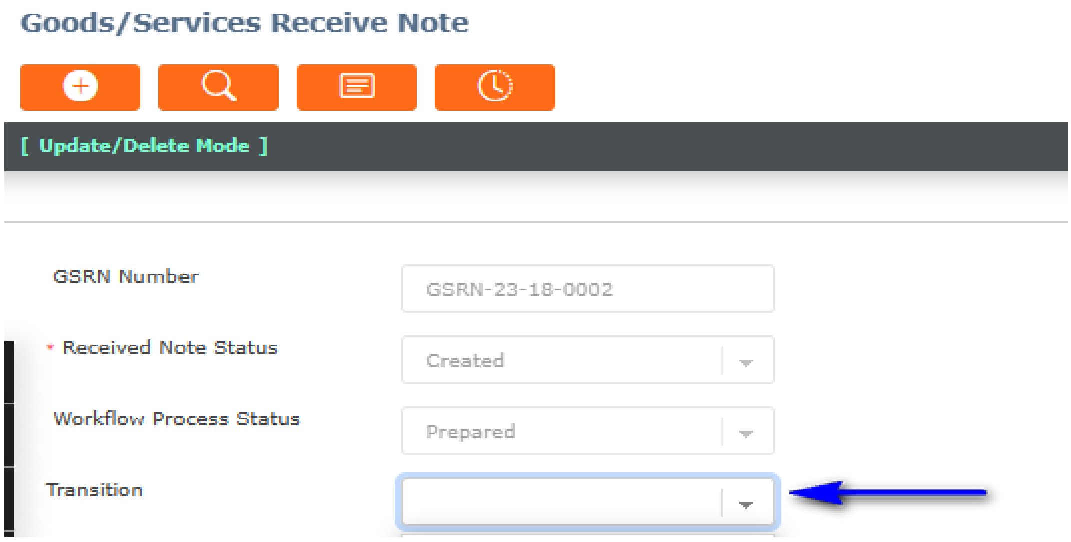
Step 13. Click the Save button. A message is displayed that the transaction is created.



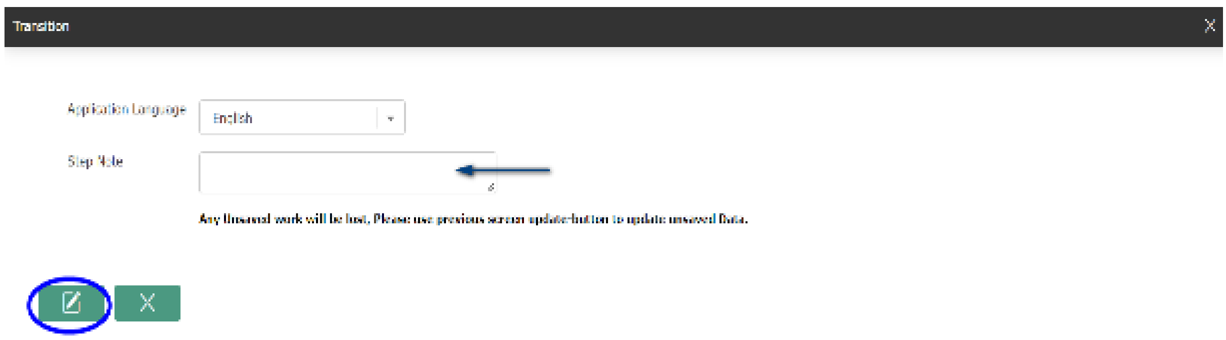
Step 14. Click Ok on the message displayed. A code is also provided in the message.



Step 15. Navigate to the Transition field of the screen and select the “**For Inspection**" from the dropdown list then click the Transition button.

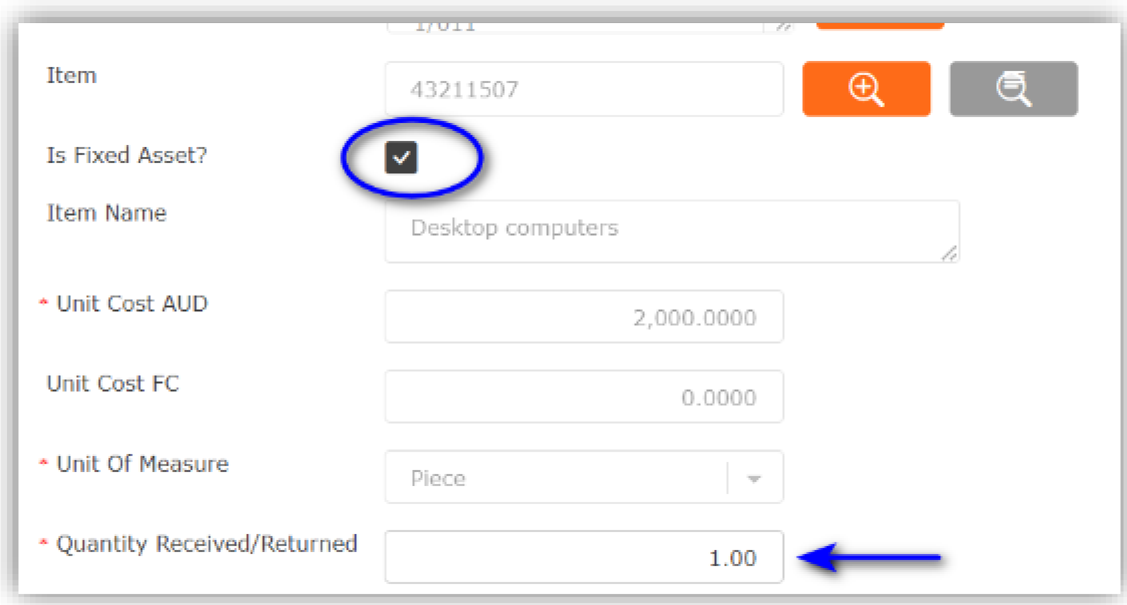


Step 16. Enter the remarks on the step note for the next approver then select the approver from the dropdown list. Then click the Finish button.



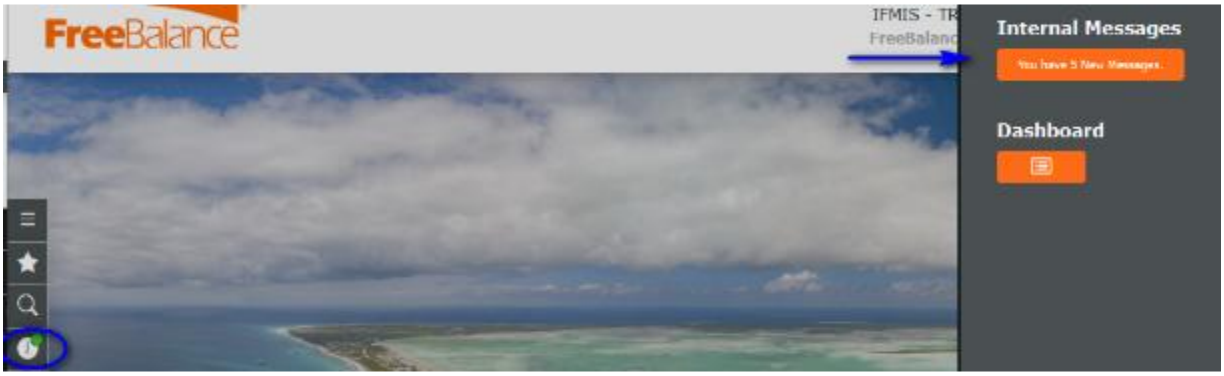
3.4.1.1 How to record GSRN for Fixed Assets

To record a GSRN please follow GSRN procedure provided on page 94-97: steps 1 to steps 12. Before step 13 please ensure that the **"Is Field Asset" is ticked**. The approval of the GSRN will create an asset item that will be updated by the Asset Officer. Check the Quantity received. Then proceed with the completion of GSRN: steps 13 to steps 16.

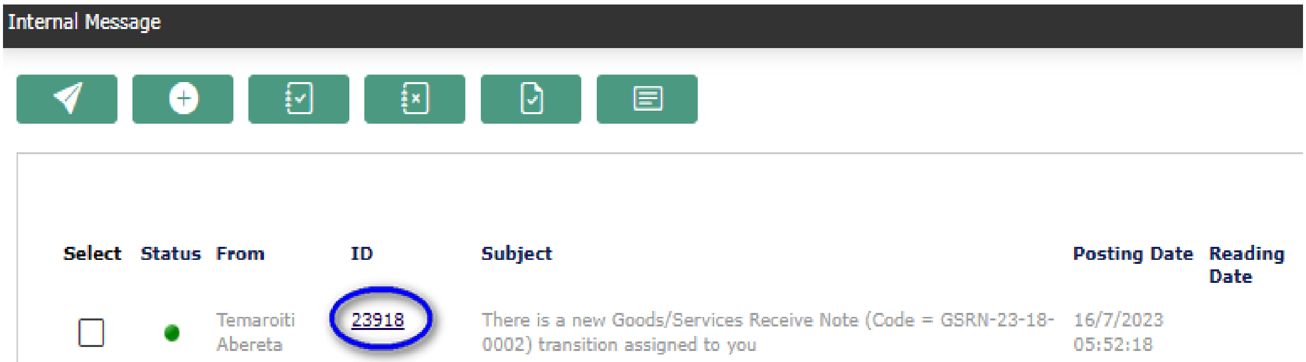


3.4.2 How to inspect of GSRN.

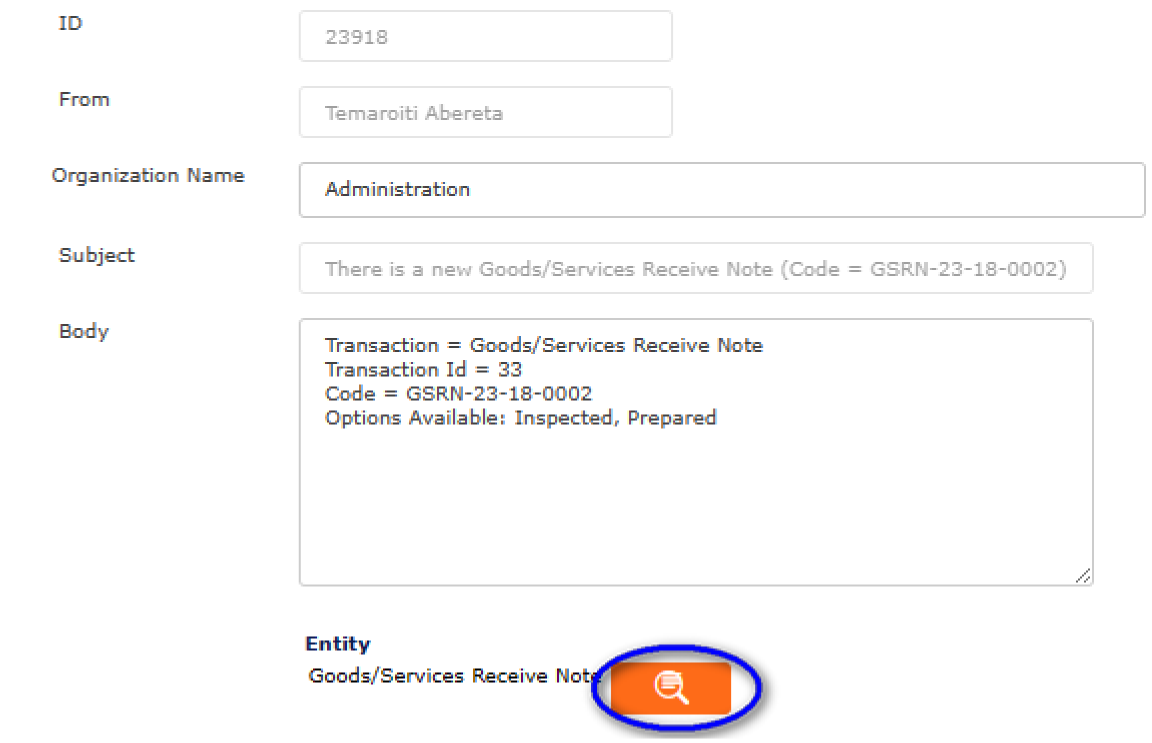
Step 1. After logging in, click the (i) and navigate on the internal messages. Click on the message on the Internal Message box.



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

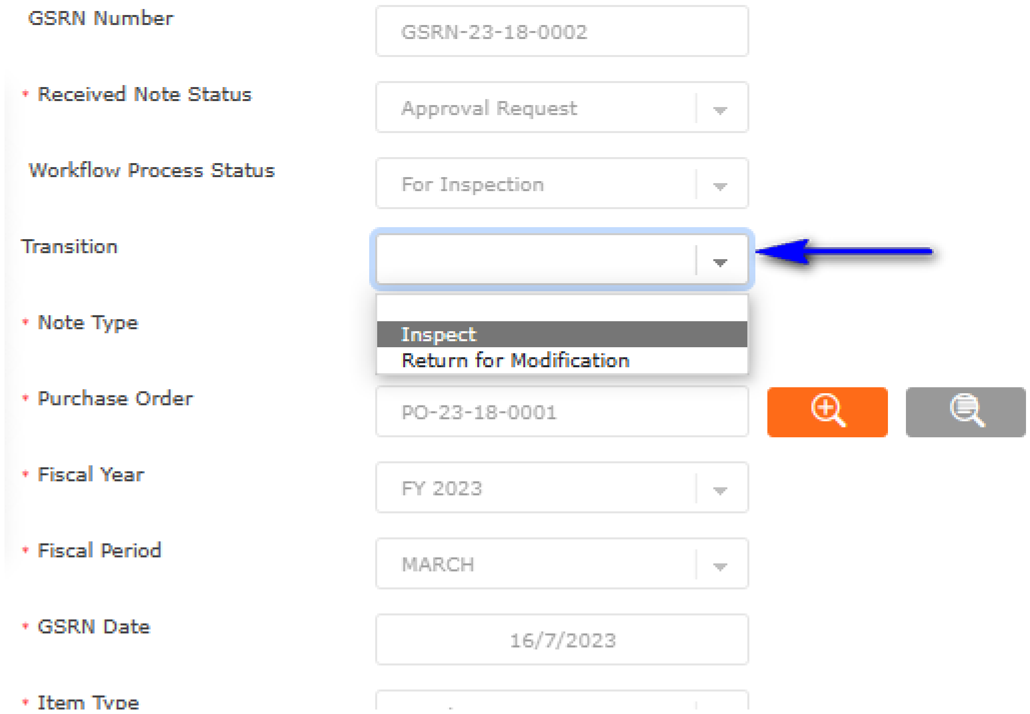


Step 3. Click on Update Domain button.



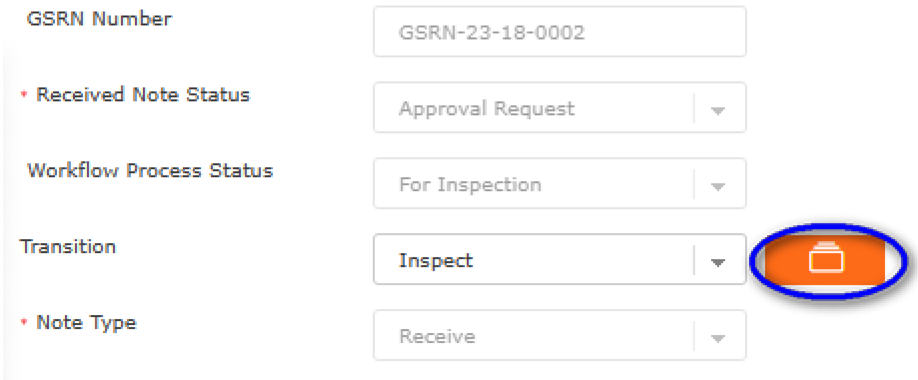
Step 4. The system will open the screen for the GSRN for inspection. Review the details of the GSRN.

Step 5. After reviewing the details of the GSRN, go to the transition field and select the "**Inspect**" from the dropdown list.

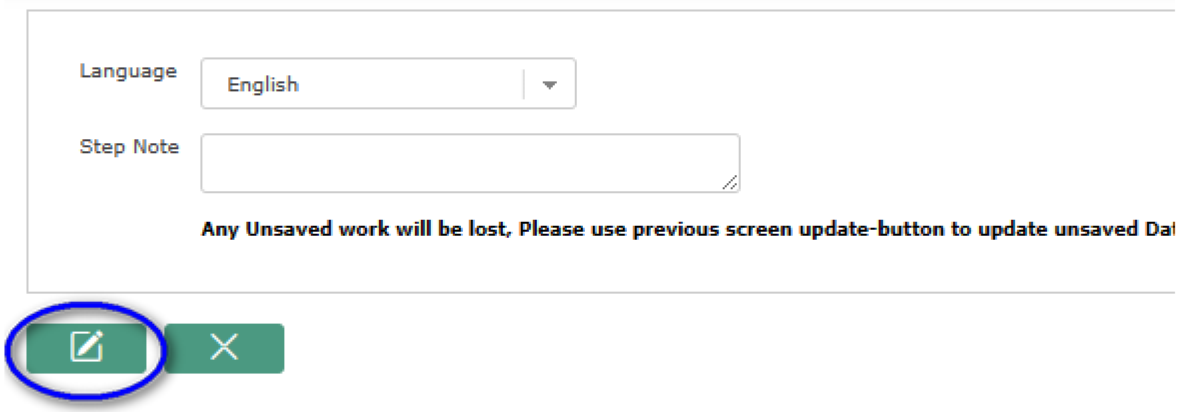


Select the "**Return for Modification**" when there are details that needs to be updated by the user who prepared the GSRN

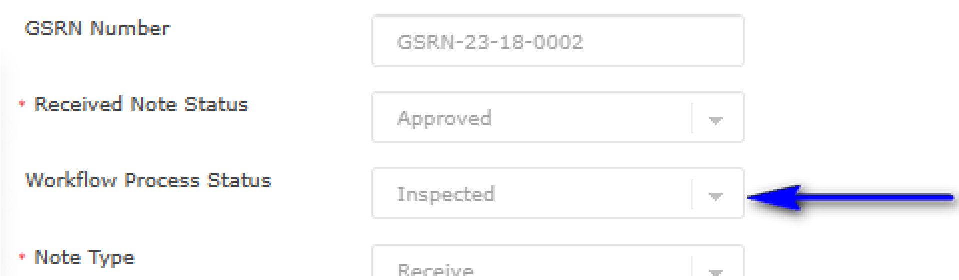
Step 6 Click the Transition button.



Step 7. Enter the note and click the Finish button.



Step 8. Click ok on the message “The workflow transition is executed” displayed. At this stage the status of the GSRN is updated to Inspected. A Payment Voucher can now be prepared for the PO related to the GSRN.

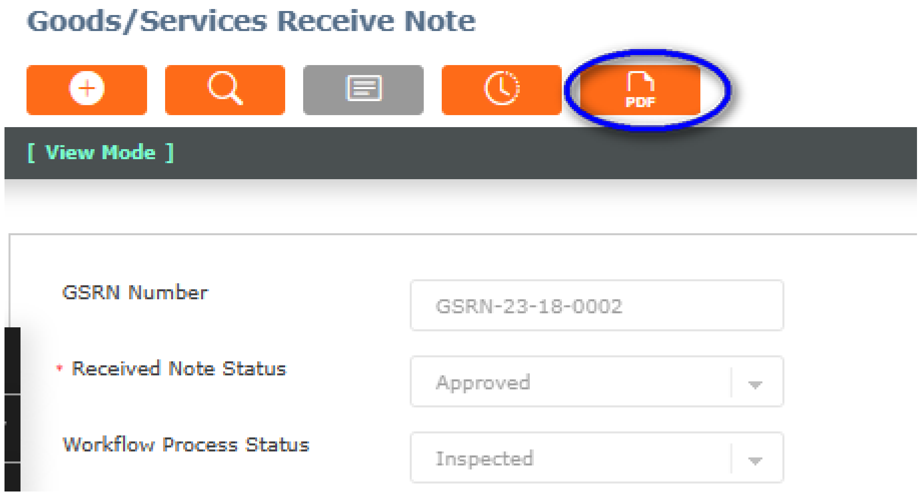


3.4.3 How to print of GSRN.

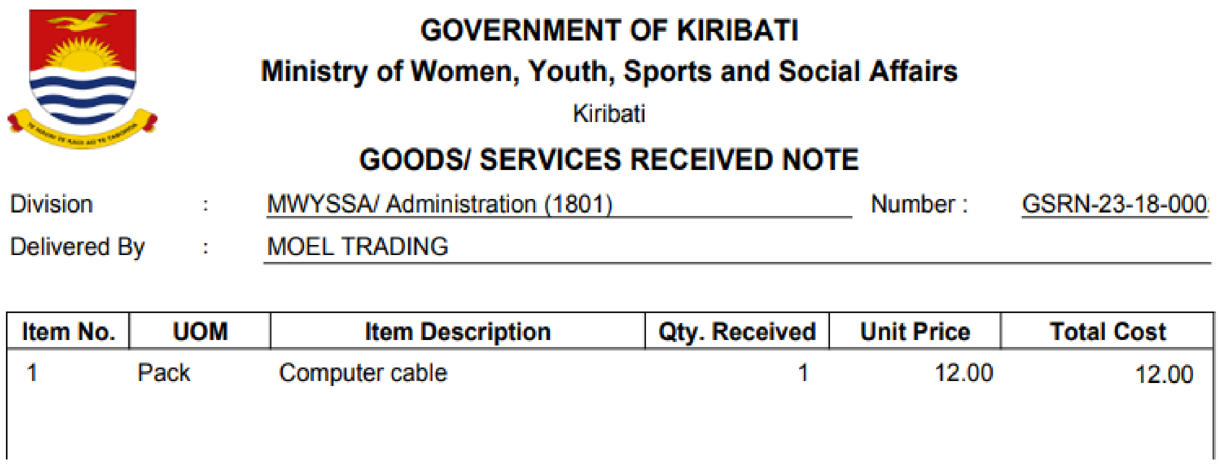
Step 1. Once the GSRN is inspected, generating, and downloading the report is now enabled.

Step 2. Navigate the buttons at the top page of the GSRN screen.

Step 3. Click on the Generate Report (pdf) PDF button. The form will be downloaded ready for viewing and printing if needed.



Step 4. Click the downloaded file. The file is ready for printing.



GOVERNMENT OF KIRIBATI
Ministry of Women, Youth, Sports and Social Affairs
Kiribati
GOODS/ SERVICES RECEIVED NOTE

Division : MWYSSA/ Administration (1801) Number : GSRN-23-18-000

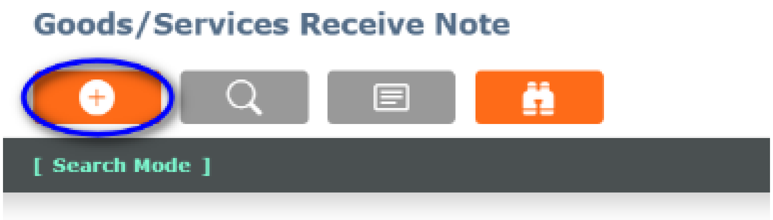
Delivered By : MOEL TRADING

Item No.	UOM	Item Description	Qty. Received	Unit Price	Total Cost
1	Pack	Computer cable	1	12.00	12.00

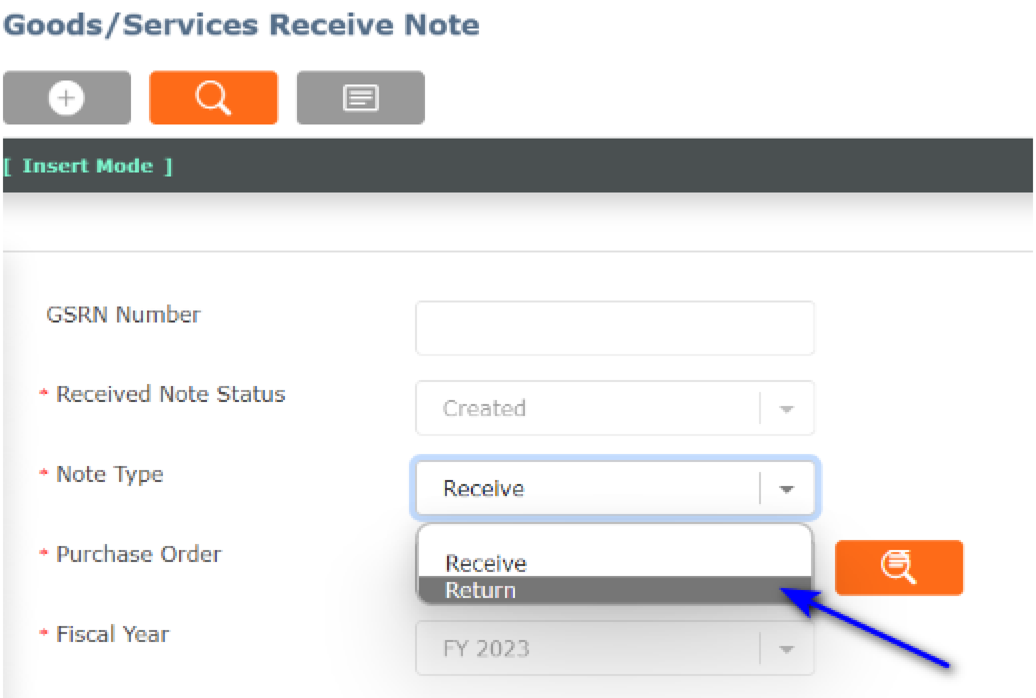
3.3.4 How to Cancel GSRN

When there is a need to cancel an approved GSRN, so that the PO can be closed, and a new PR can be reprocessed, the steps below are provided as a guide to the users.

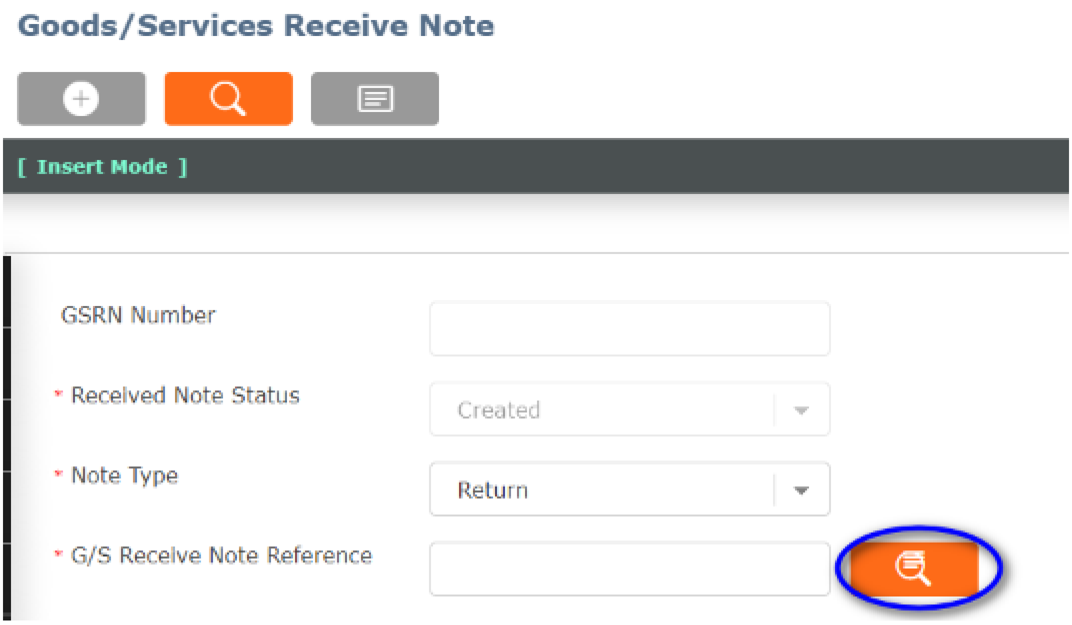
Step 1. Navigate the Goods/Services Received Note and Click the New button.



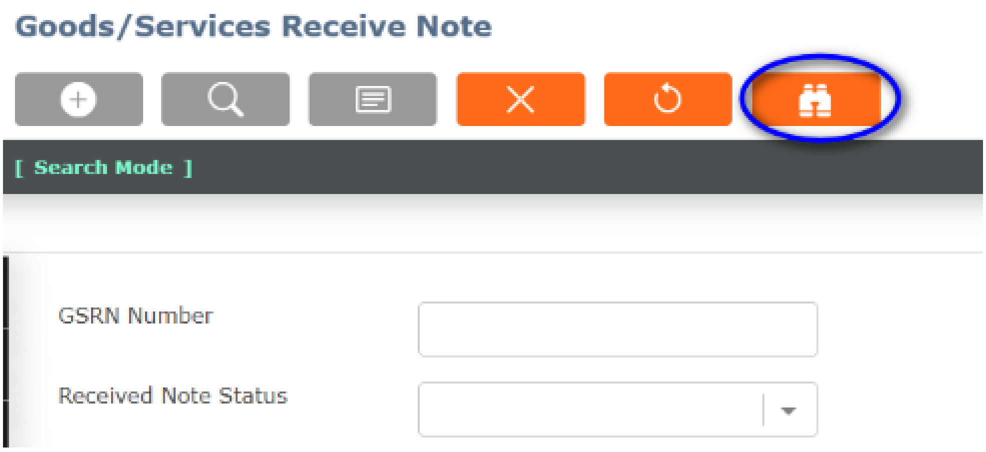
Step 2. Select the “Return” in the Note Type.



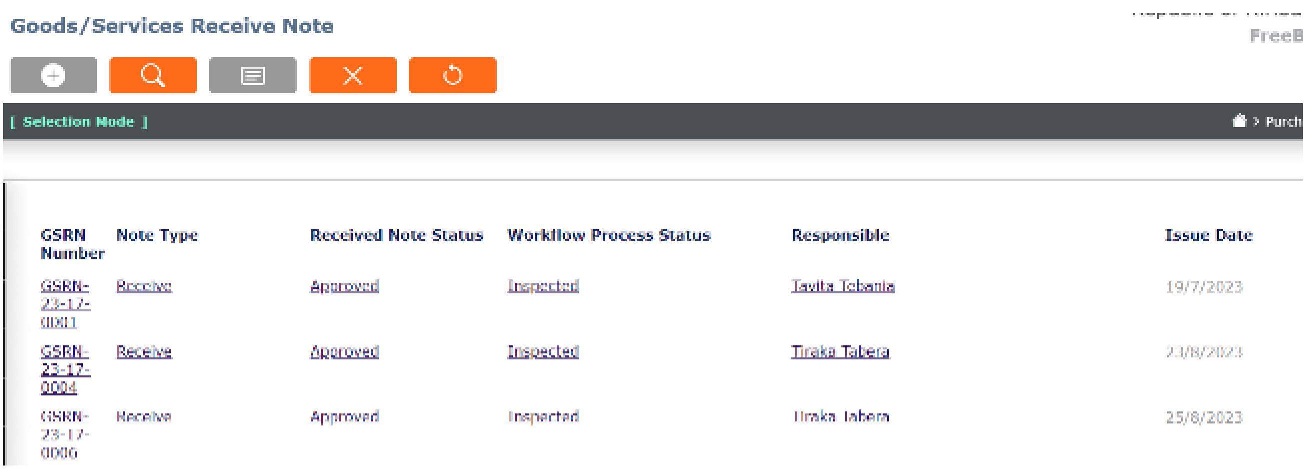
Step 3. Click the Lookup button on the G/S Receive Note Reference.



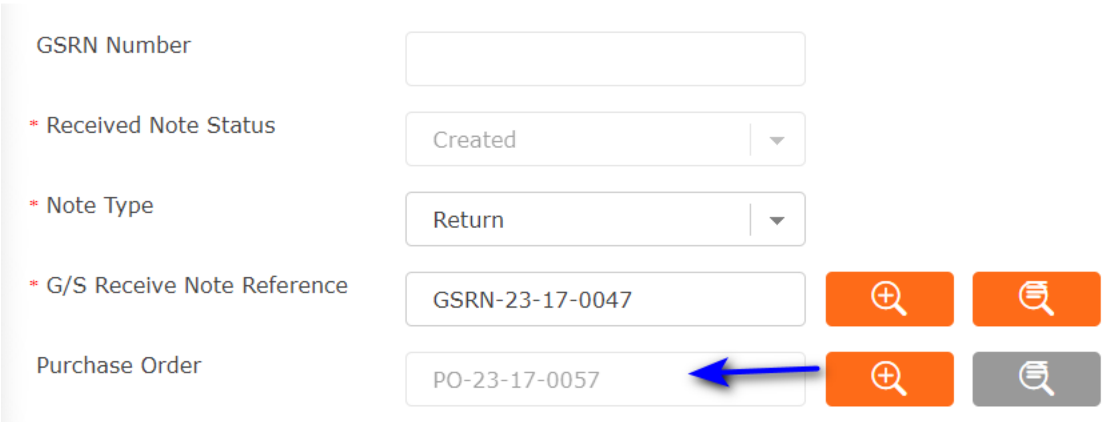
Step 4. Click the Find button on the GSRN Screen to select the GSRN to Cancel.



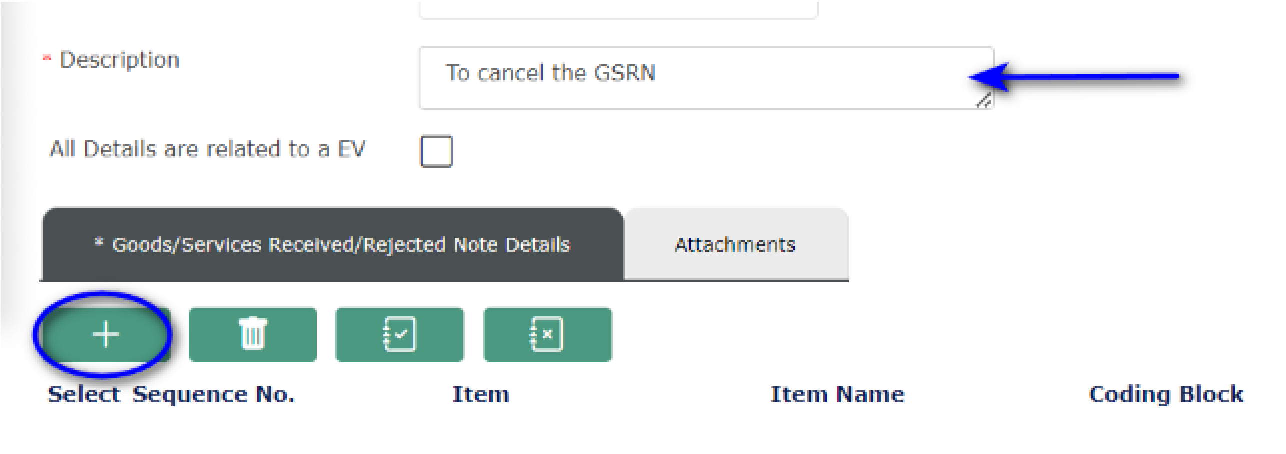
Step 5. Click to select the GSRN to cancel.



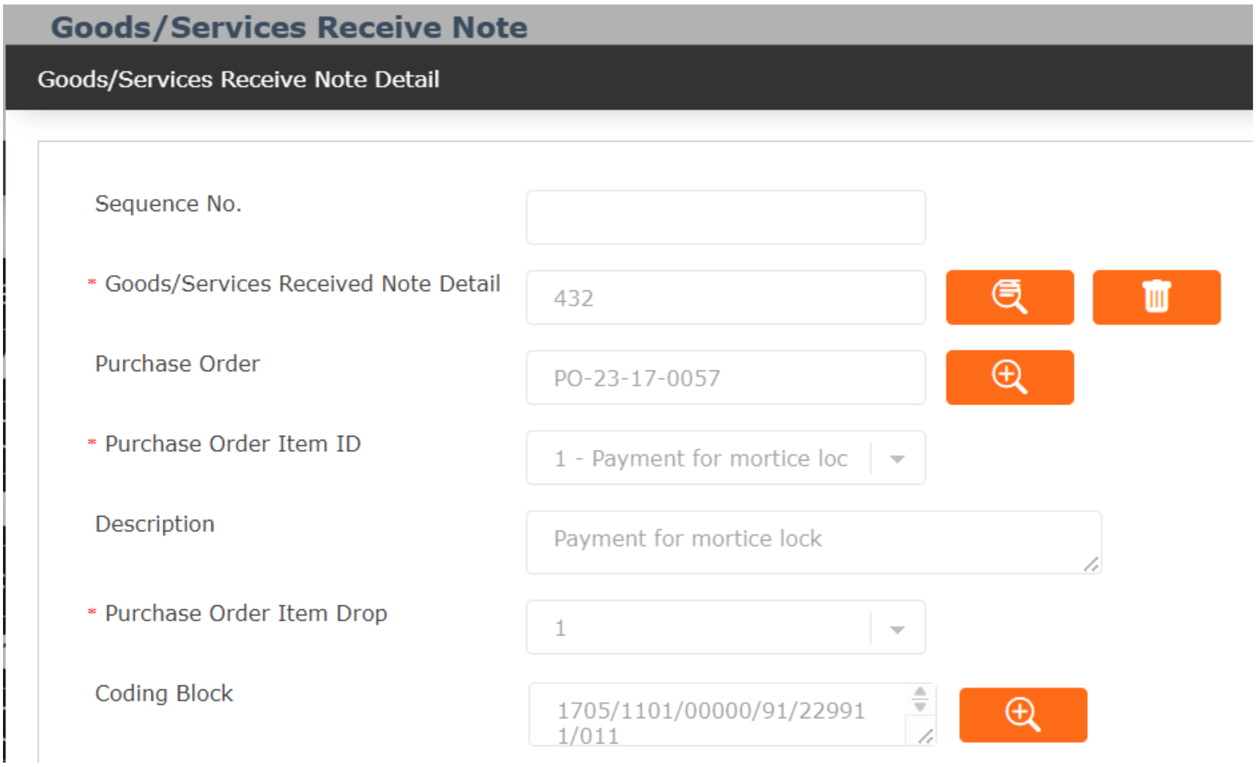
Step 6. Once the GSRN to cancel is selected, it will display the details.



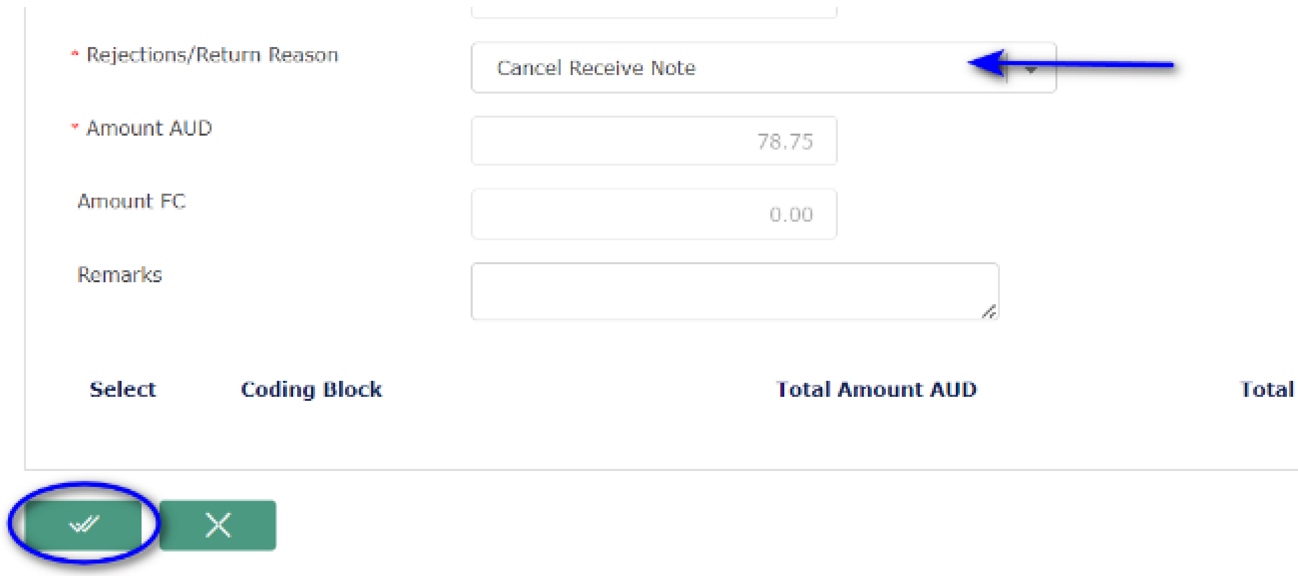
Step 7. Add the description then click the New button.



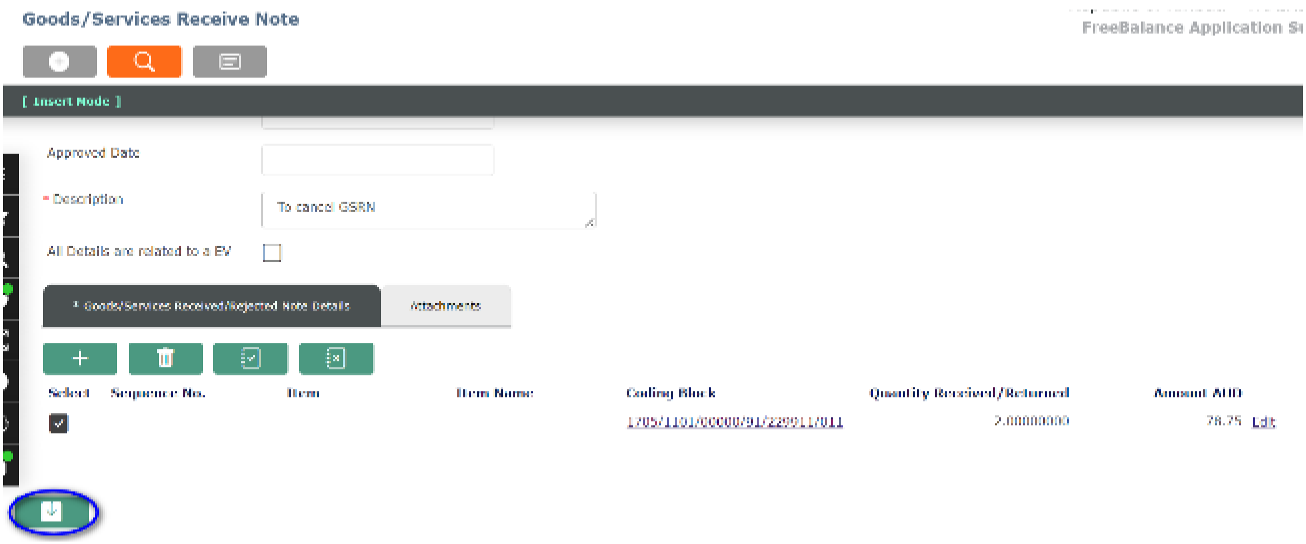
Step 8. The details of the item of the GSRN is displayed.



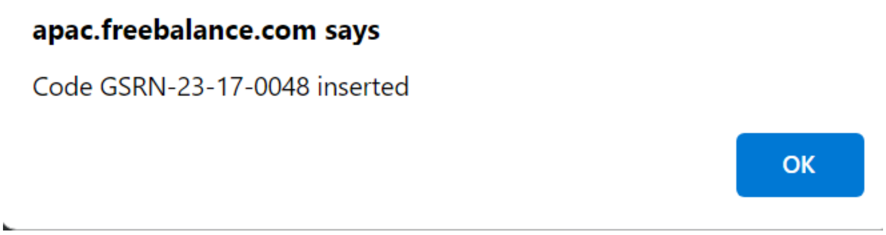
Step 9. Select the reason for cancellation from the dropdown list.



Step 10. Click the Save button when completed.



Step 11. Click the Ok button to complete the cancellation of the GSRN initially approved.

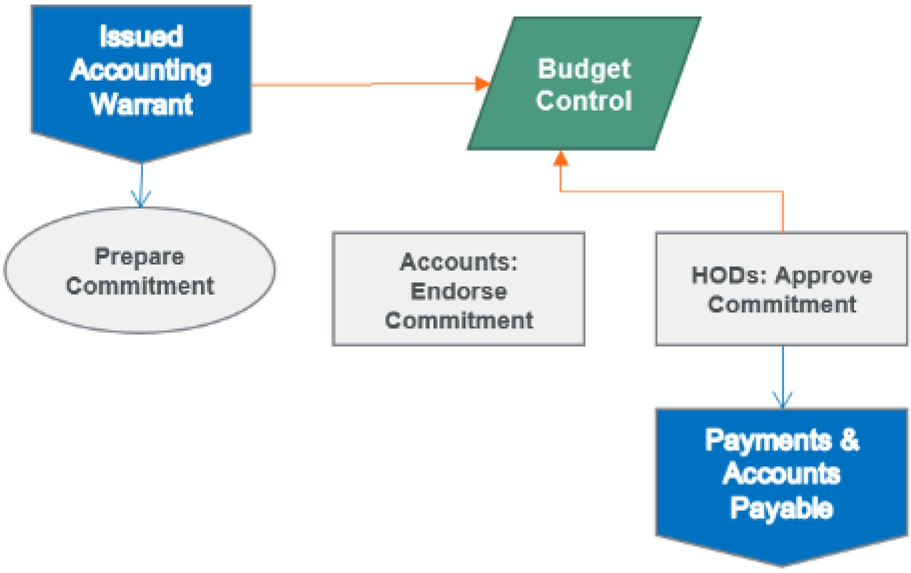


Step 12. Refer to section 3.3.2 to process the approval of the Return transaction.

4 Commitment Management

The Commitment Management to be used for procurement of those items for which PO is not required. The effect of the Commitment Request is the same as that of Purchase Requisition. This is used to reserve or set aside (commitment) a fund for the expenditure.

All personnel, as assigned by the Line Ministry division may enter the Commitment. The user, however, must ensure again that: (i) there is an available allocation for the accounts to be used; and (ii) Payee or Vendor is already available in the system. Upon saving, the user must then send the transaction for Endorsement. This will be sent to the accountant/s for review and endorsement. The commitment final approver will be the SRO.



Following are some examples of transactions that will be recorded through the Commitment functionality of IFMIS.

1. Housing Allowances
2. Reimbursements of Employees
3. Travel Allowances before the Travel Request is made.
4. Utilities expenses (Water, Electricity)
5. Internet and Telephone Expenses.
6. Transport services.
7. Recruitment Cost.
8. Payment for International Contributions
9. Freight Payments
10. Fuel
11. Sitting Allowance

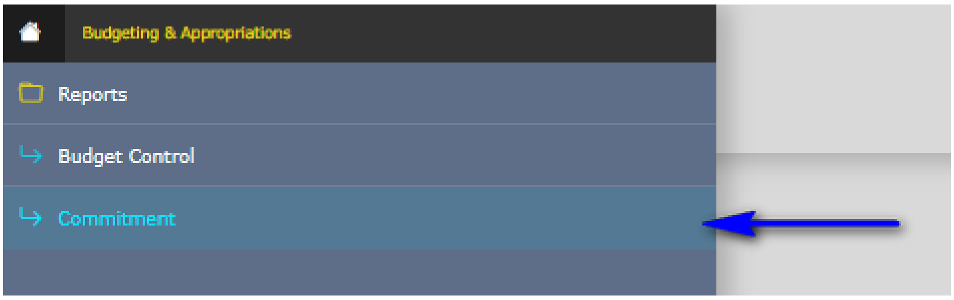
4.1 How to record Commitment requests.

Upon receipt of Invoices from the Billers, (example: Internet monthly bills, Telephone bills, Electricity) and other expenses that is not required to undergo procurement, users must record the commitment to set aside budget for the specific expense.

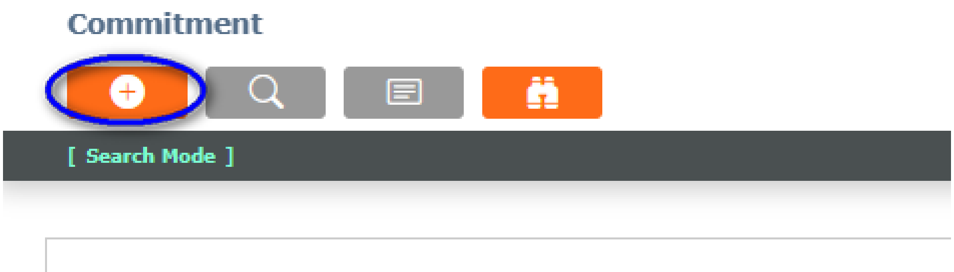
Before recording the commitment, ensure that: (i) There is an available allocation for the commitment; and (ii) Vendor or Payee is already in the system. Refer to section 3.1.1 Pre-requisites in Creating Purchase Requisition and Commitment in IFMIS.

To record commitments, follow these steps.

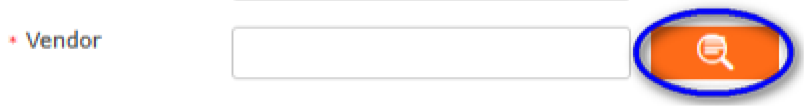
Step 1. Navigate the Menu > Budgeting & Appropriation > Commitment. Thedefault,ment is displayed by default at Search Mode.



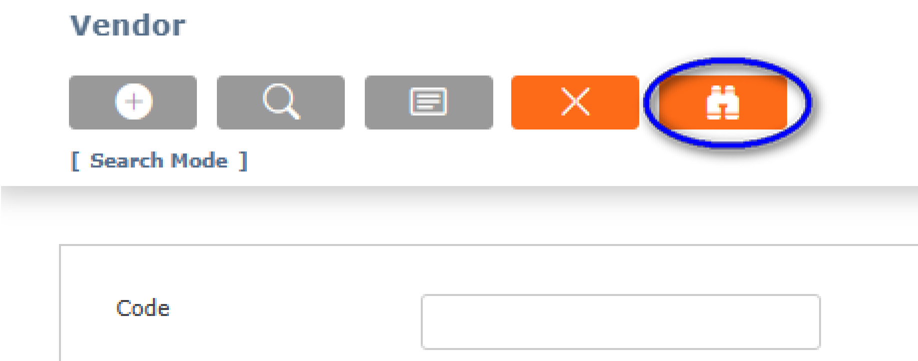
Step 2. Click the New button.



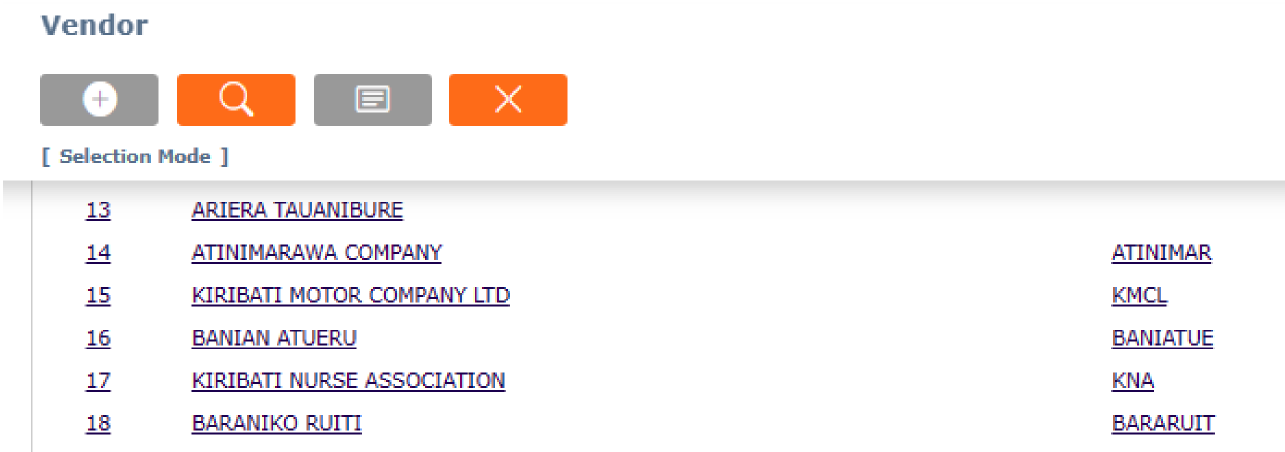
Step 3. Click on the Lookup  button to go to the Vendor screen



Step 4. Click the Find  button, this will display the list of Vendors to select from. For how to check vendor exists in IFMIS follow steps given in Section 3.1.1.2 Check if all Suggested Vendors are . If a vendor needs to be added, follow the steps as given in Section 3.1.1.3.

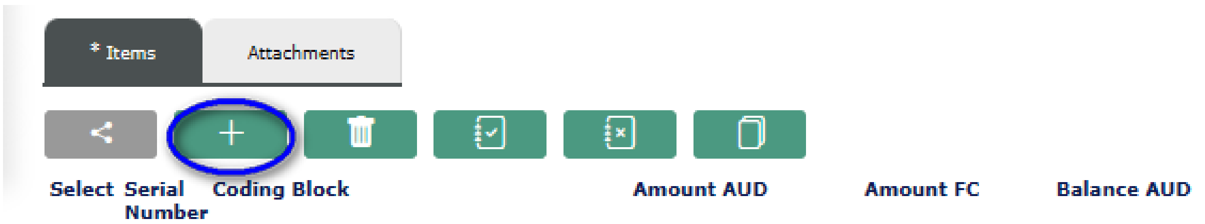


Step 5. Click to select the appropriate Vendor. Once selected, the code of the selected is displayed in the field.

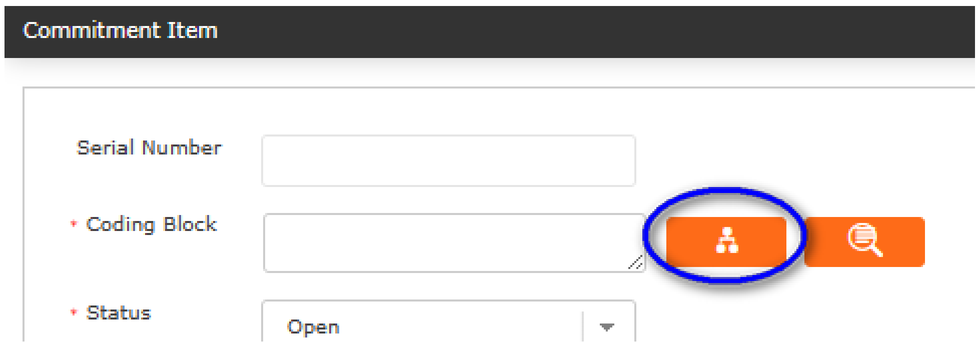


Step 6. Enter the Description of the Commitment Request

Step 7. Click the New button under the tab Commitment Item

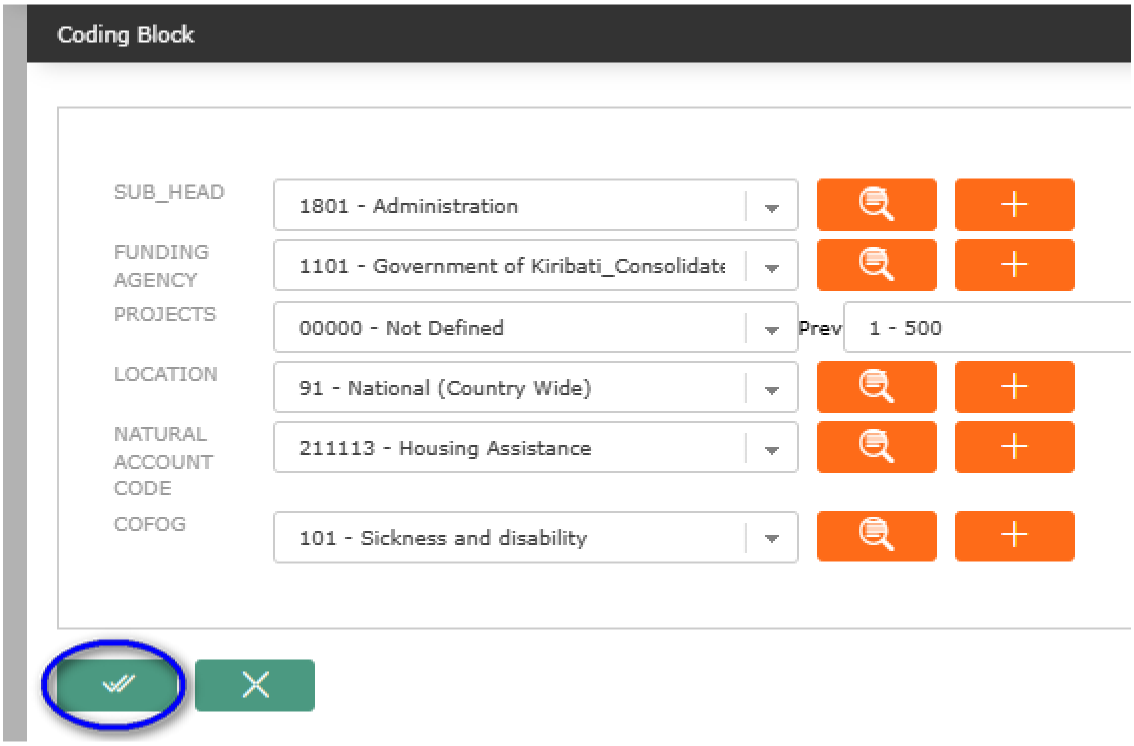


Step 8. Click the Elements View to add the Coding Block of the Commitment Item. This will display the dropdown list to select the accounts below.

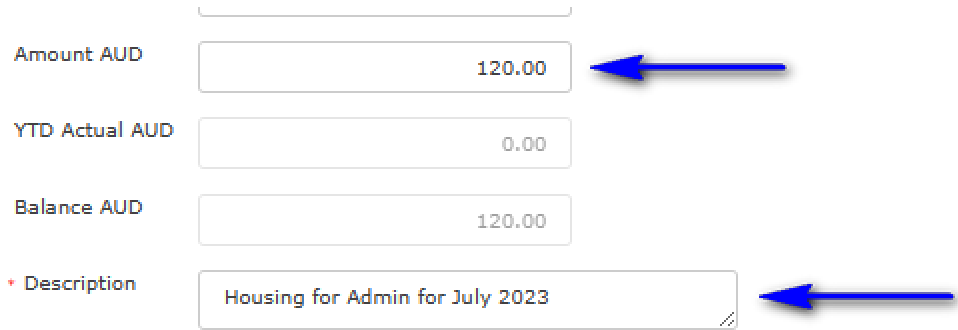


- **SUB HEAD**: Select the Division that needs the commitment.
- **FUND AGENCY**: Select 1101- GoK for recurrent budget, from series 2 codes if from Statutory expenses, and from series 3 if from development fund expenditures.
- **PROJECT**: Select 00000-Not Defined if recurrent budget, else select the appropriate.
- **LOCATION**: Select from the list. For **Recurrent Budget** the code will always be 91.
- **NAC**: Select the appropriate NAC for the commitment like Housing Expense, Advertising Cost, Travel Allowance, etc.
- **COFOG**: Select the applicable COFOG from the list.

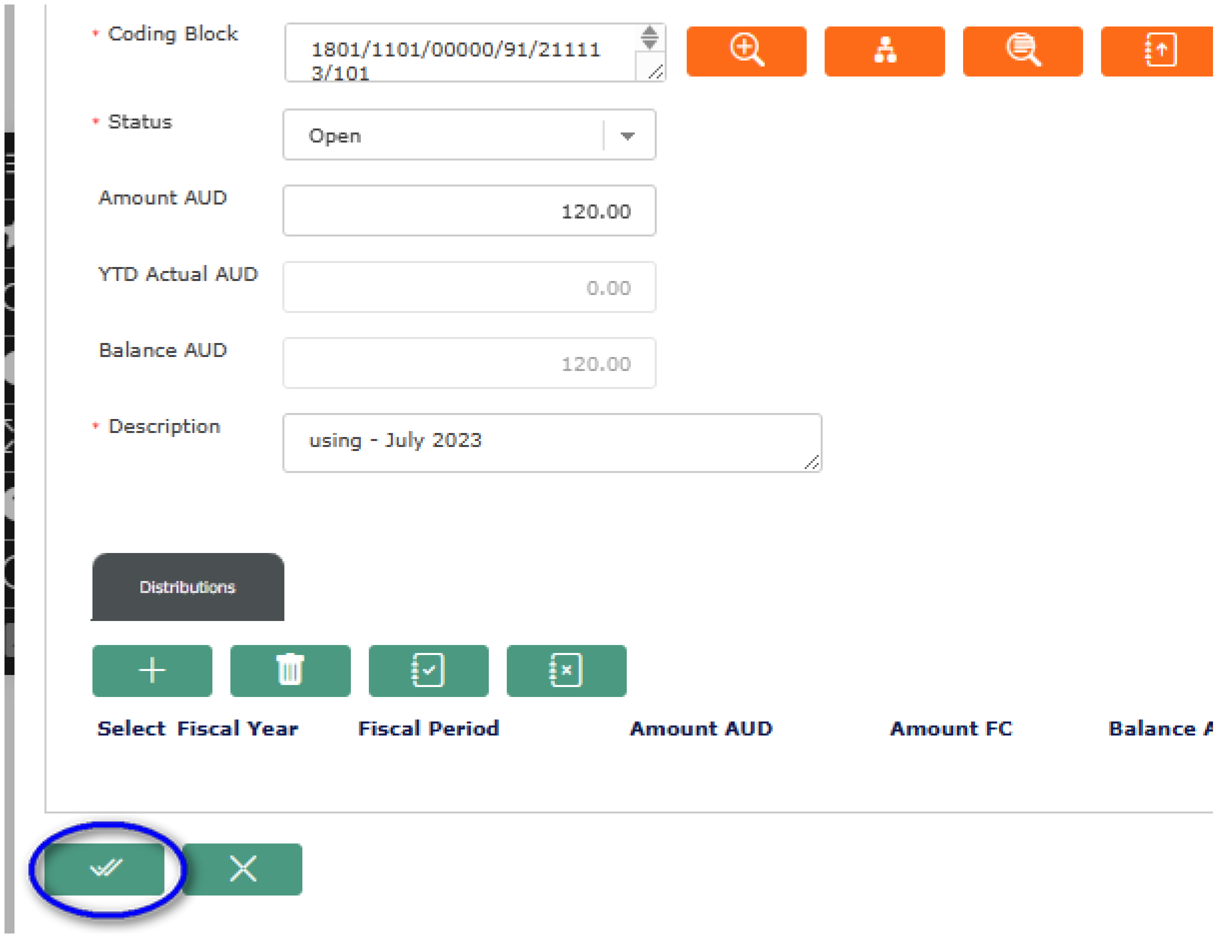
Click the Save and Return when the accounts are selected.



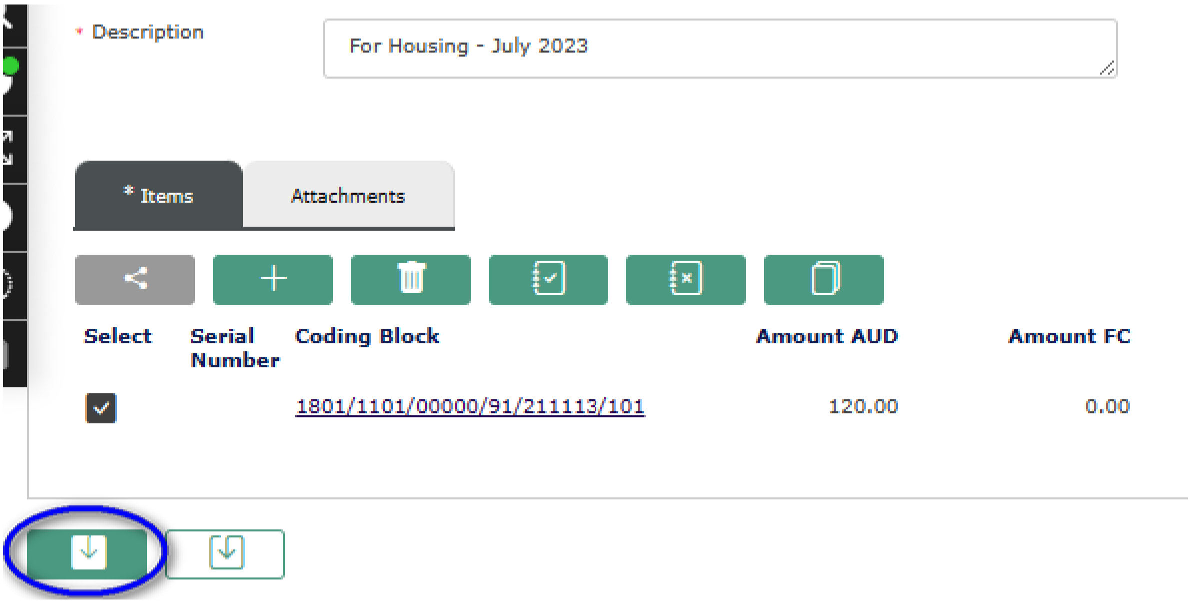
Step 9. Enter the amount and description of the request.



Step 10. Click the Save and Return button once done.

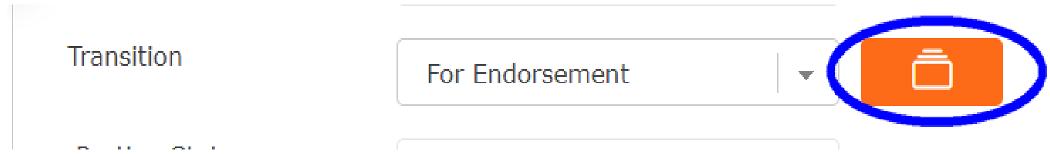


Step 11. When all items are added, click the Save button

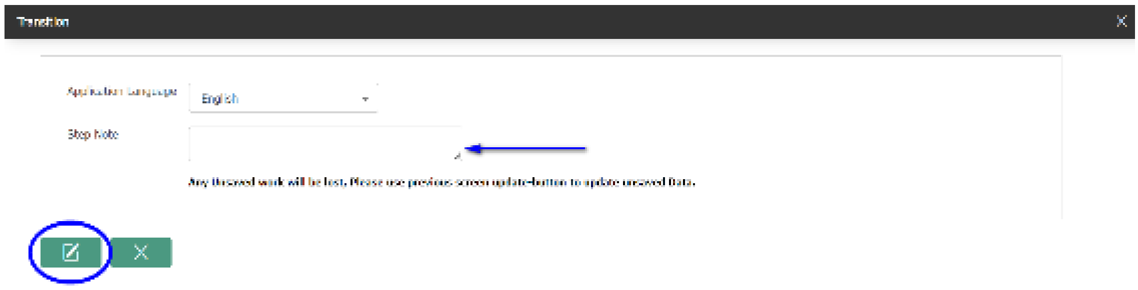


Step 12. Click Ok on the message displayed that the transaction is inserted. Go to the Transition field of the screen and select the "**For Endorsement**" from the dropdown list

Step 13. Click the Transition button.



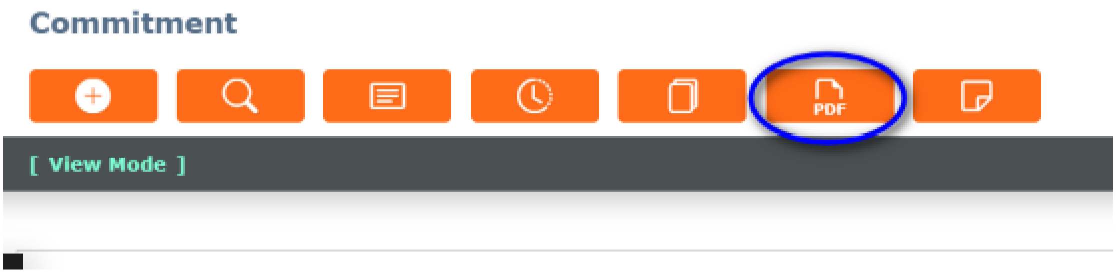
Step 14. Enter the remarks on the step note for the next approver. Click the Finish button to complete the submission.



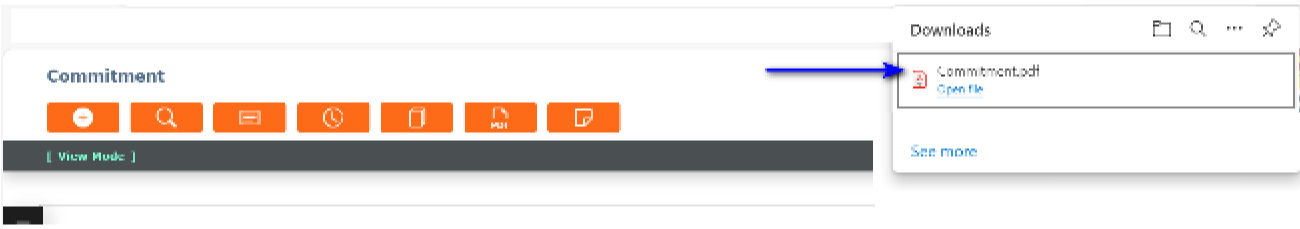
4.2 How to print the Commitment report.

The Commitment form is readily available upon saving, in every stage after. To print the Commitment report form, follow these steps.

Step 1. Navigate the buttons at the top page of the Commitment Screen



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



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

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

Commitment

Division	:	Administration (1501)	Number	:	COMM-23-15-0025
Location	:	14-Bikenibeu	Issue Date	:	August 17, 2023
To	:	5119-Air Ocean logistics			
Purpose	:	Airfare cost for Kaetaeta Bwebwetaake scholarship student from Nan/Trw			

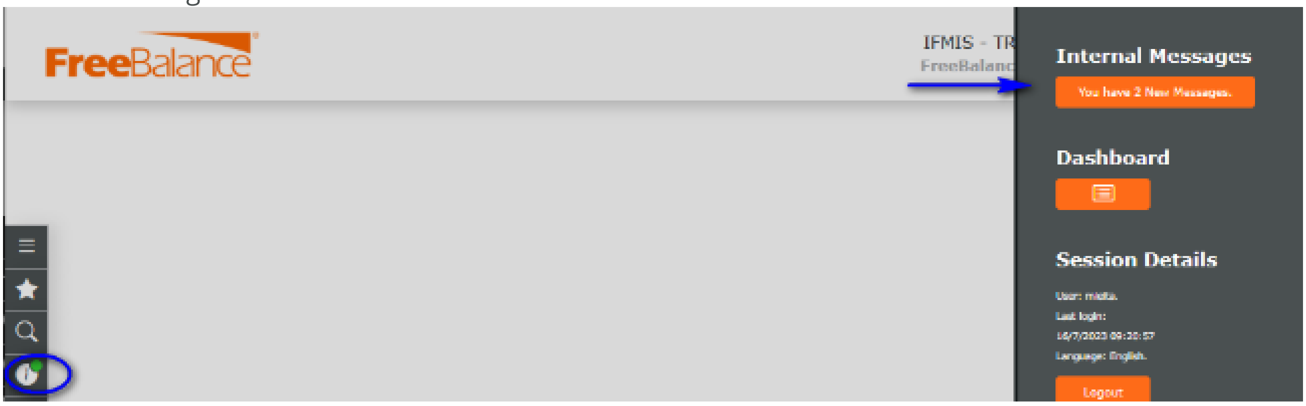
1. You are hereby authorized to spend during the year **2023** the amount specified below as they become due in accordance with the Financial Regulations of the Government of Kiribati.
2. The Number of this should be quoted as the authority reference for all payment vouchers made by your Ministry/Department 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 KV20_PILLARS-Wealth/KDP_SECTORS-Harnessing Human Wealth*	airfare costs for scholarship std iro Kaetaeta Bwebwetaake from Nan/Trw	$ 2,586.00

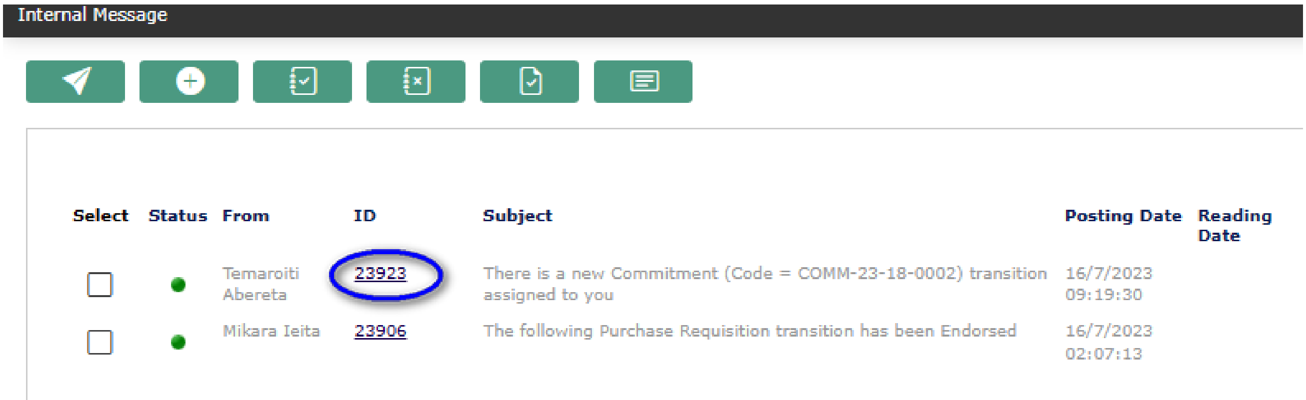
4.3 How to process approval of Commitment requests.

4.3.1 How to review Commitments.

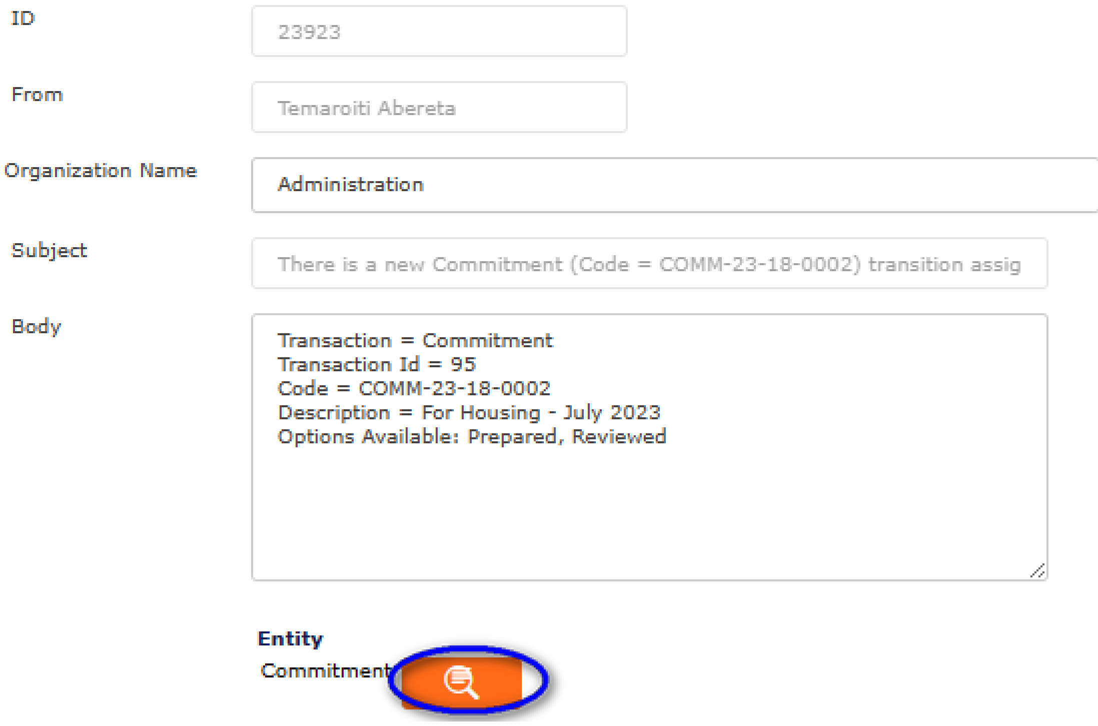
Step 1. After logging in, click the and navigate on the internal messages. Click on the message on the Internal Message box.



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

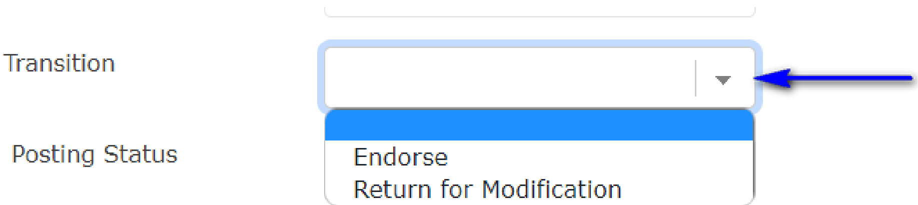


Step 2. Click on Update Domain button.



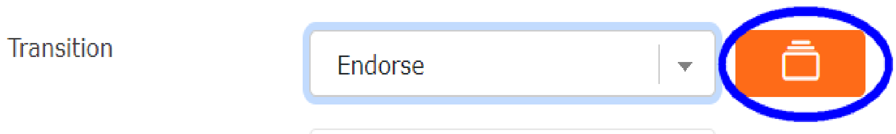
Step 3. The system will open the screen for the Commitment for review. Review the details of the Commitment.

Step 4. After reviewing the details of the Commitment, go to the transition field and select the "**Endorse**" from the dropdown list.

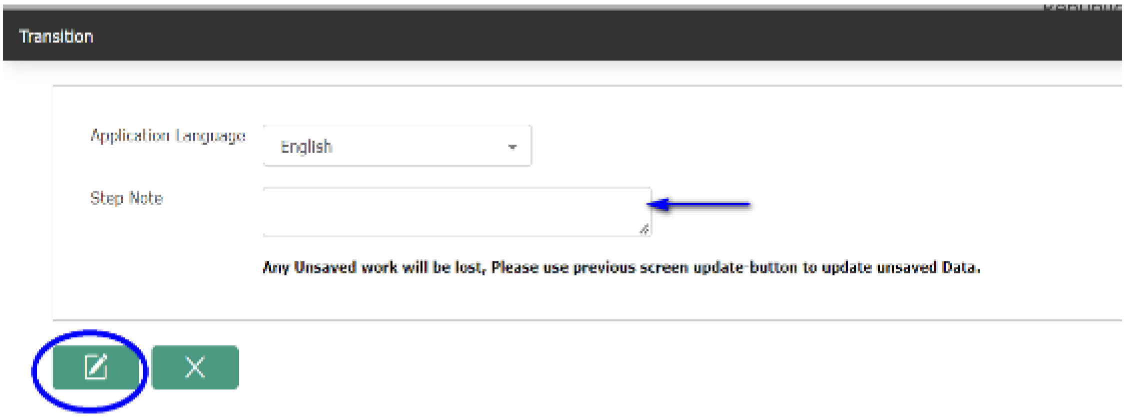


NOTE: The Endorser or Accountant may also select Return for Modification instead, if there are any corrections needed in the transaction. Detail the reason why it is returned.

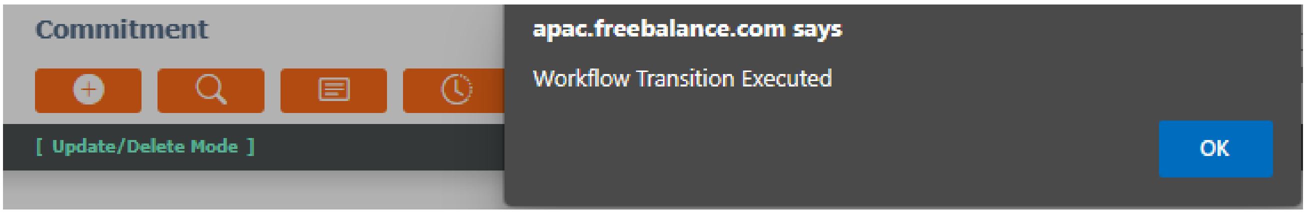
Step 5. Click the Transition button.



Step 6. Enter the note for the Endorsement or Return Click the Finish button.



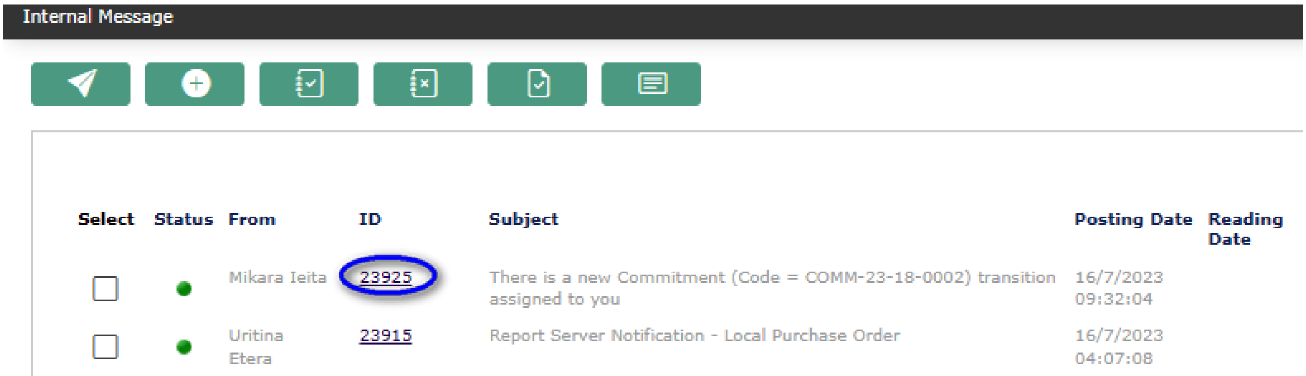
Step 11. Click ok on the message “The workflow transition is executed” displayed. At this stage the status of the Commitment is updated to Reviewed. And the Commitment is no longer editable.



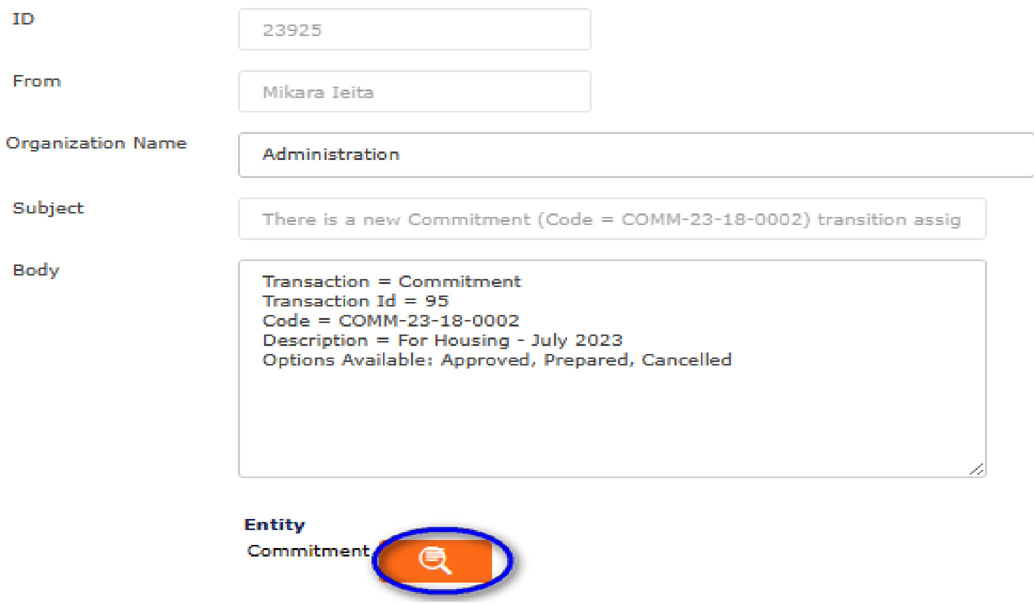
4.3.2 How to approve Commitments.

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 approve.

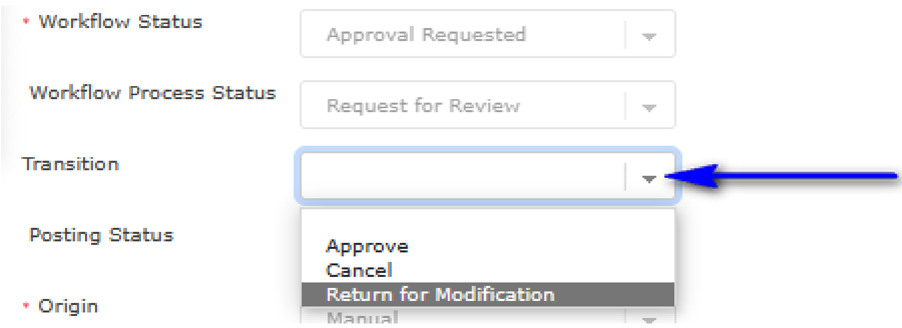


Step 2. Click on Update Domain button.



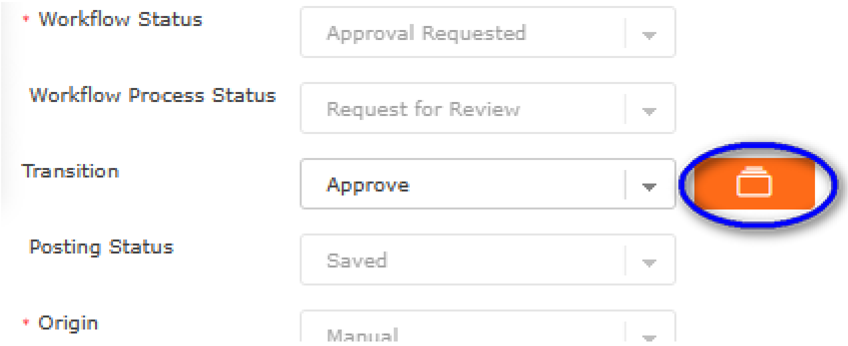
Step 3. The system will open the screen for the Commitment for approval. Review the details of the Commitment

Step 4. After reviewing the details of the PO, go to the transition field and select the "**Approve**" from the dropdown list.

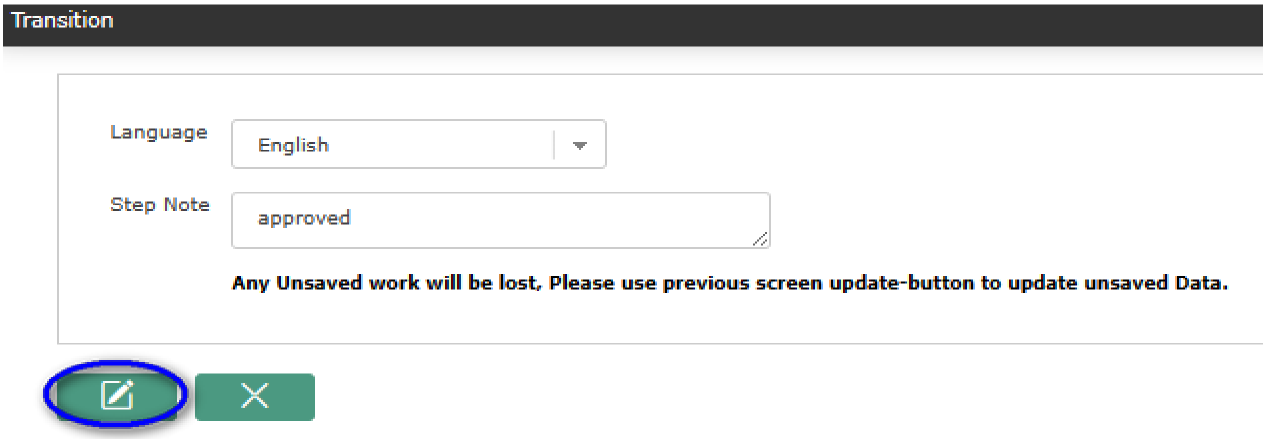


Select the "**Return for Modification**" when there are details that needs to be updated by the user who prepared the Commitment. And select the "**Cancel**" when the PO is no longer valid and will not be continued.

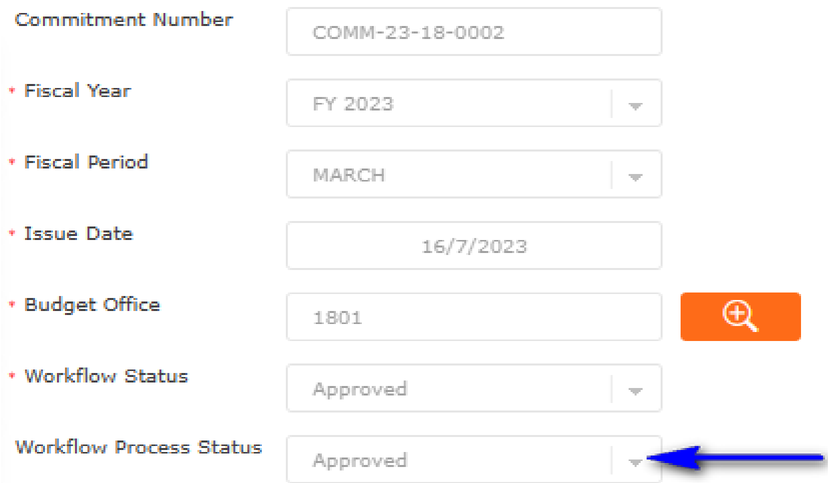
Step 5. Click the Transition button.



Step 10. Enter the note and click the Finish button.



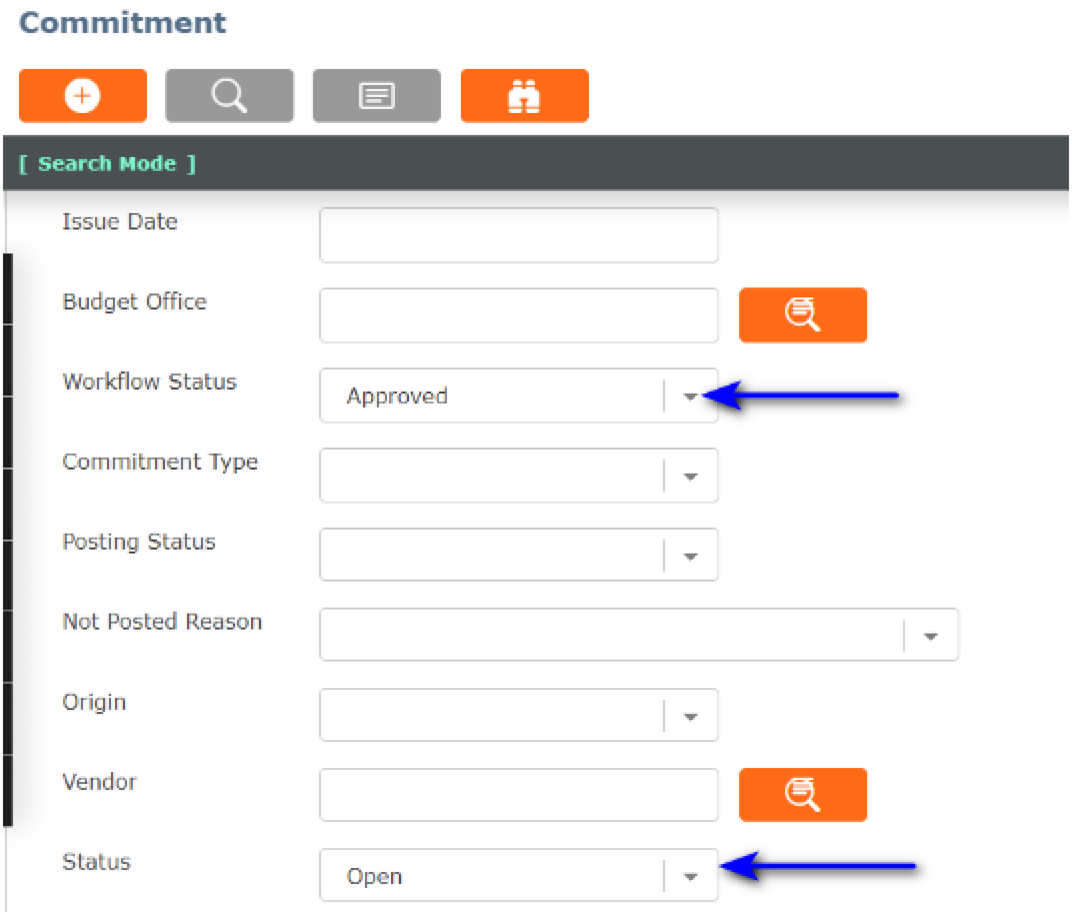
Step 11. Click ok on the message "The workflow transition is executed" displayed. At this stage the status of the Commitment is updated to Approved.



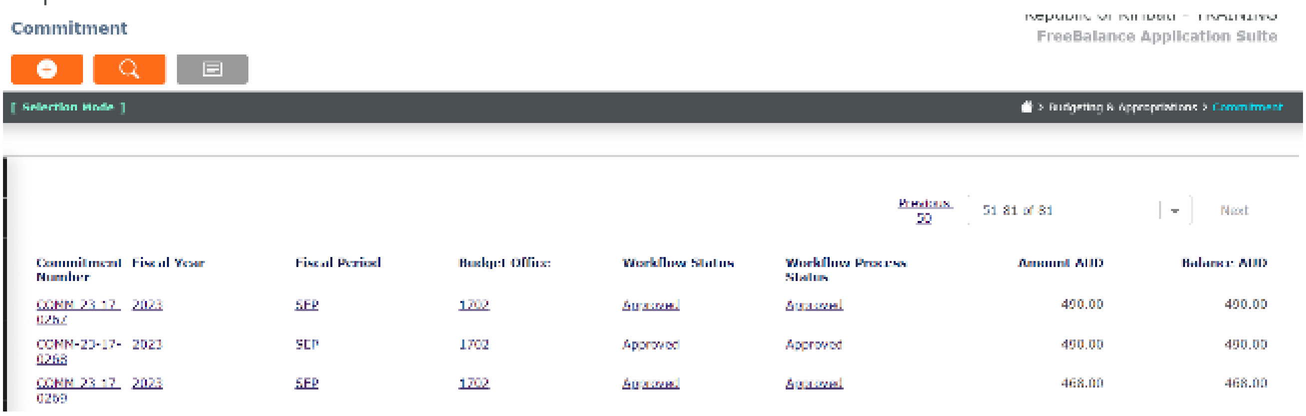
4.4 How to Cancel Commitment

When there is a need to cancel an approved Commitment because of any reason, the steps below are provided.

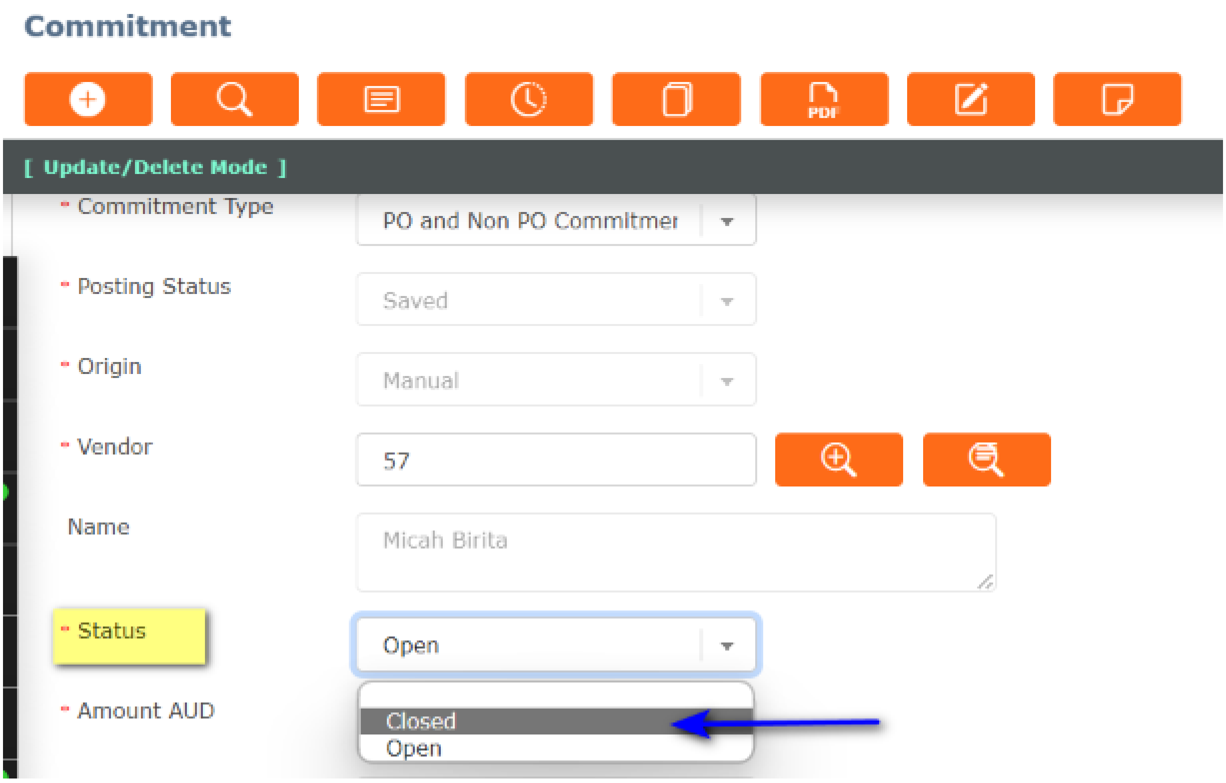
Step 1. Go to Commitment and select the Approved from the Workflow Status, and Open in the Status.



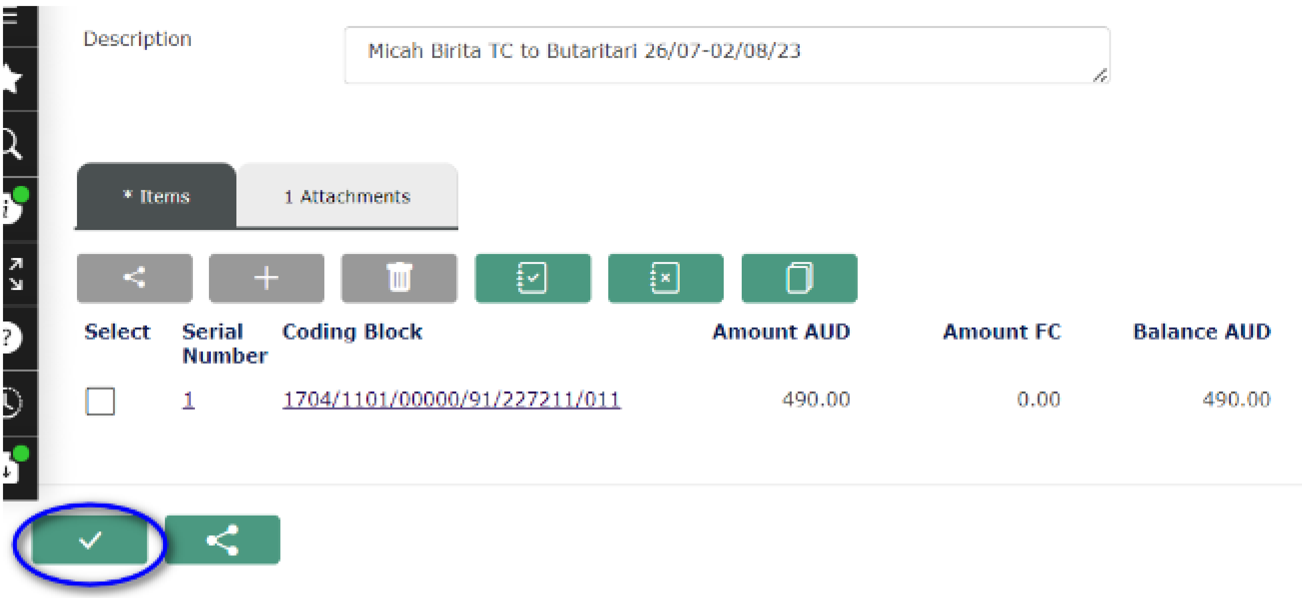
Step 2. Select the Commitment to close from the list.



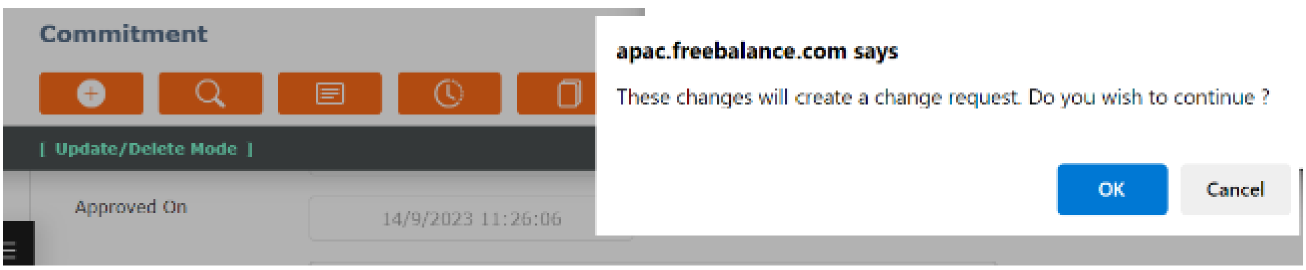
Step 3. Go to the field Status and select the “**Closed**” from the dropdown list.



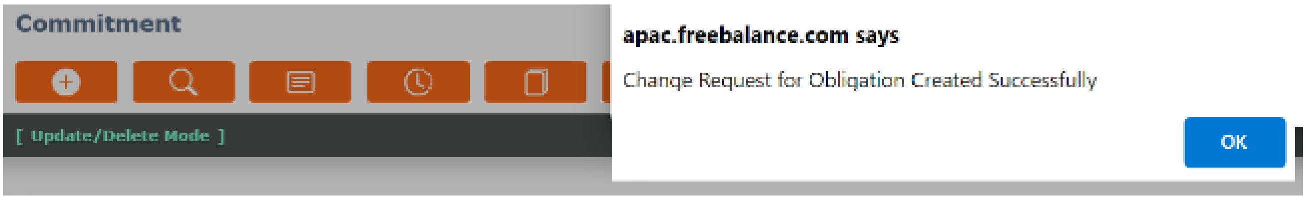
Step 4. Click the Update button for the commitment to update the changes made.



Step 5. Click OK on the displayed message to confirm closing of the Commitment.



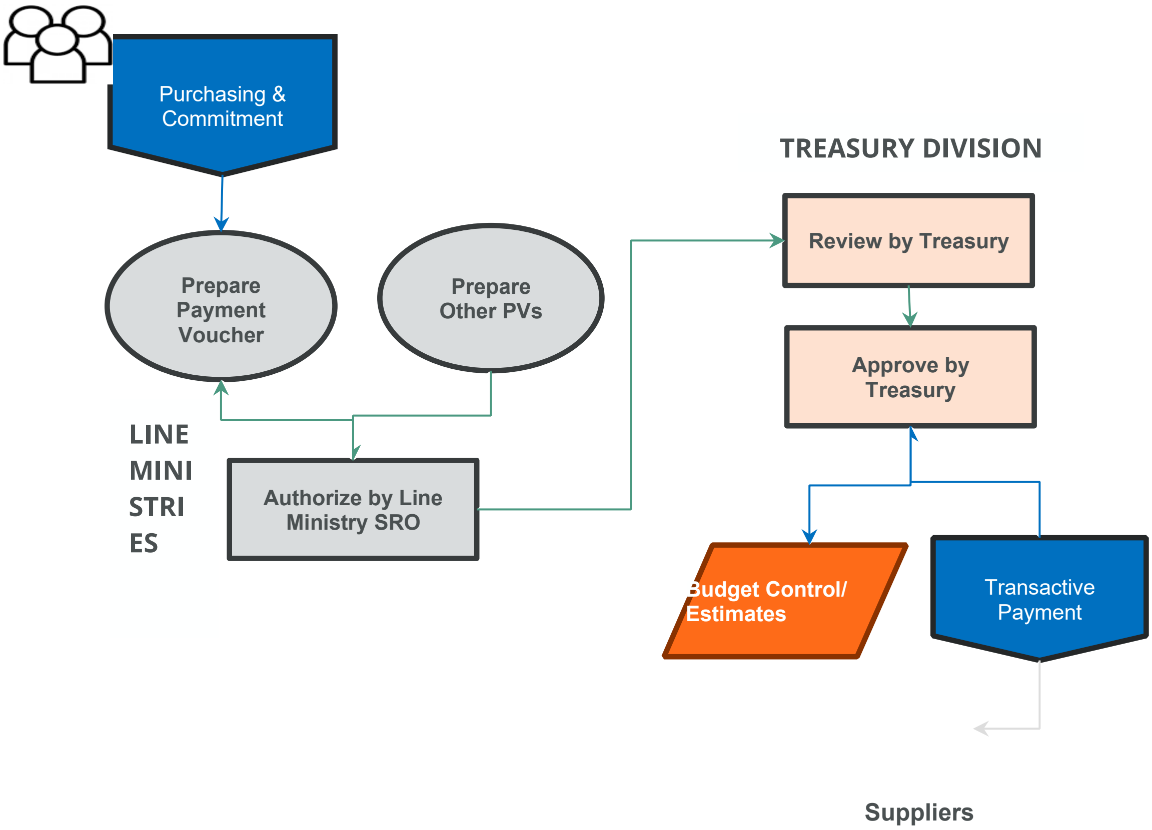
Step 6. Click Ok again on the displayed message to complete the cancellation of the Commitment.



Step 7. At this point the amount charged against the budget is returned to the available balance.

6 Accounts Payable & Expenditure Management

Expenditure Management includes all Payment Vouchers from all Line Ministries. All PVs prepared and authorized in the Line Ministries are submitted to the Treasury for checking and approval, as well as approval for payment.



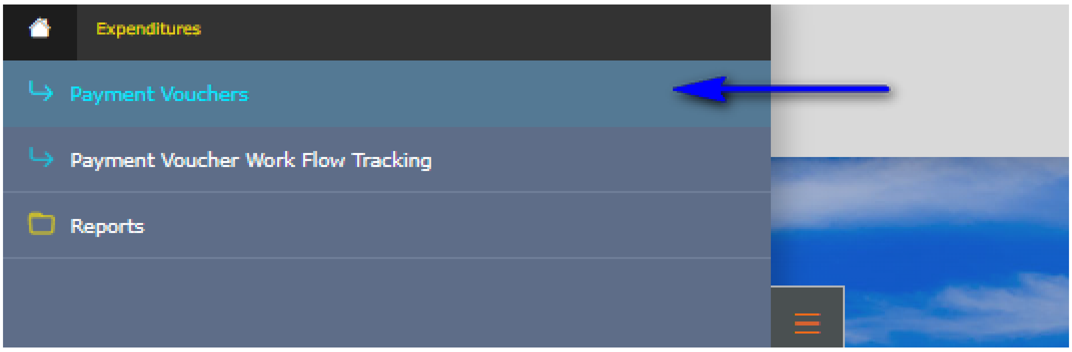
6.1 Payment Vouchers for Direct Payments

The "For Direct Payment" Classification is used for recording a Payment Voucher that does not have a prerequisite transaction. These are mostly payments for expenses that is not charged against the budget. Some examples of this are the following.

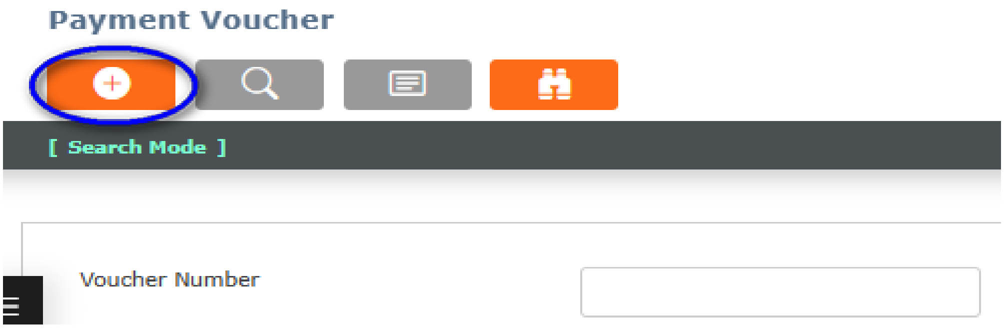
1. Tax Refunds
2. Salary Deduction refund
3. Refunds from revenue collection.
4. Refund from Customs
5. Process additional payments to suppliers underpaid invoices.
6. Other kinds of Refunds

Follow these steps in recording Direct Payments:

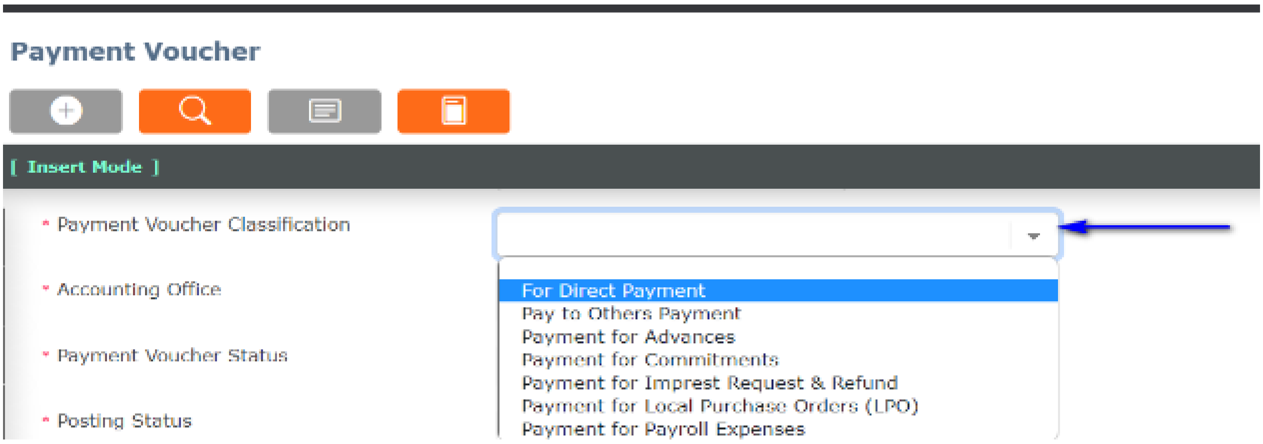
Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by default at Search Mode.



Step 2. Click the New button.



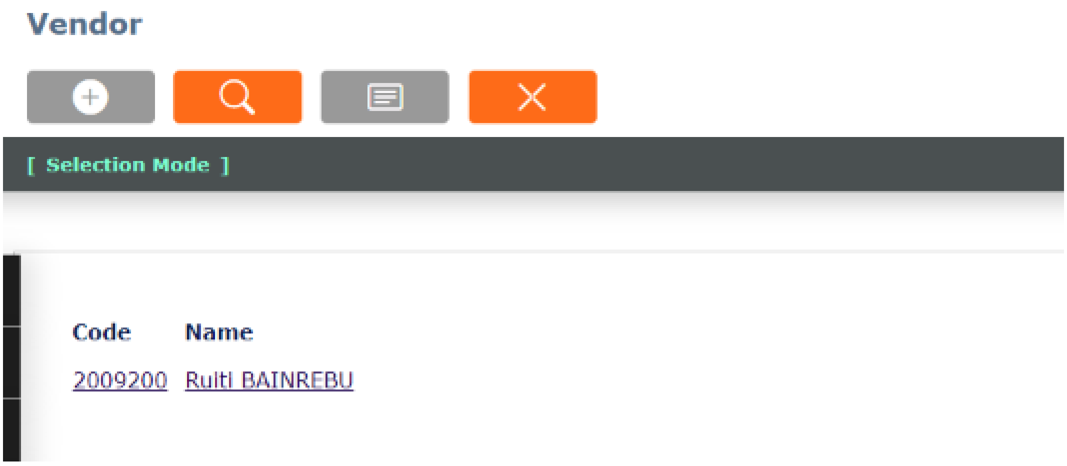
Step 3. Select the "**For Direct Payment**" from the dropdown list.



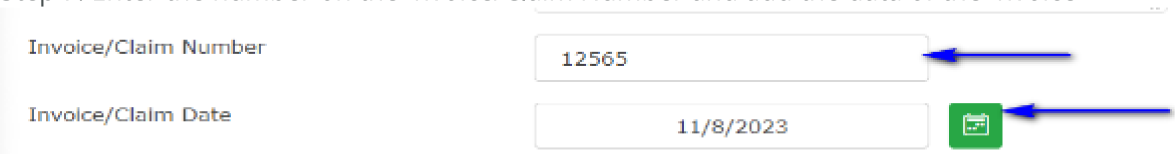
Step 4. Click on the Lookup button to go to the Vendor screen

Step 5. Enter the Vendor ID from the Code field, or use the key word or name of the Vendor surrounded by * *. Click the Find button, this will display the list of Vendors to select from.

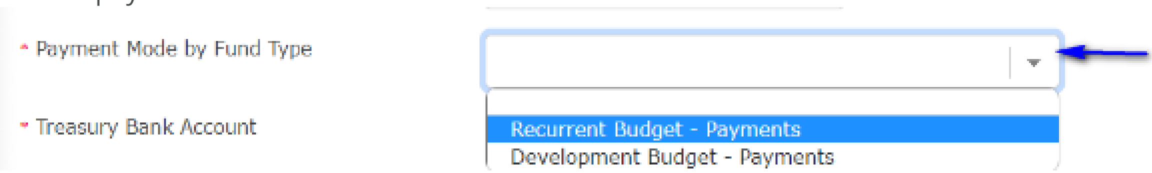
Step 6. Click to select the appropriate Vendor. Once selected, the code of the selected is displayed in the field.



Step 7. Enter the number on the Invoice/Claim Number and add the data of the Invoice



Step 8. Select the applicable payment by Fund Type from the list. Recurrent or development budget related payments.

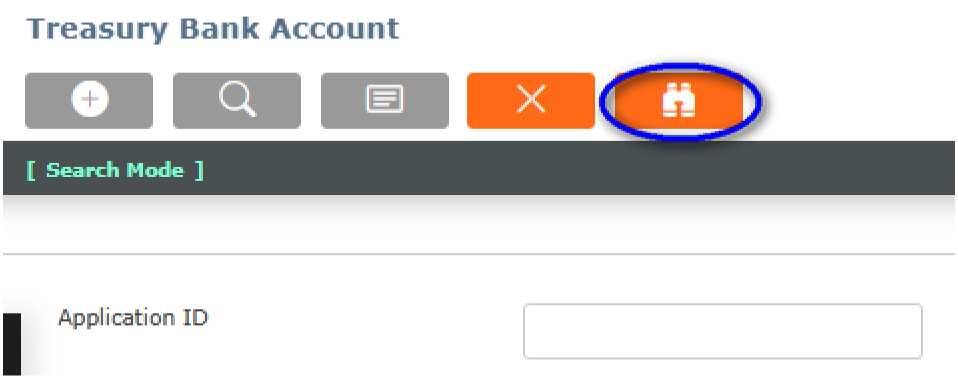


Step 9. Type the code of the Bank Account in the blank field in Treasury Bank Account. For reference these are the Codes of the Bank Accounts. **(Please note that these codes may change over time. For the correct codes always refer to the latest version of the Chart of Account)**

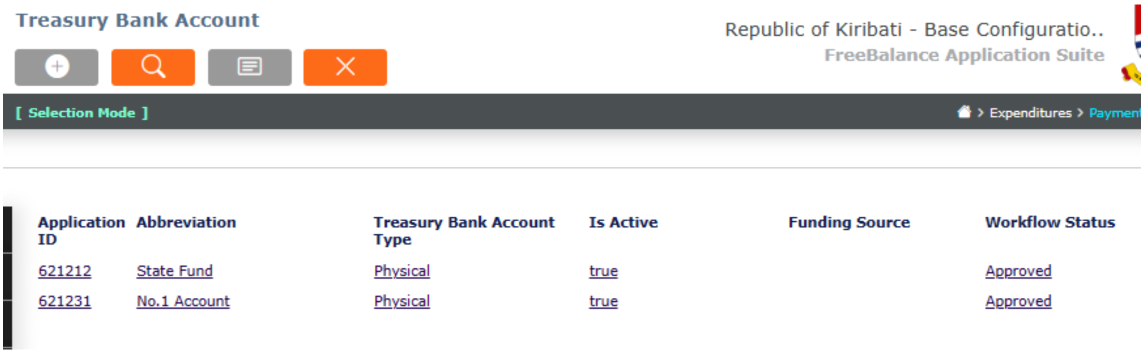
- 621231 No.1 Account
- 621232 No.4 Account
- 621233 No. 3 Account
- 621234 No.5 Account (Kiritimati)
- 621235 No.6 Account (Stabex Fund)

Step 10. If it is not known, then click the look up on the Treasury Bank Account.

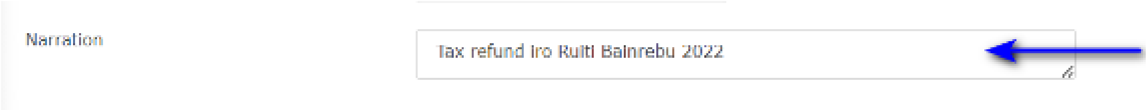
Step 11. Click the Find button on the displayed screen and click to select the applicable Bank Account. For reference these are the list of GoK Bank Accounts to select from.



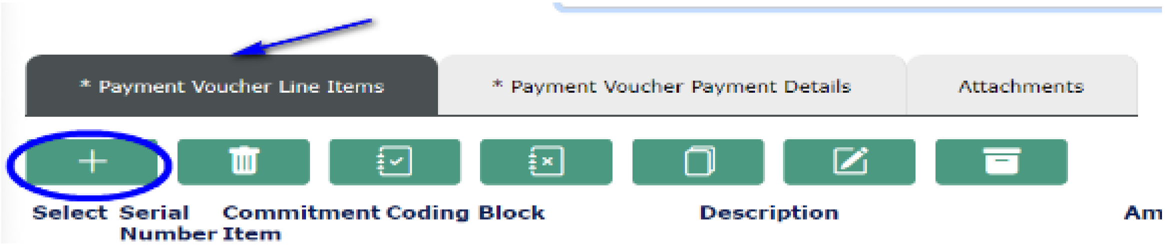
Step 12. Click to select the Bank Account



Step 13. Enter the Narration of the PV transaction.

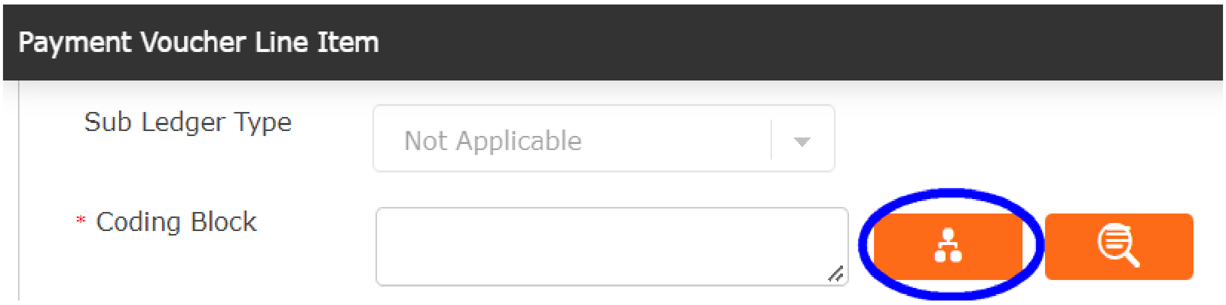


Step 14. Click the New button under the tab Payment Voucher line Item



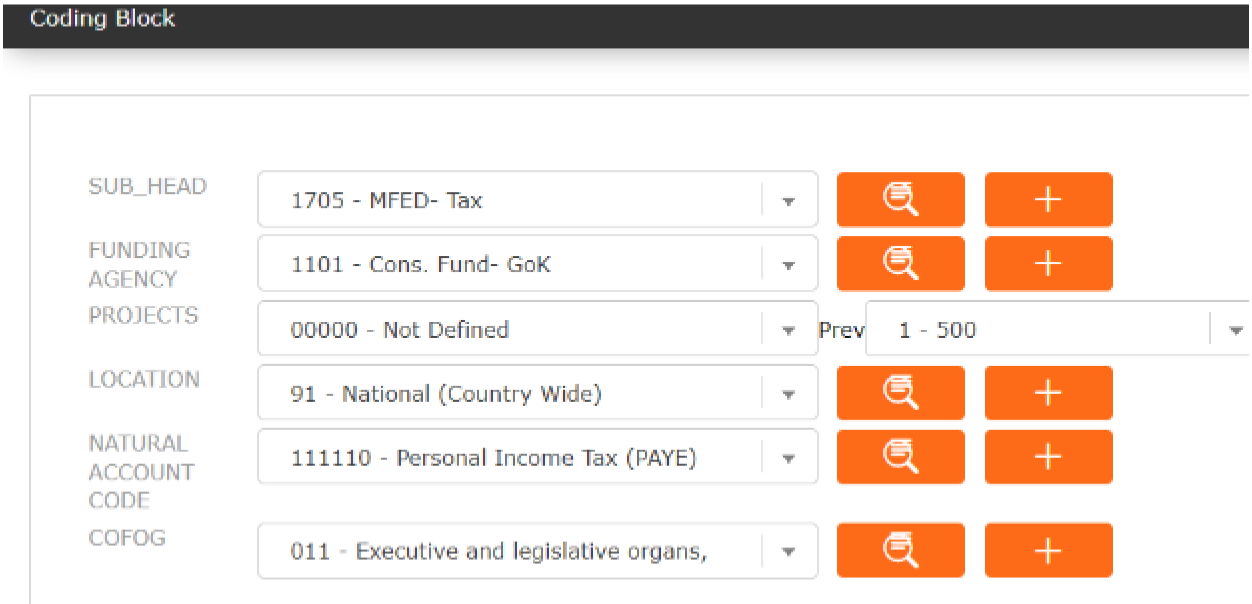
Step 15. Enter the amount of the Payment Voucher

Step 16. Click the Elements View to add the Coding Block of the Commitment Item. This will display the dropdown list to select the accounts below.

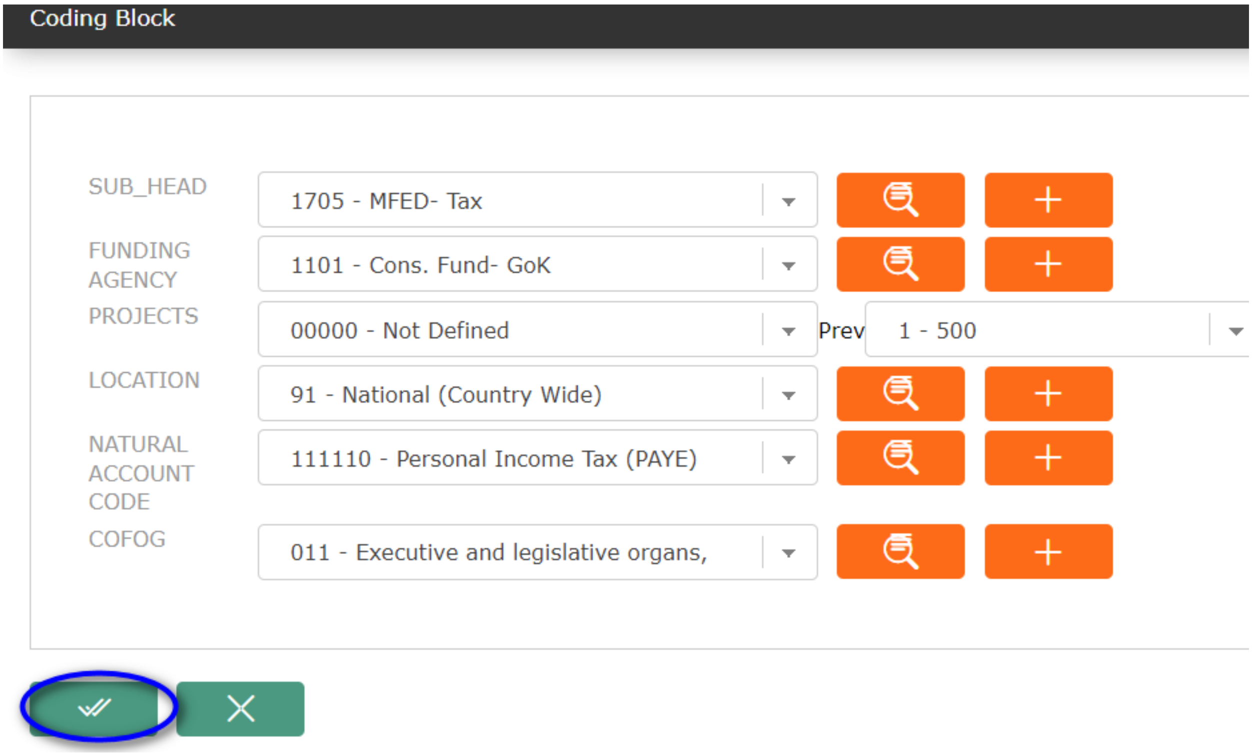


- **SUB HEAD**: Select the Division that needs the commitment.
- **FUND AGENCY**: Select 1101- GoK for recurrent budget, from series 2 codes if from Statutory expenses, and from series 3 if from development fund expenditures.
- **PROJECT**: Select 00000-Not Defined if recurrent budget, else select the appropriate.
- **LOCATION**: Select from the list.

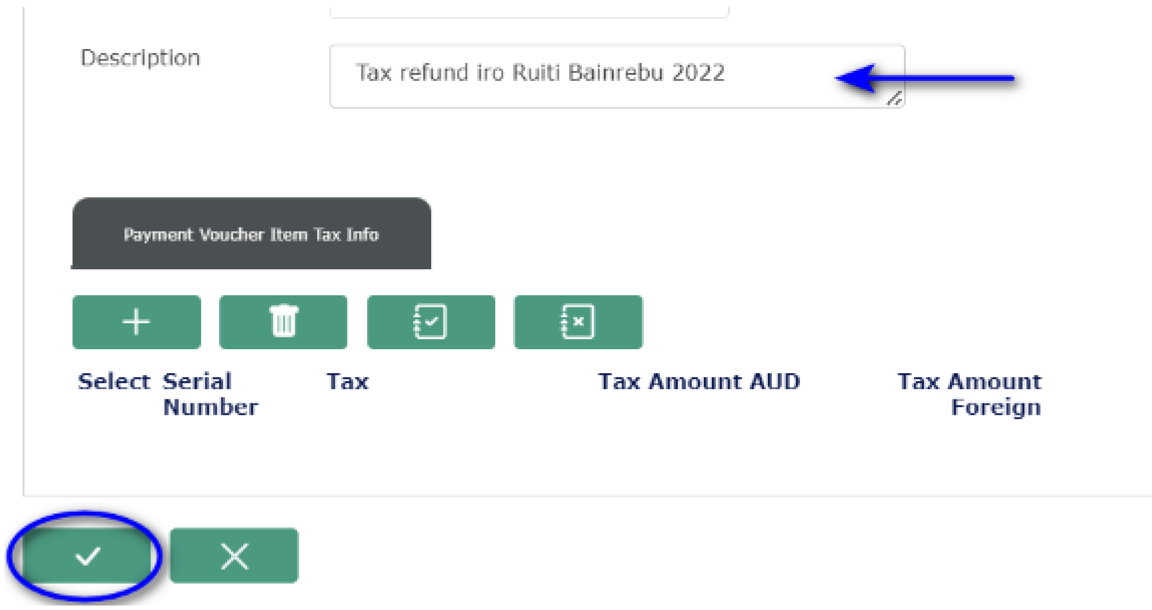
- **NAC**: Select the appropriate NAC for the commitment like Housing Expense, Advertising Cost, Travel Allowance, etc.
- **COFOG**: Select the applicable COFOG from the list.



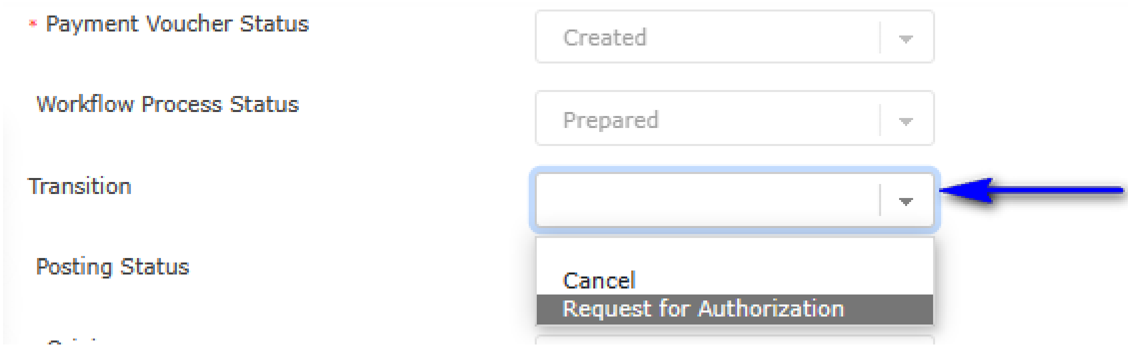
Step 17. Click the Save and Return when the accounts are selected.



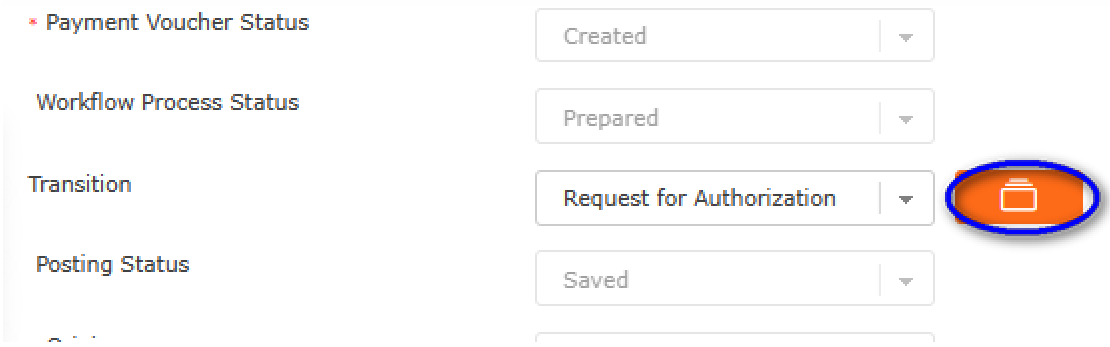
Step 18 Enter the payment item description then click the Save and Return button.



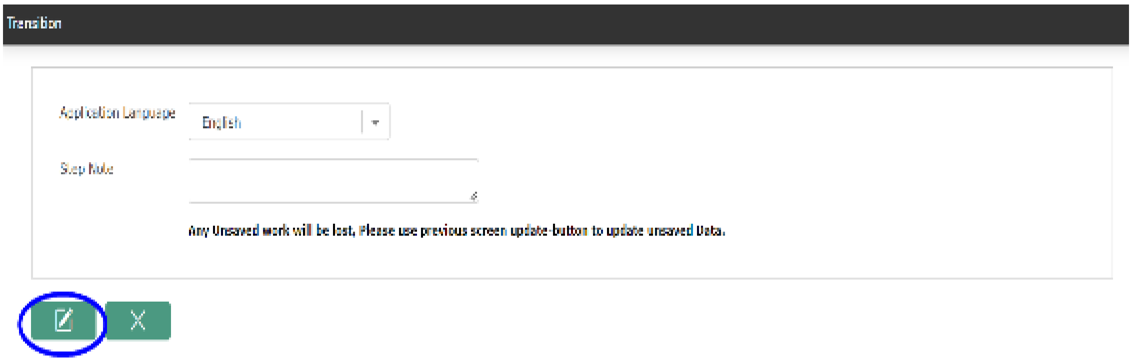
Step 19. Navigate to the Transition field of the screen and select the “**Request for Authorization**" from the dropdown list then.



Step 20. Click the Transition  button.



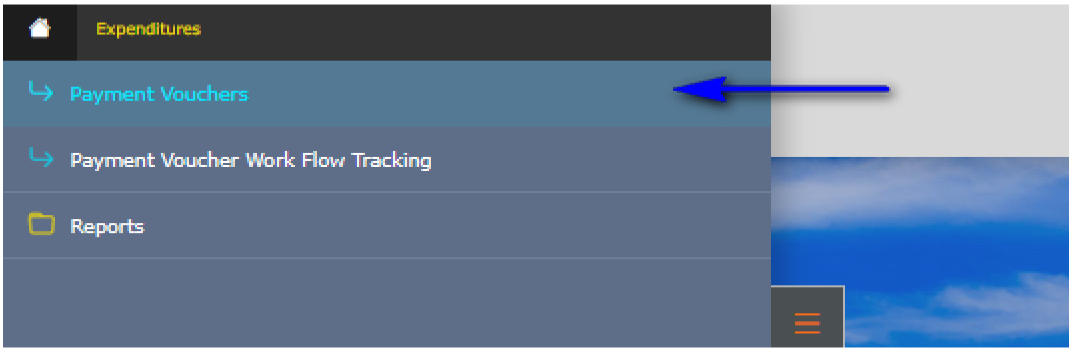
Step 21. Enter the remarks on the step note for the next approver and click Finish.



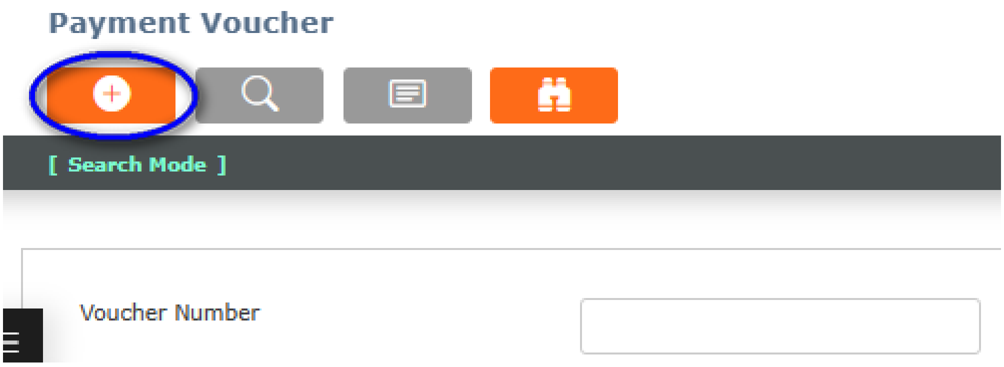
6.2 Payment Vouchers for Purchase Orders

To do this, follow these steps.

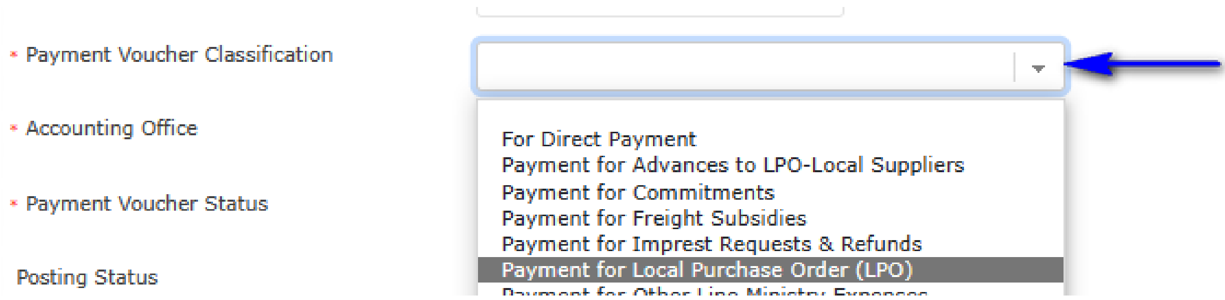
Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by default at Search Mode.



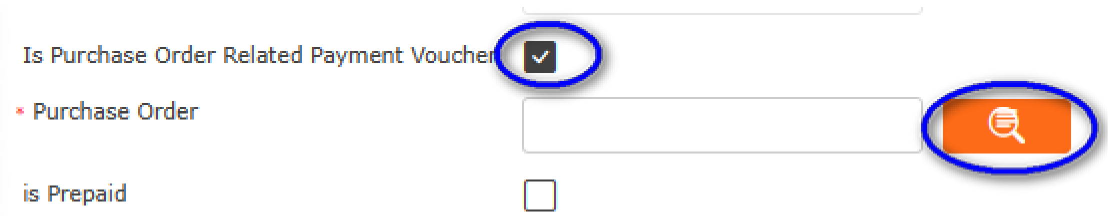
Step 2. Click the New  button.



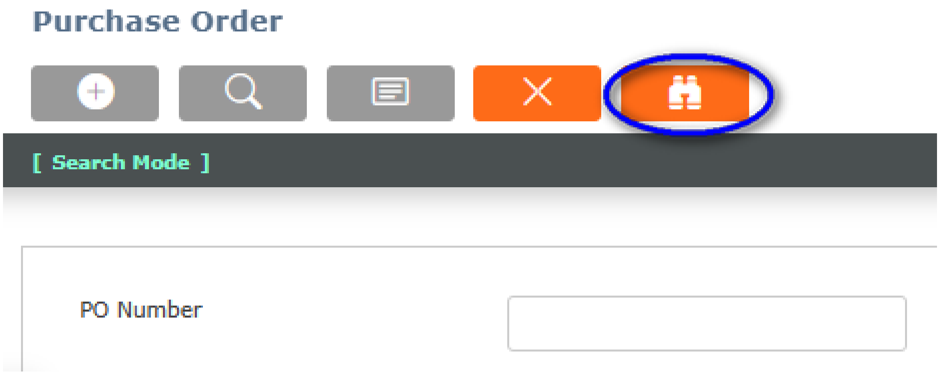
Step 3. Select the “**Payment For Local Purchase Orders**” from the dropdown list.



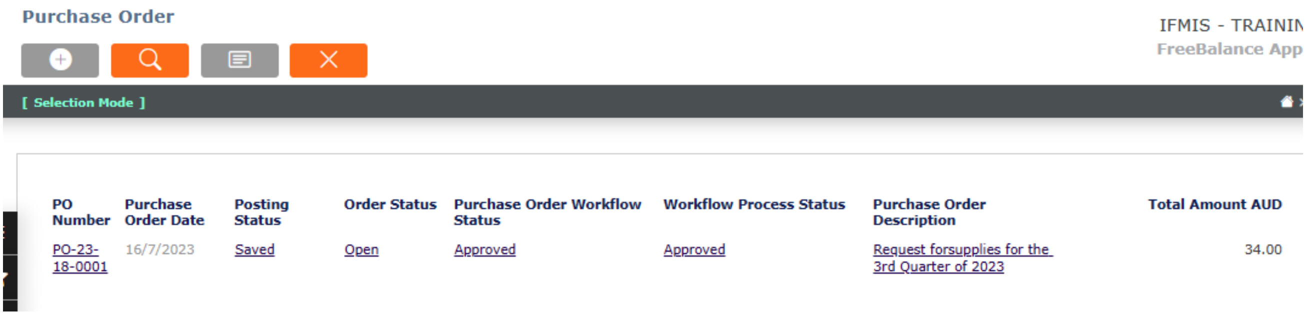
Step 4. Check the box for “Is Purchase Order Related PV”. Click the Lookup button on the displayed PO field.



Step 5. Click the Find button on the PO Selection screen.

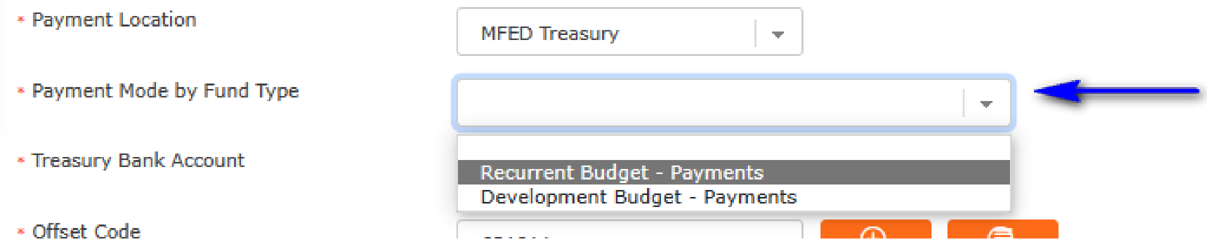


Step 6. Click to select the PO to process



Step 7. Enter the number on the Invoice/Claim Number and add the data of the Invoice

Step 8. Select the applicable payment by Fund Type from the list. Recurrent or development budget related payments.

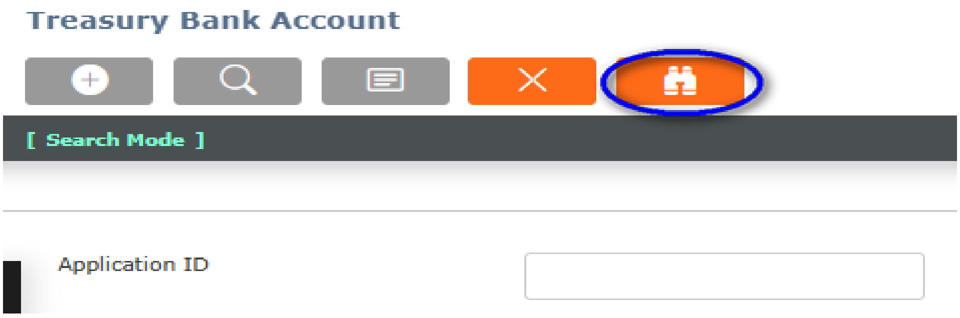


Step 9. Type the code of the Bank Account in the blank field in Treasury Bank Account. For reference these are the Codes of the Bank Accounts. (**Please note that these codes may change over time. For the correct codes always refer to the latest version of the Chart of Account)**

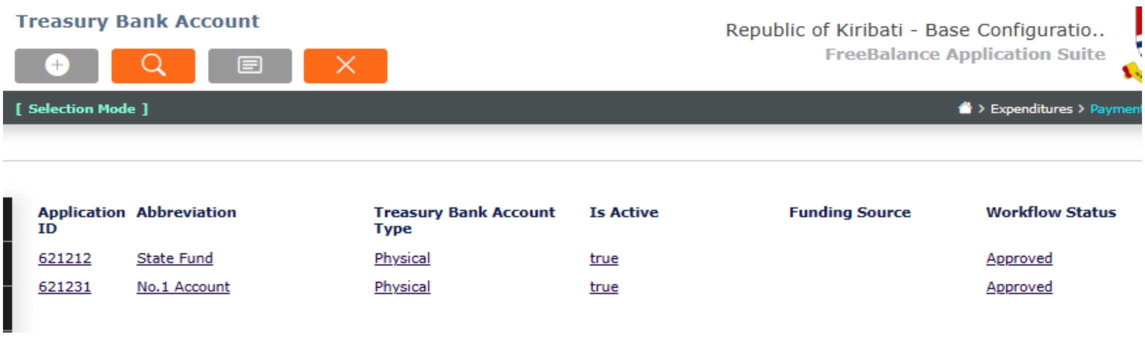
- 621231 No.1 Account
- 621232 No.4 Account
- 621233 No. 3 Account
- 621234 No.5 Account (Kiritimati)
- 621235 No.6 Account (Stabex Fund)

Step 10. If it is not known, then click the look up on the Treasury Bank Account.

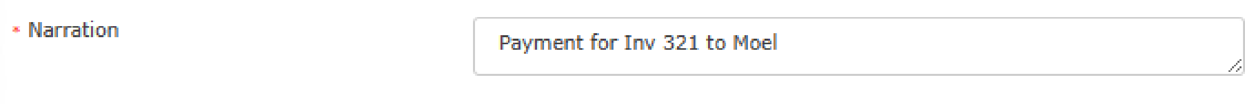
Step 11. Click the Find button on the displayed screen and click to select the applicable Bank Account. For reference these are the list of GoK Bank Accounts to select from.



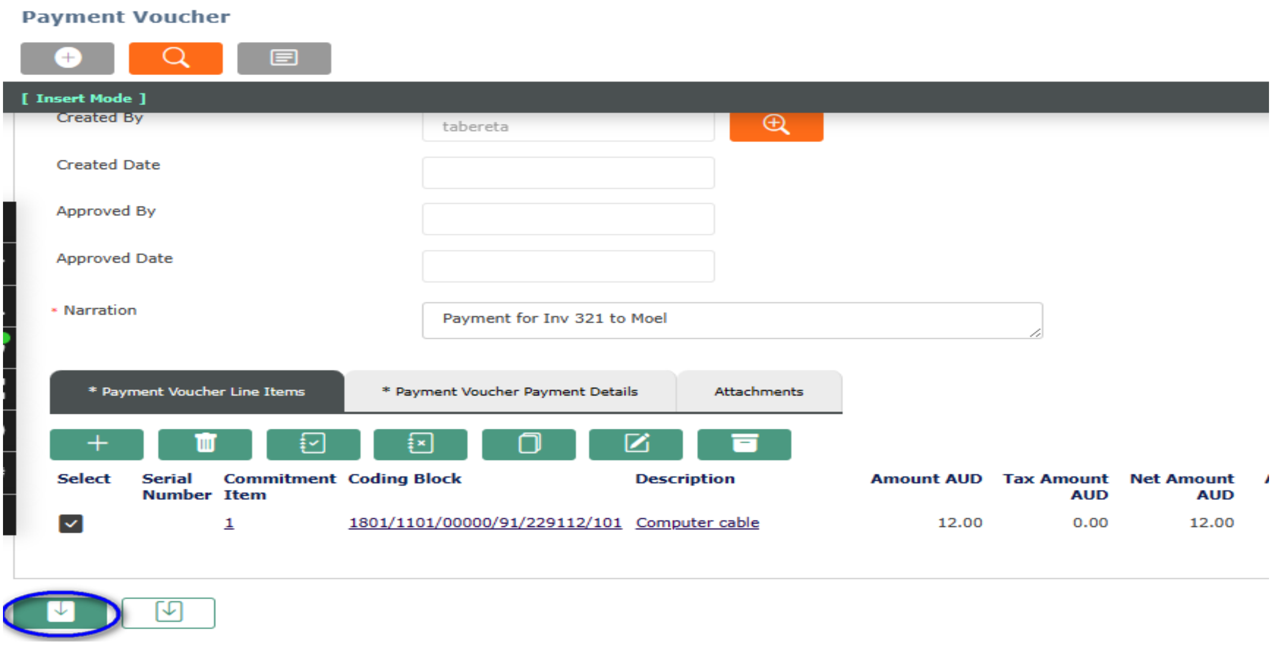
Step 12. Click to select the Bank Account



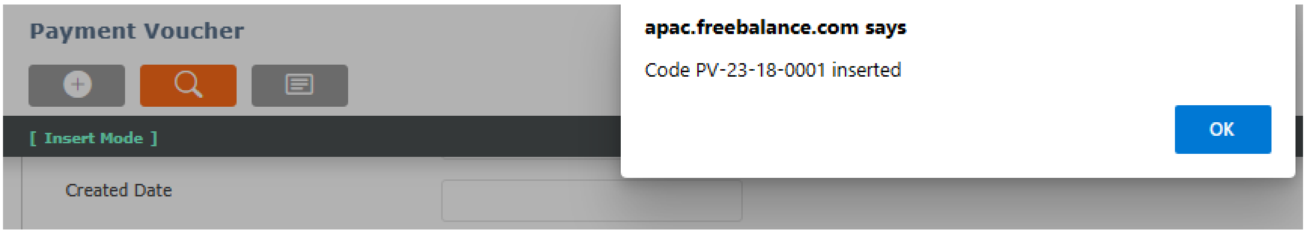
Step 13. Enter the Narration of the PV transaction.



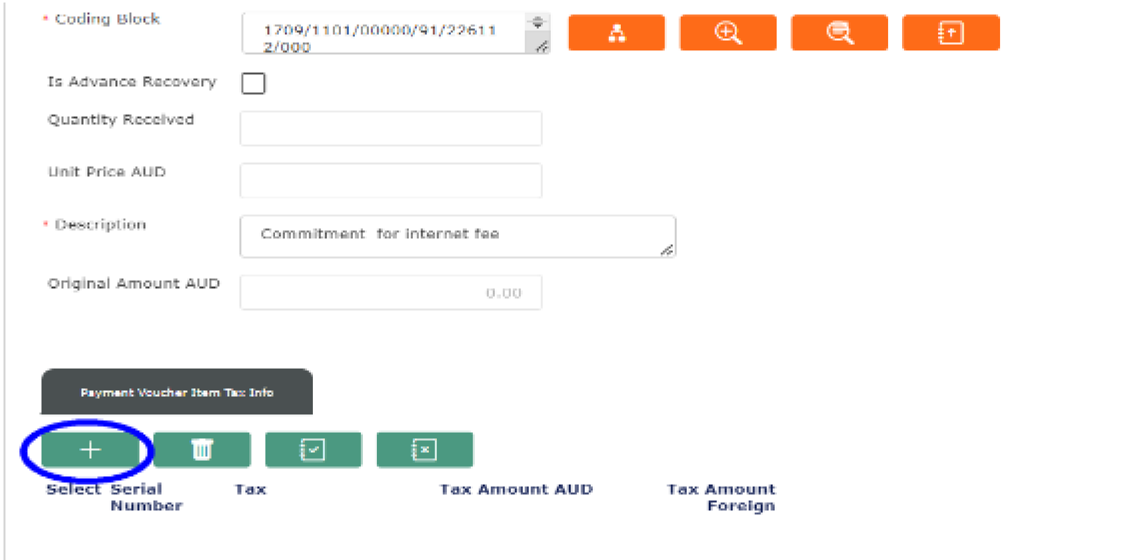
Step 14. Click the Save Button.



Step 15. Close the validation message and click the Save button again. A message is displayed that the transaction is inserted. Click Ok on the displayed message to proceed updating the PV



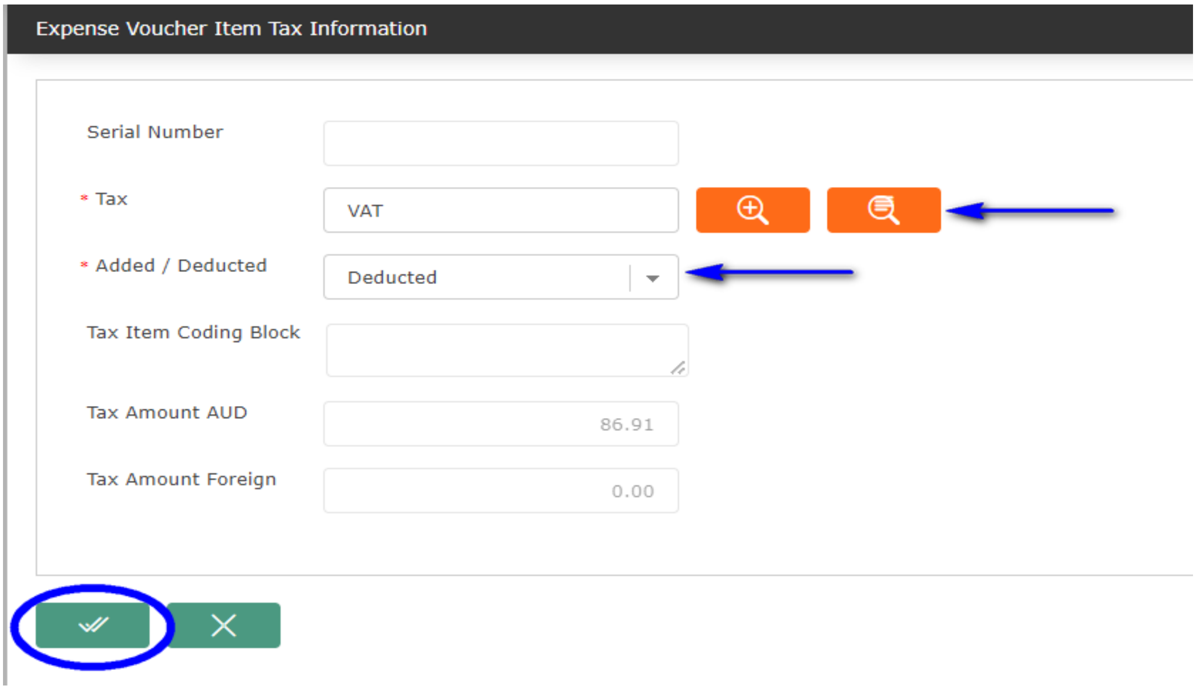
Step 16. Since this is a Purchase related PV, the VAT needs to be deducted from the amount. Click the link PV Item (Note: All lines with Underline are drill down link to the details) this will open the PV Line-Item screen. Scroll to the bottom of the screen and click the New button n the PV Tax Information.



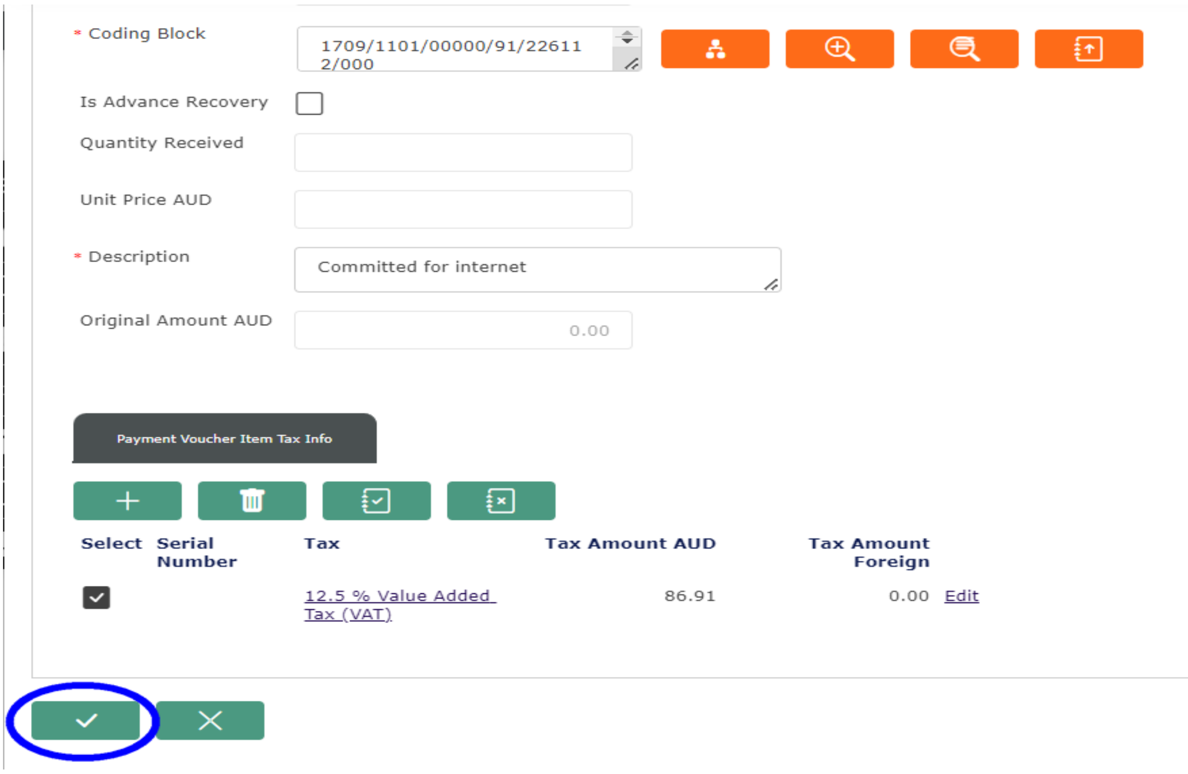
Step 17. Type the Code of the tax in the Tax field.

- VAT – 12.5% Value Added Tax based on computation [(Item Amount / 112.5%) x 12.5%]
- CT– 5% Company Tax charged to Non-VAT Items [Item Amount x 5%]
- CT_VAT- – 5% Company Tax charged to VAT Inclusive Items [(Item Amount / 112.5%) x 5%]

Step 18. Select the **Deducted** from the dropdown list. The amount calculated will be displayed. Then click the Save and Return button.

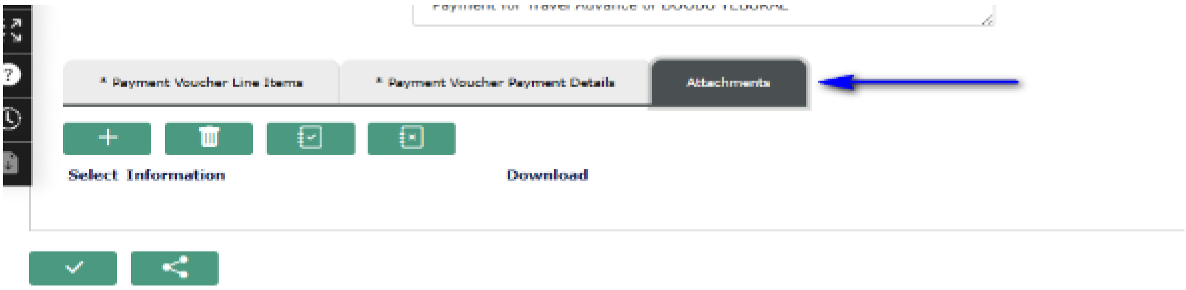


Step 19. Click the Update and Return button on the PV Line-Item screen.

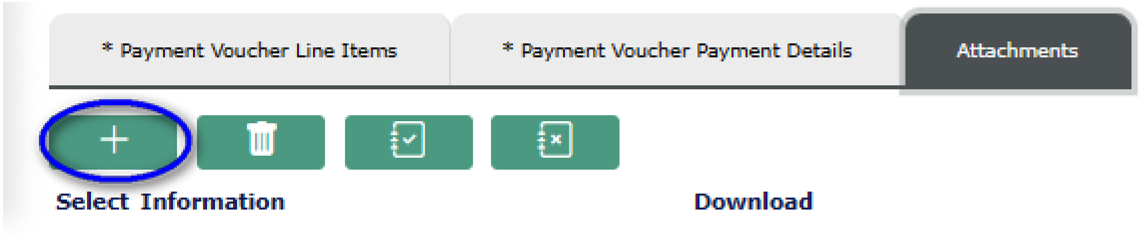


Step 20. Click the Update button. A message is displayed that the Payment Voucher is updated.

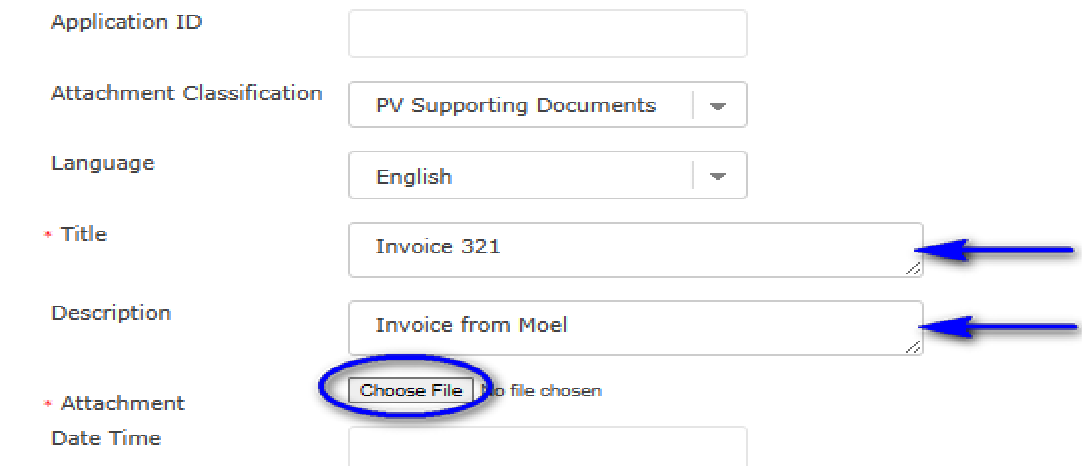
Step 21. Click the Attachment Tab



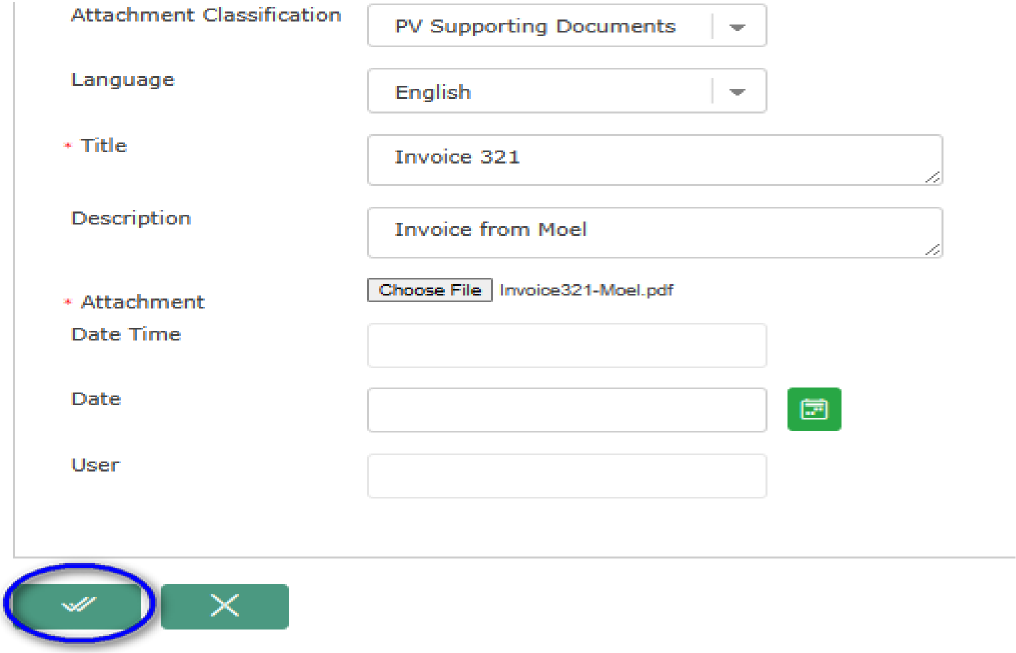
Step 22. Click the New button.



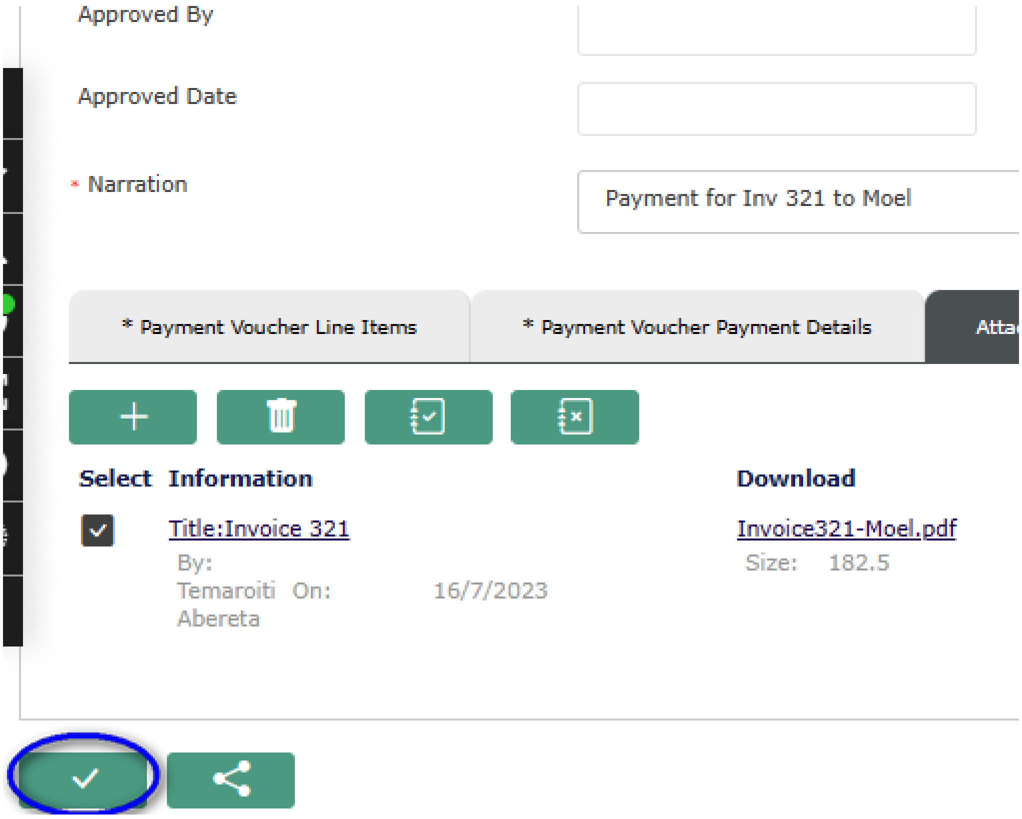
Step 23. Select the "PV Supporting Documents" from the field Attachment Classification and add the title and description of the document to attach. Then click the Choose file to add the document to attach.



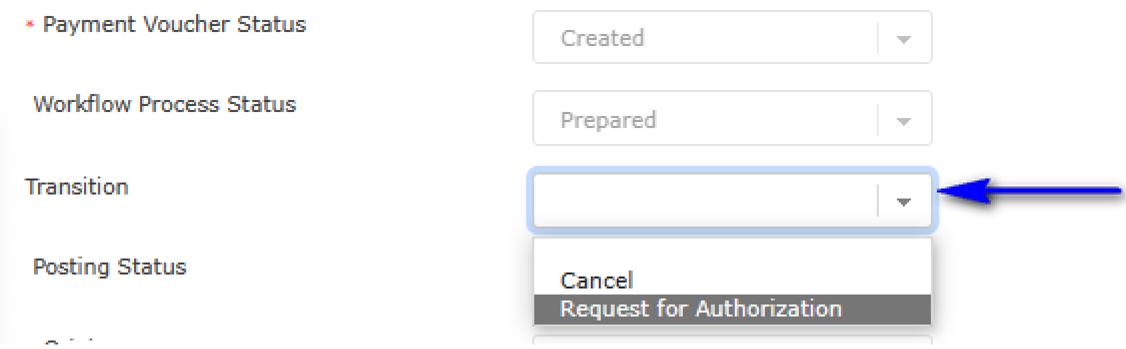
Step 24. Click the Save and Return



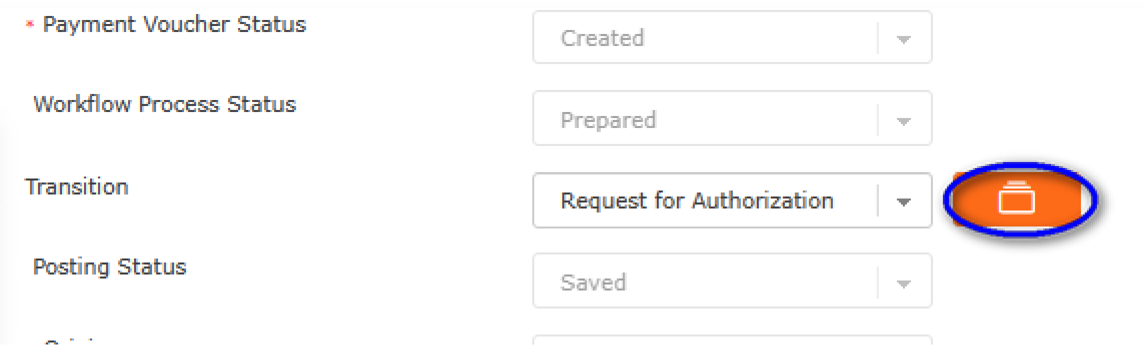
Step 25. Click the Update button again.



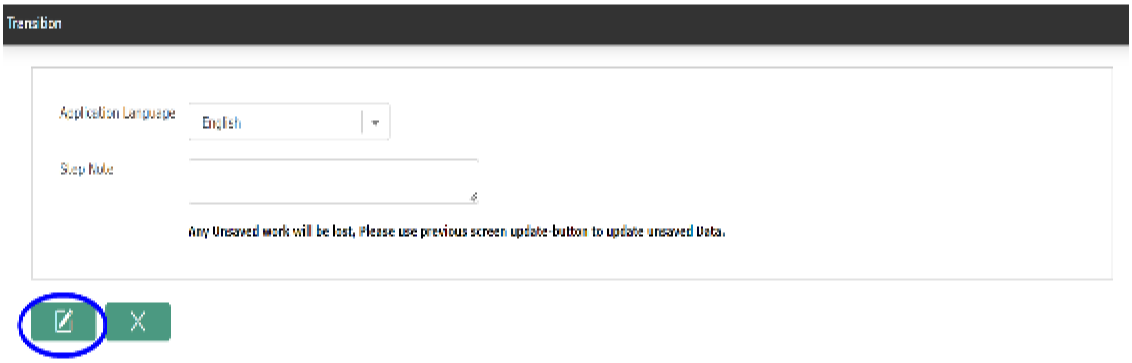
Step 26. Navigate to the Transition field of the screen and select the "**Request for Authorization**" from the dropdown list then



Step 27. Click the Transition button.



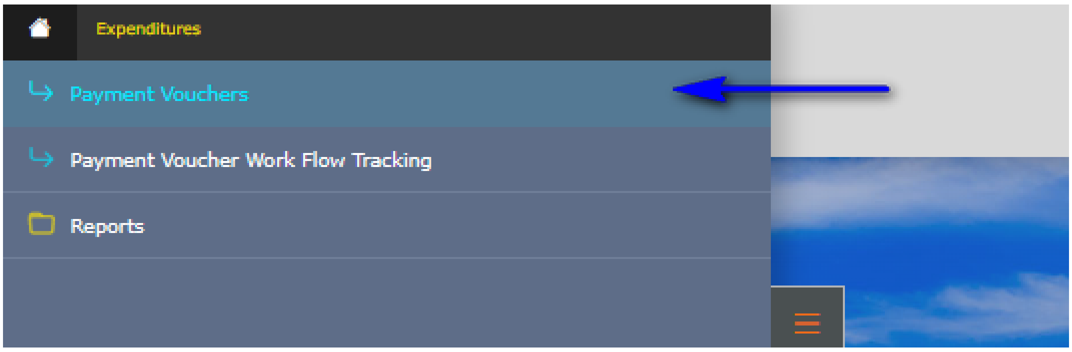
Step 28. Enter the remarks on the step note for the next approver. Click the Finish button. A message is displayed saying that the workflow transition is executed.



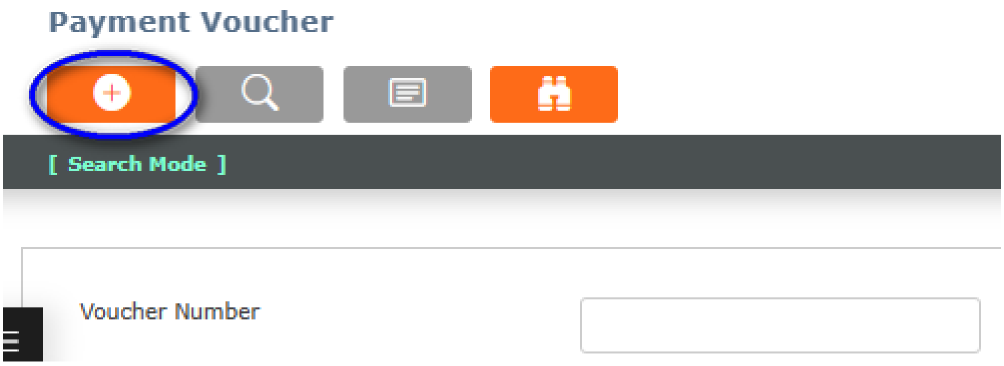
6.3 Payment Vouchers for Commitment

To record Payment Voucher from commitment, follow these steps.

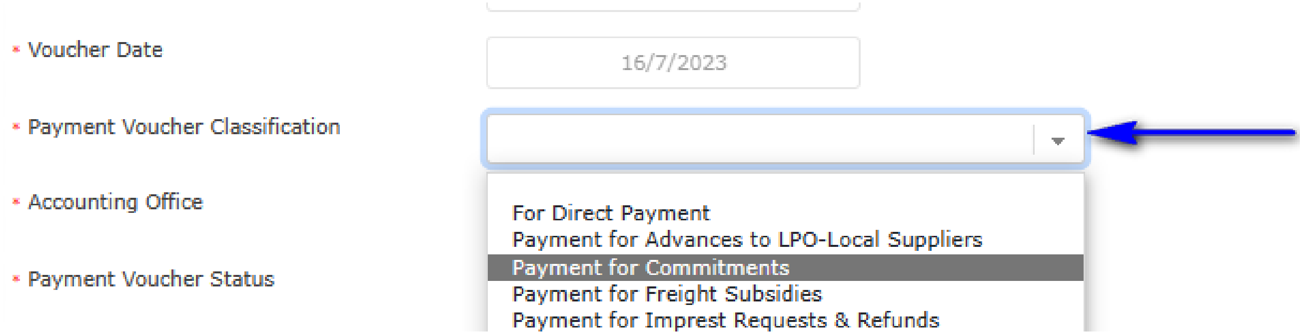
Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by defa0ult at Search Mode.



Step 2. Click the New button.

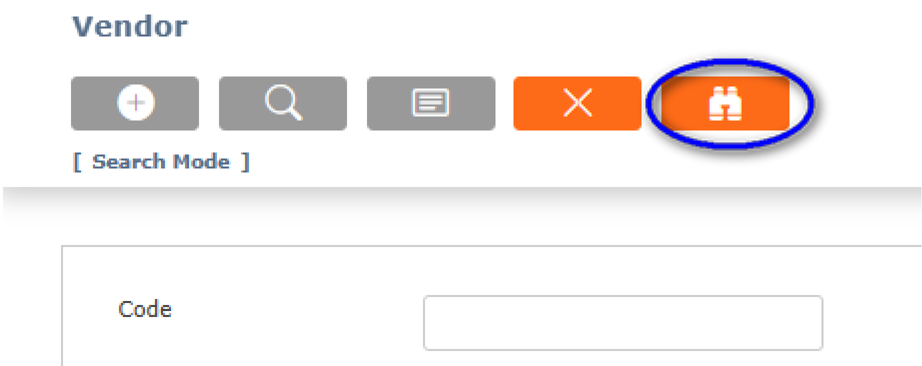


Step 3. Select the “**Payment For Commitments**” from the dropdown list.

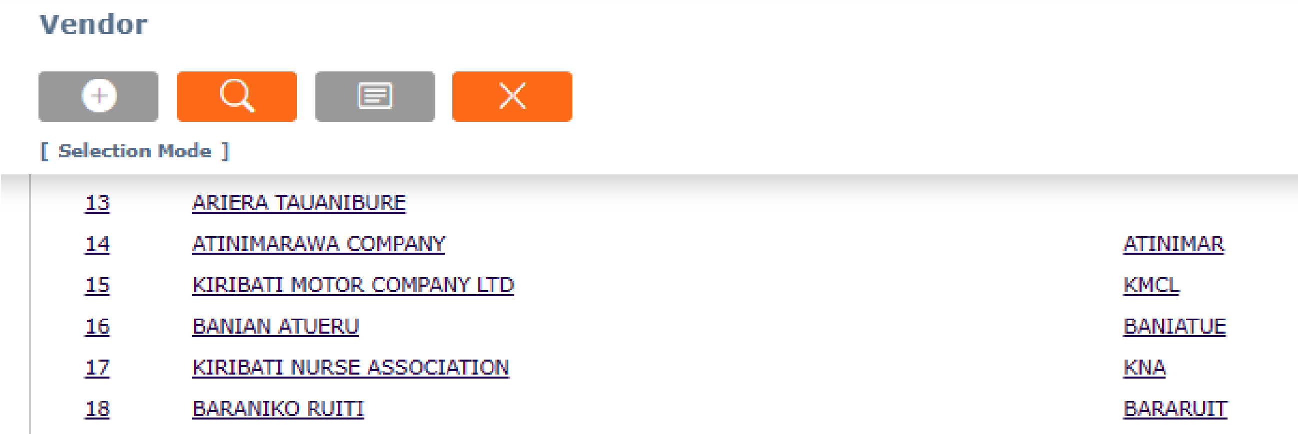


Step 4. Click on the Lookup button to go to the Vendor screen

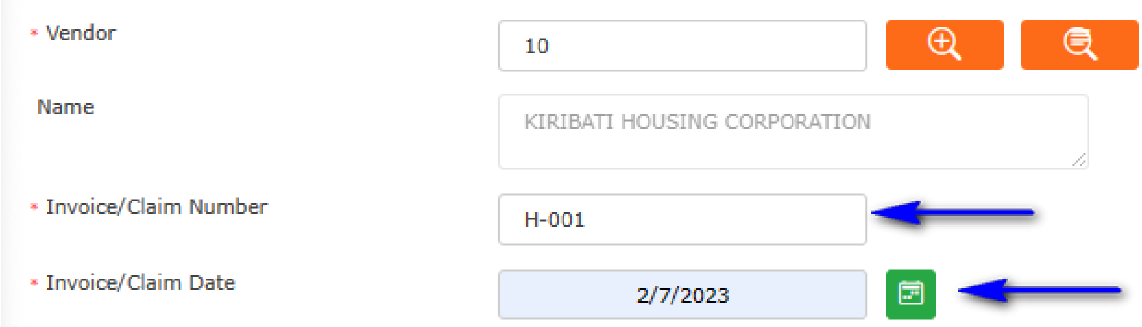
Step 5. Click the Find button; this will display the list of Vendors to select from.



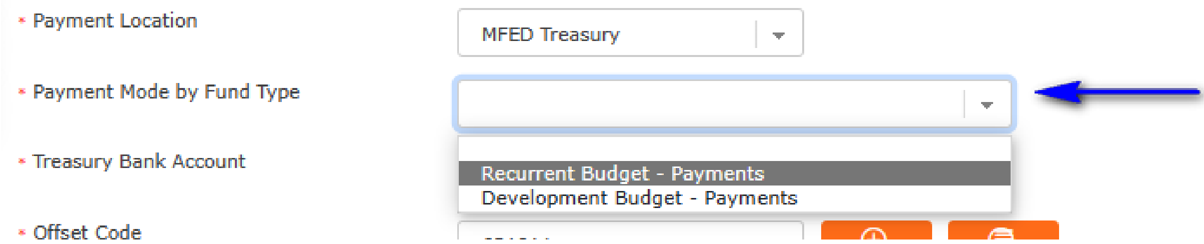
Step 6. Click to select the appropriate Vendor. Once selected, the code of the selected is displayed in the field.



Step 7. Enter the Claim Number/Invoice Nuber and the date.



Step 8. Select the applicable payment by Fund Type from the list. Recurrent or development budget related payments.

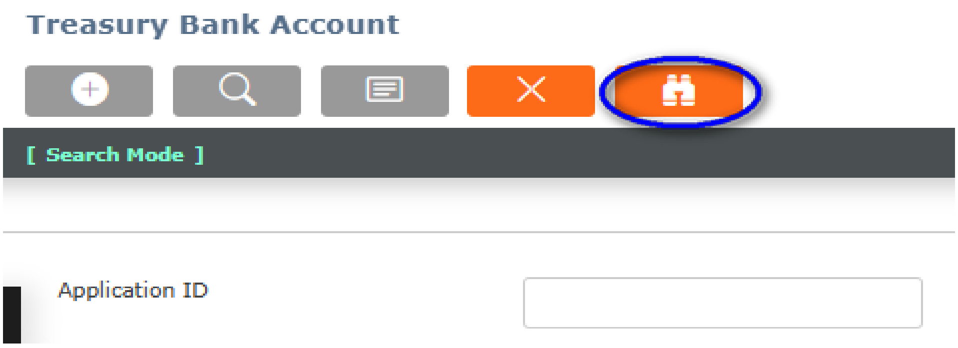


Step 9. Type the code of the Bank Account in the blank field in Treasury Bank Account. For reference these are the Codes of the Bank Accounts. (**Please note that these codes may change over time. For the correct codes always refer to the latest version of the Chart of Account)**

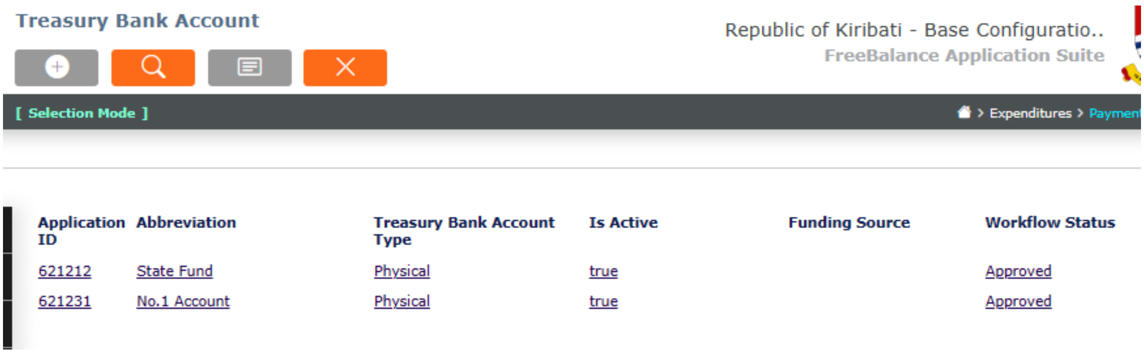
- 621231 No.1 Account
- 621232 No.4 Account
- 621233 No. 3 Account
- 621234 No.5 Account (Kiritimati)
- 621235 No.6 Account (Stabex Fund)

Step 10. If it is not known, then click the look up on the Treasury Bank Account.

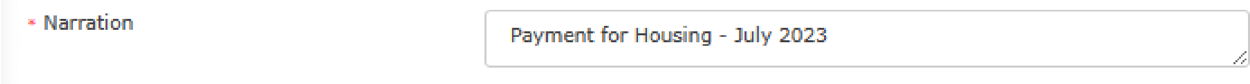
Step 11. Click the Find button on the displayed screen and click to select the applicable Bank Account. For reference these are the list of GoK Bank Accounts to select from.



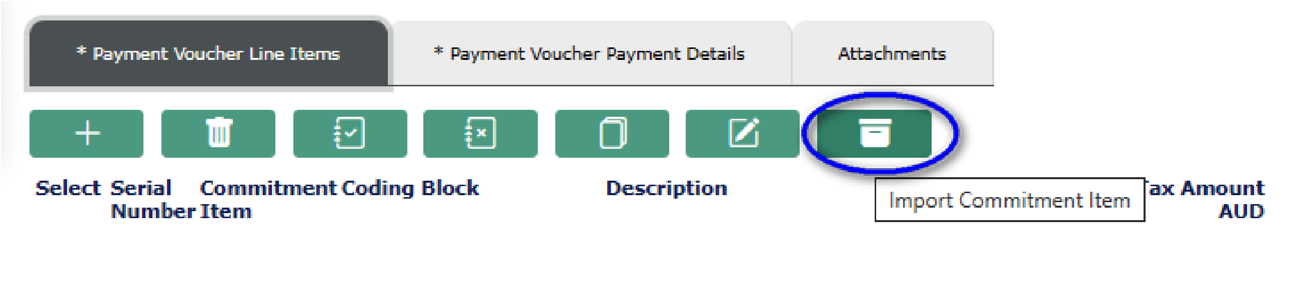
Step 12. Click to select the Bank Account



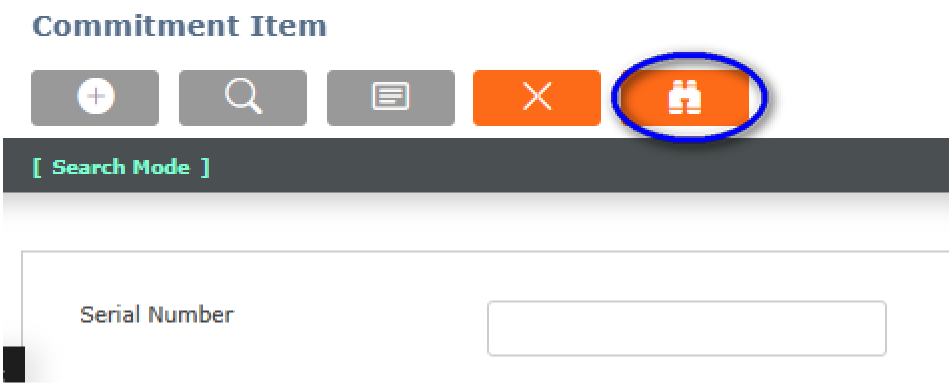
Step 13. Enter the Narration of the PV transaction.



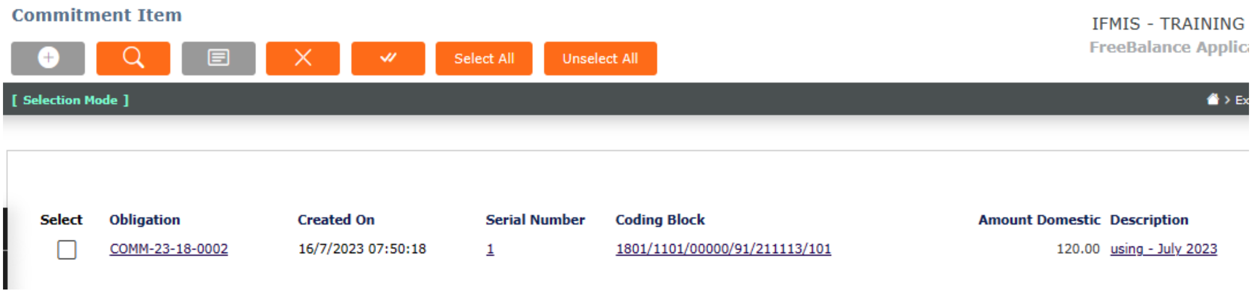
Step 14. Click the Import Commitment Item



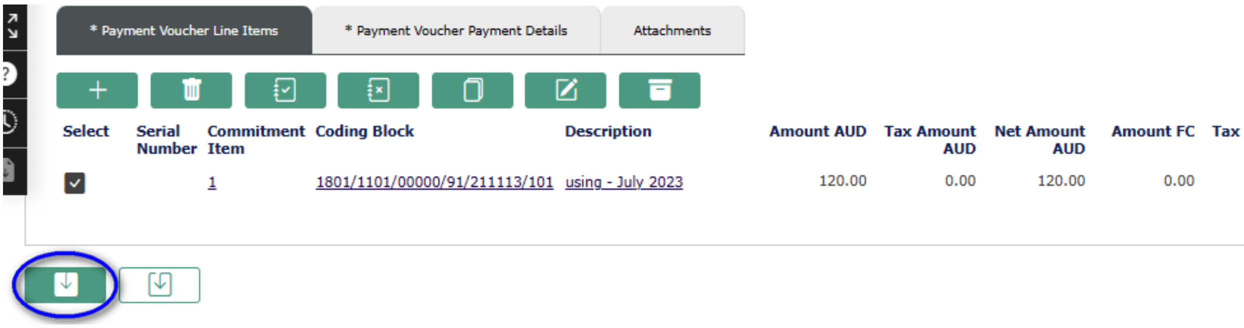
Step 15. Click the Search button



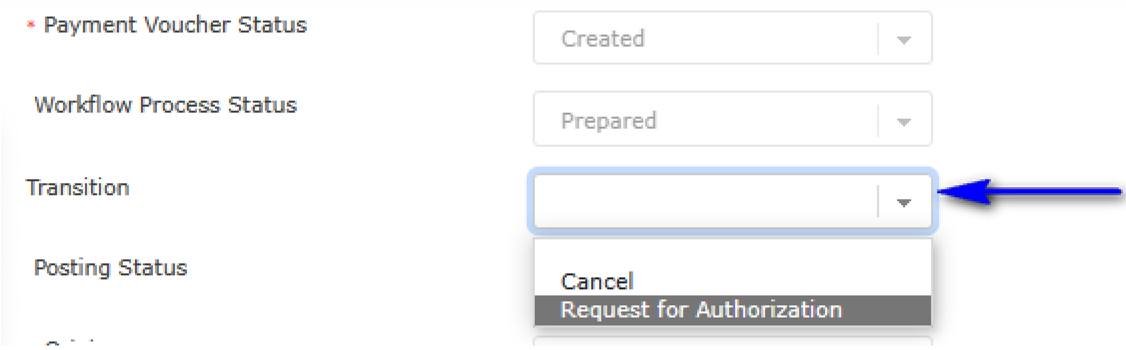
Step 16. Click to select the Commitment to pay.



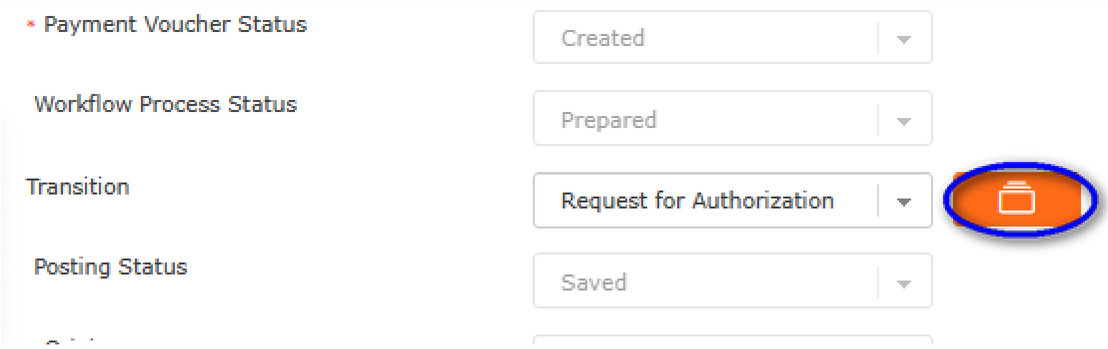
Step 17. Click the Save button.



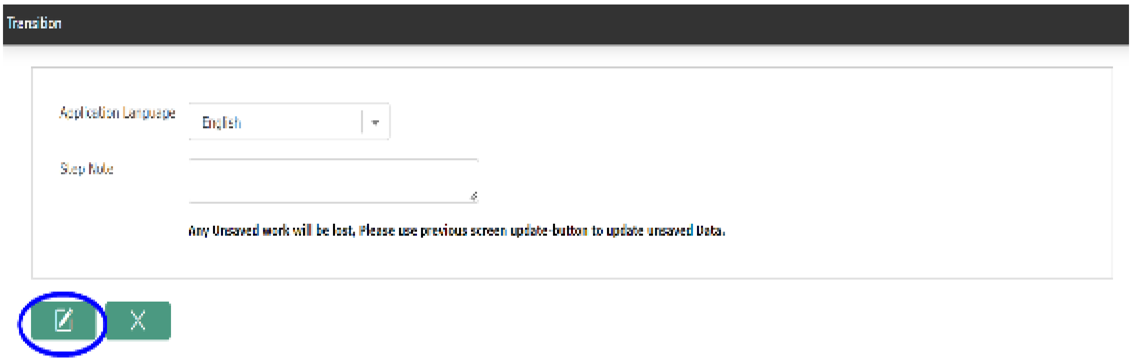
Step 18. Navigate to the Transition field of the screen and select the “**Request for Authorization**" from the dropdown list then



Step 19. Click the Transition button.



Step 20. 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.



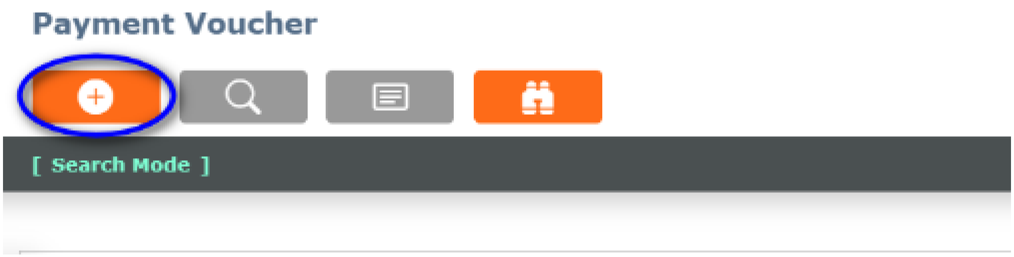
6.4 How to process Payment for Pay to Others.

Pay to Others are Payment Vouchers prepared for multiple payees. These are usually prepared for the following.

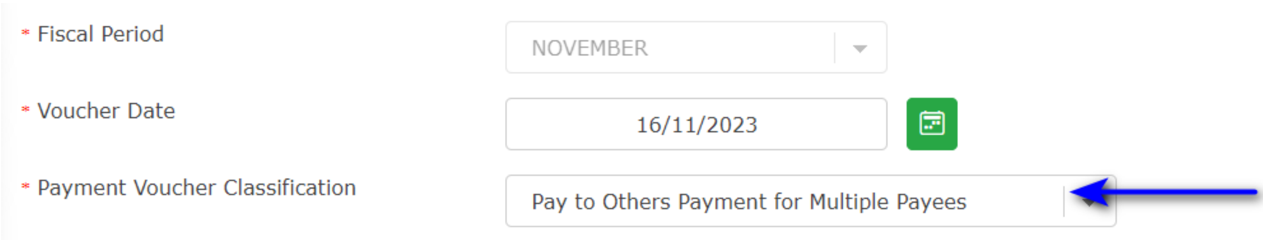
1. Sitting Allowance
2. Leave Grants
3. Payments for Pensions

In preparing the PV, an approved Commitment is required. To record PVs with multi vendor payees, follow these steps.

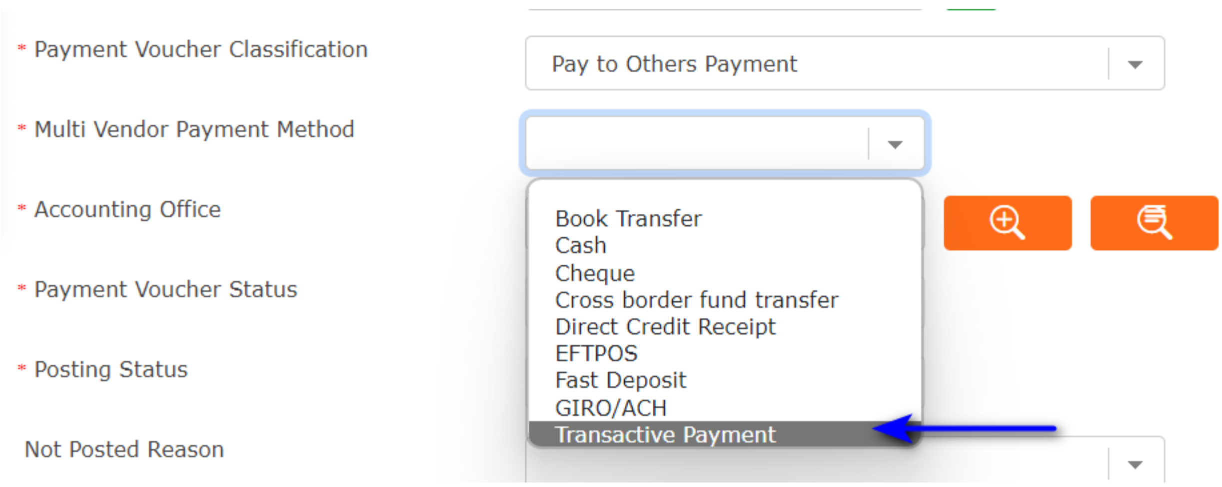
Step 1. Navigate the Payment Voucher and click the New button.



Step 2. Select the "**Pay to Others Payment for Multiple Payees**" from the dropdown list in Payment Voucher Classification.



Step 3. Select the "**Transactive Payment**" from the dropdown list of the Multi Vendor Payment Method field.

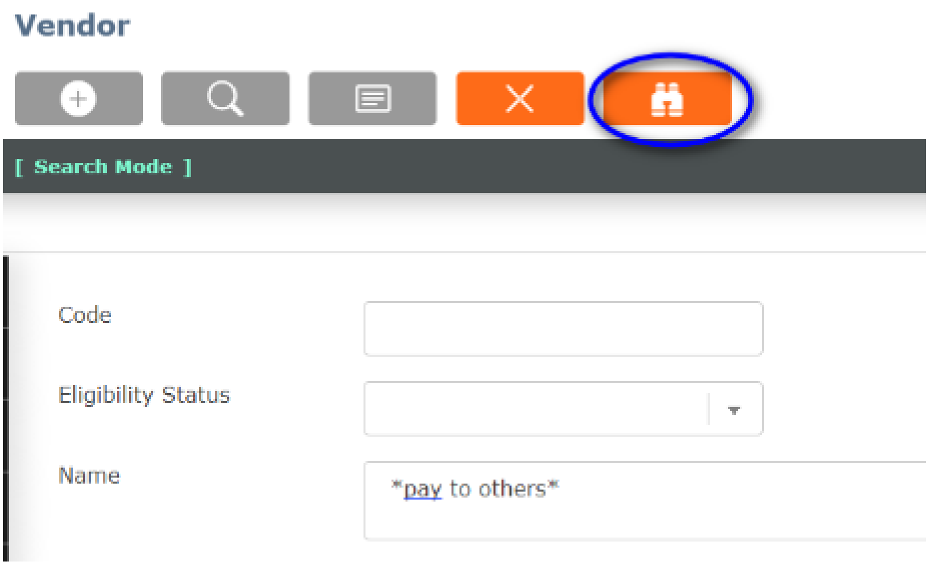


Step 4. Click the Look up on the Vendor.

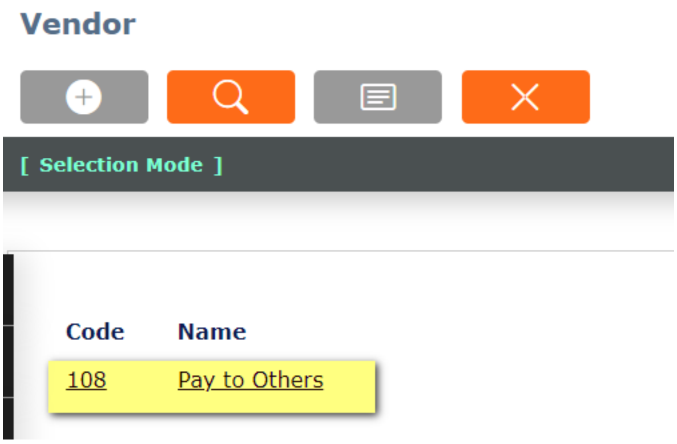
Step 5. Enter the *Vendor Name* and then click the Search button.

For reference purposes these are the vendors used for Multi payee payment.

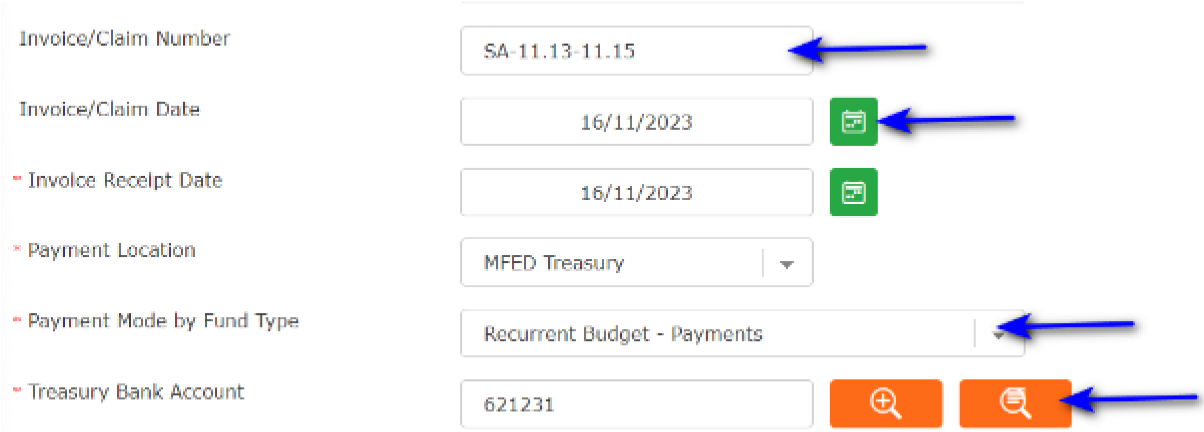
- **107** List of Pension Payees as attached.
- **108** Pay to Others
- **82** List of Leave Grant Payees as attached.



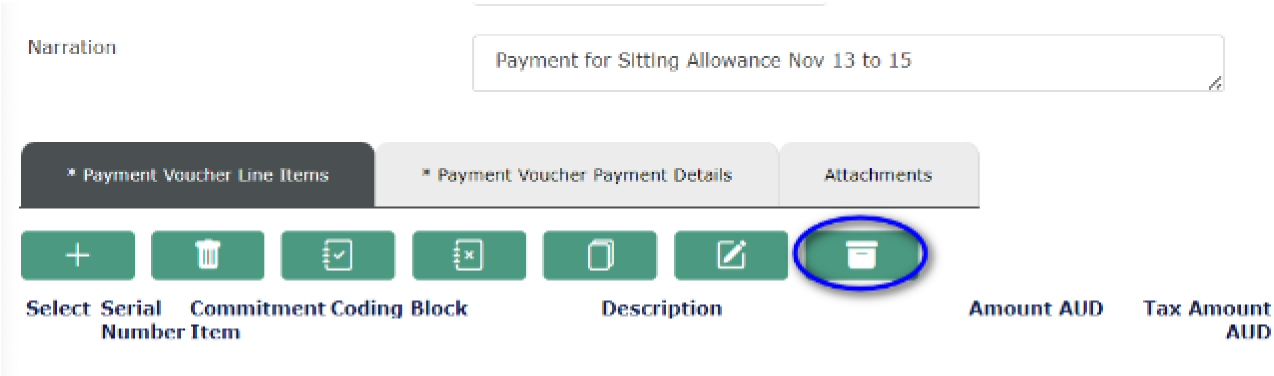
Step 6. Click to select the Vendor.



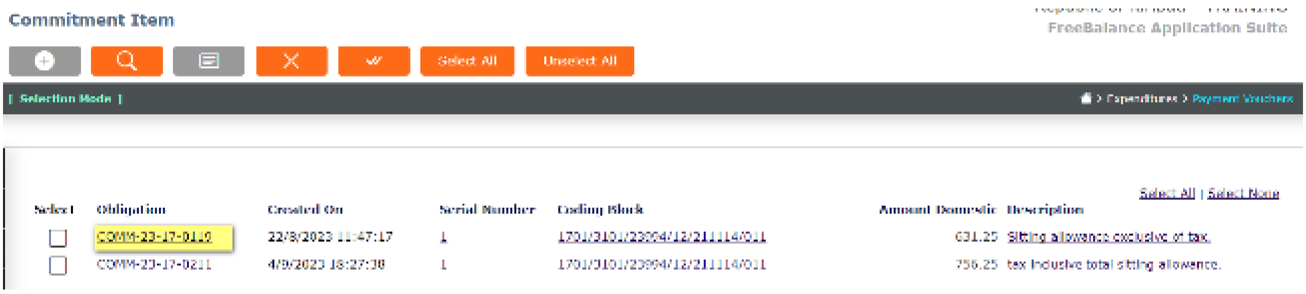
Step 7. Input the Invoice Number (Use the minutes meeting date/number or any reference.), Invoice Date, Select the Payment Mode and add the Treasury Bank Account.



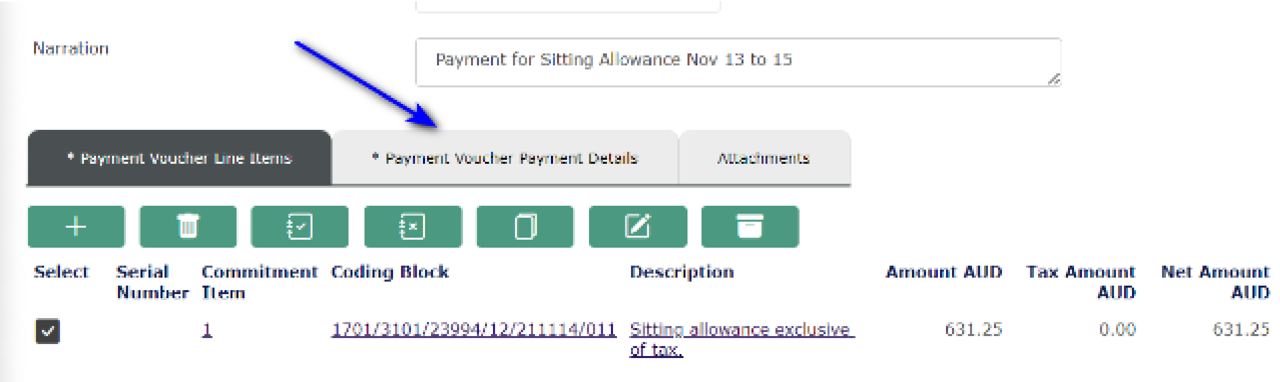
Step 8. Enter the Narration of the PV and click the Import Commitment Item.



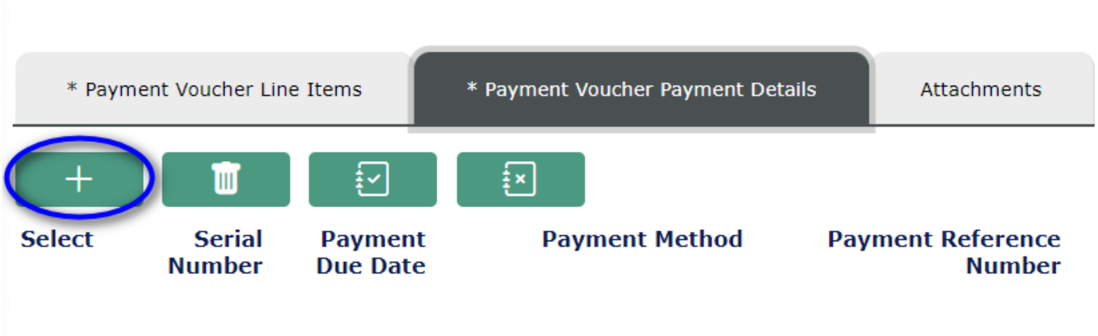
Step 9. The list of approved Commitments are displayed filtered based on the vendor selected. Click to select the Commitment to process.



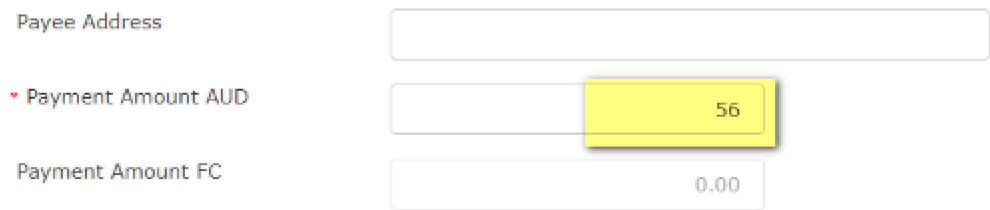
Step 10. The details from the Commitment are displayed in the PV Line Item. Go to the Payment Voucher Payment Details to add the Vendor.



Step 11. Click the New button.

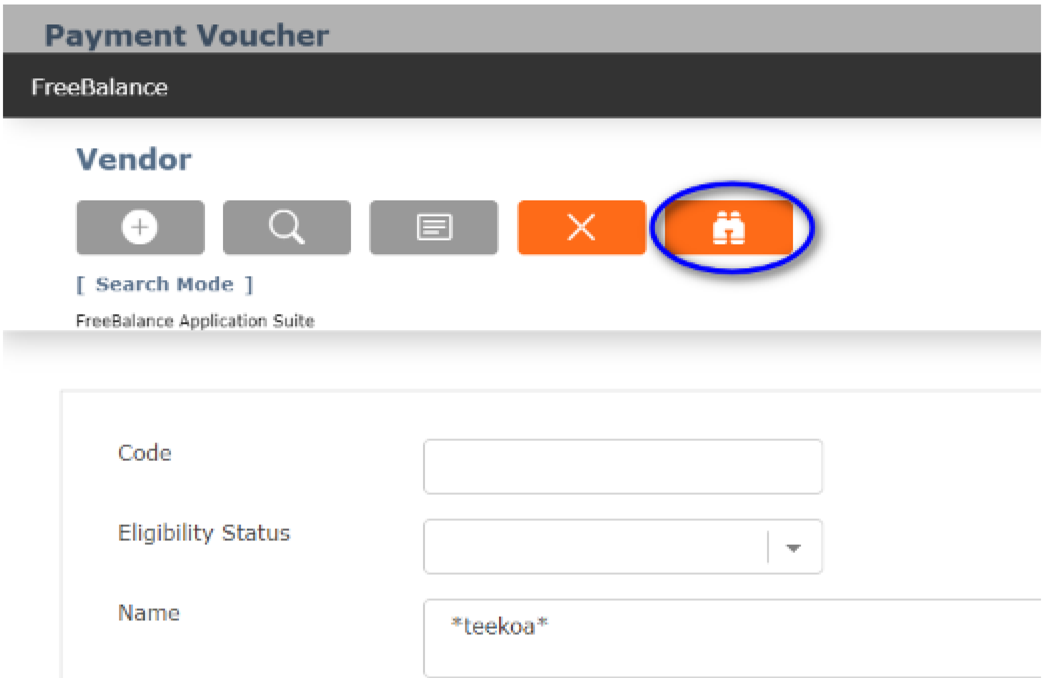


Step 12. Enter the amount that is distributed to the Payee.

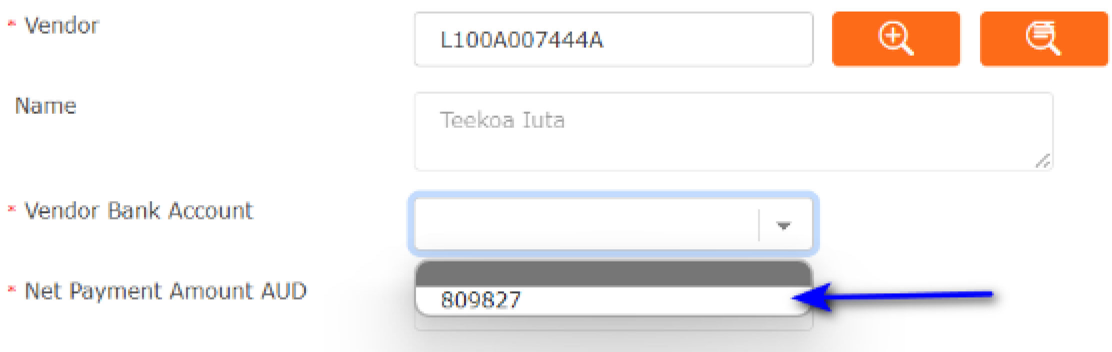


Step 13. Click the Lookup button on the Vendor field.

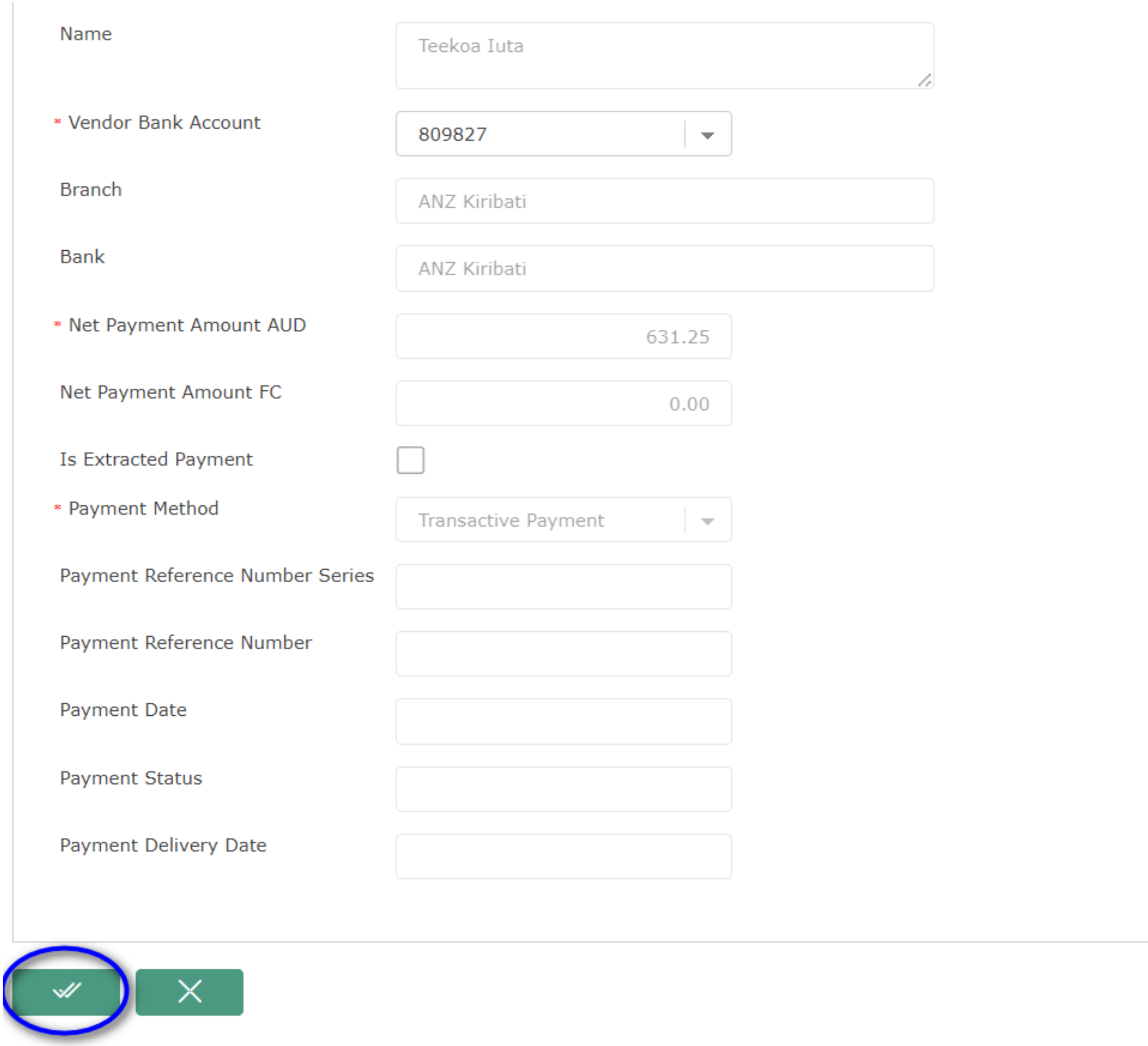
Step 14. Enter the *Payee Name* and then click the Lookup Button.



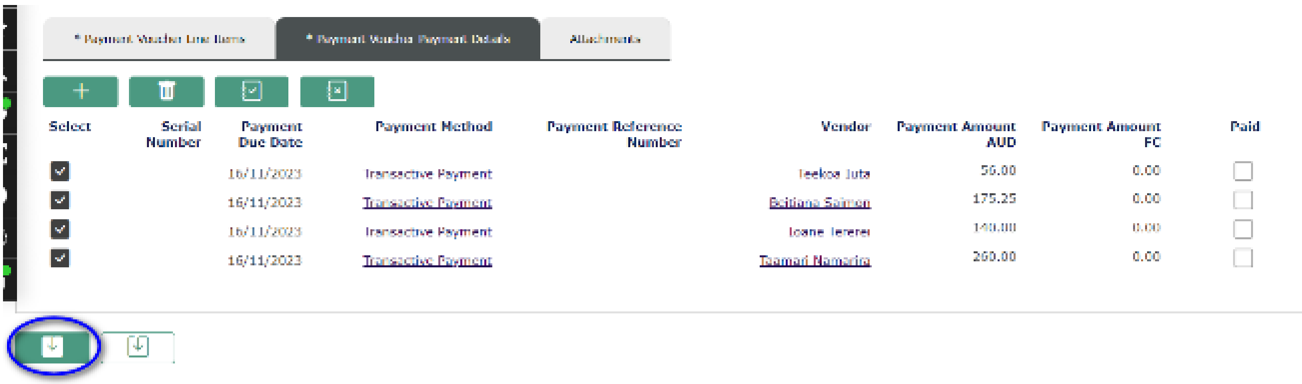
Step 15. Select the Vendor Bank Account from the dropdown list. **NOTE: It is important that the Bank Account of the Payee is already in IFMIS.**



Step 16. Click on the Save and Return on the Payment Details screen.



Step 17. Repeat the steps to enter all the Payees with their payment amount. Click the Save button once all Payees are added.



Step 18. Click Ok on the Message displayed.

Step 19. The Payment Voucher is already created at this point. Proceed with transitioning the Payment Voucher by going to the Transition field and finish the workflow.

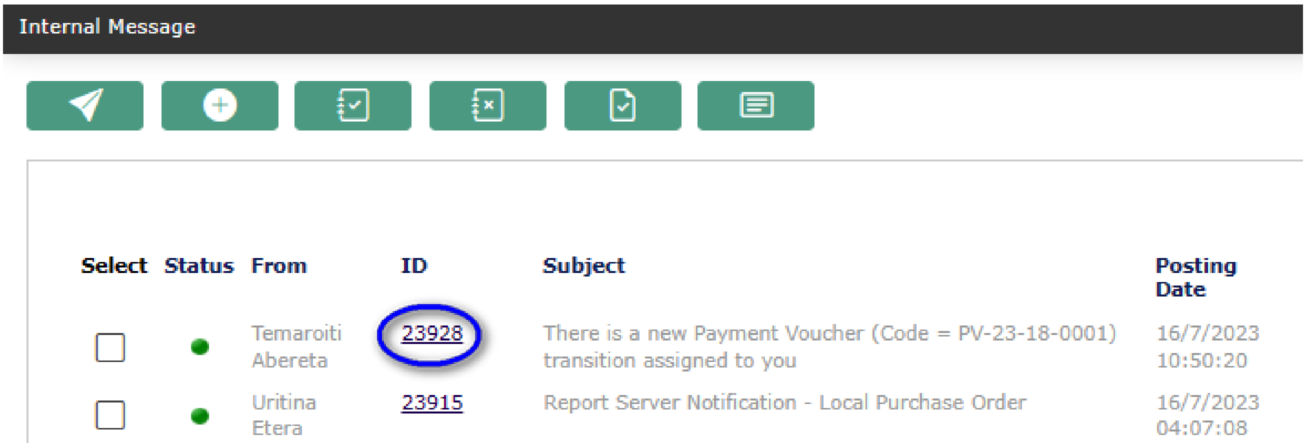
6.5 Approval Process of Payment Voucher

6.5.1 How to authorize Payment Voucher

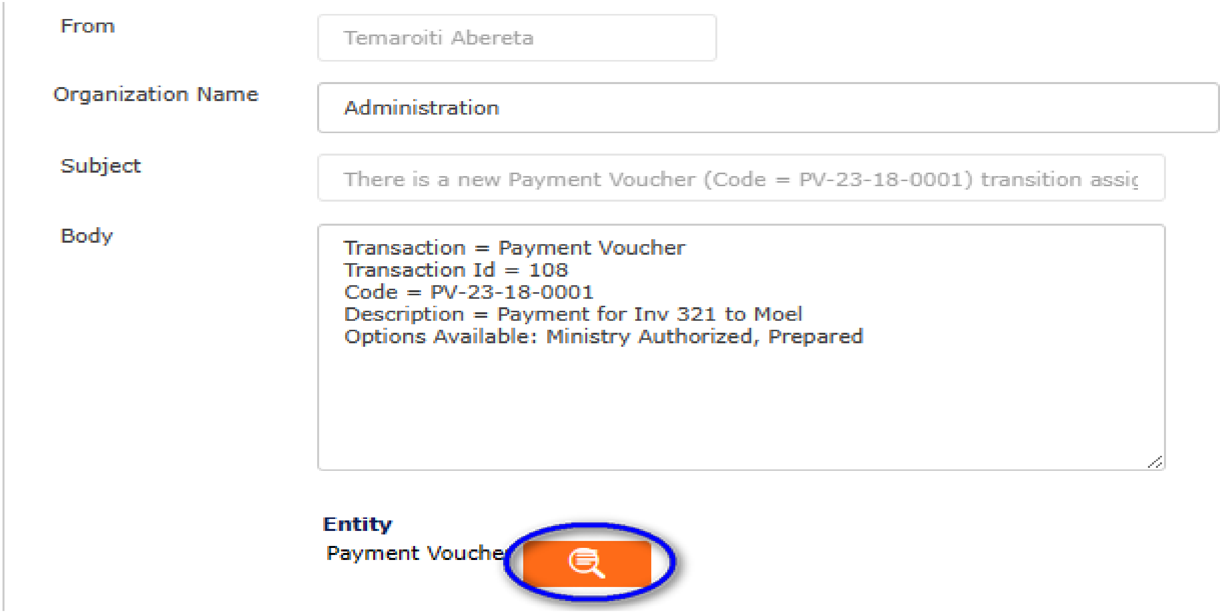
The Payment Vouchers sent for Authorization by the Accounts officers will be sent to the assigned SROs, for Line ministry approval. To process this, follow the steps defined below:

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.

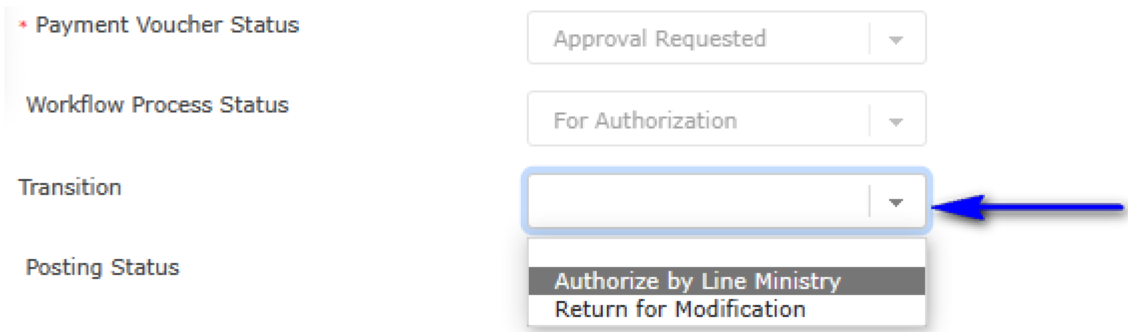


Step 3. Click on Update Domain button.



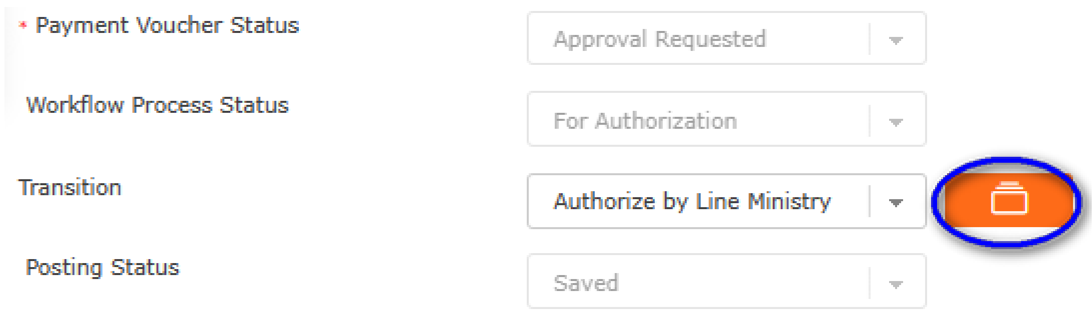
Step 4. The system will open the screen for the PV for authorization. Review the details of the PV

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.

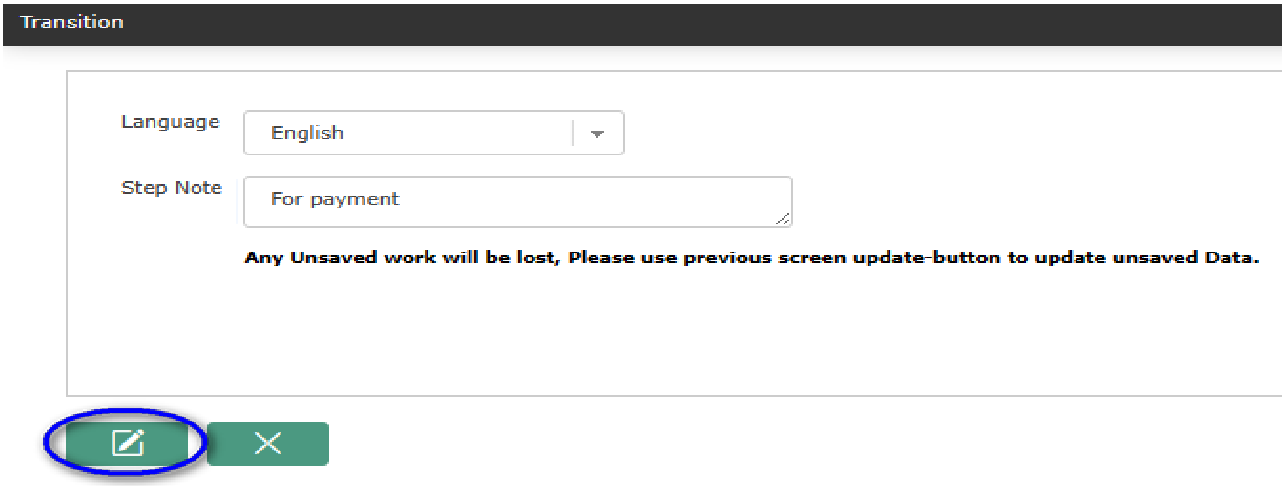


Select the "**Return for Modification**" when there are changes that needs to be done by the employee who prepared the PV.

Step 6. Click the Transition button.



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



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.

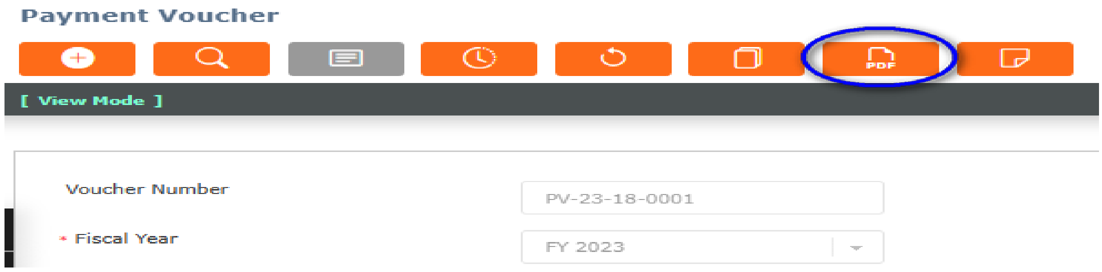
> ***Note****:*
> *Review and Approval of Payment Vouchers are specified and details in the Users Manual for Treasury Document.*

6.5.2 How to print PV report.

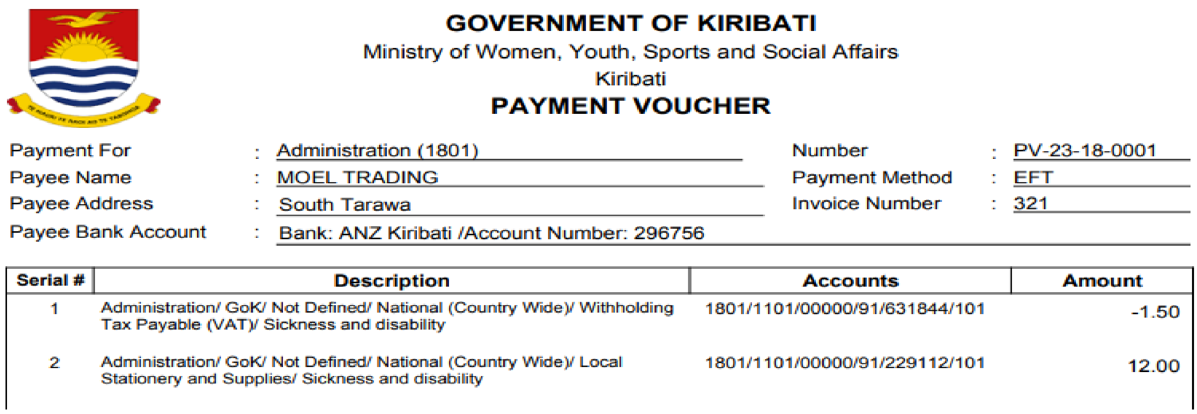
Once the PV is created and posted, generating, and downloading the report is already enabled. This will be printable all through every PV stages.

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

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



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



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		

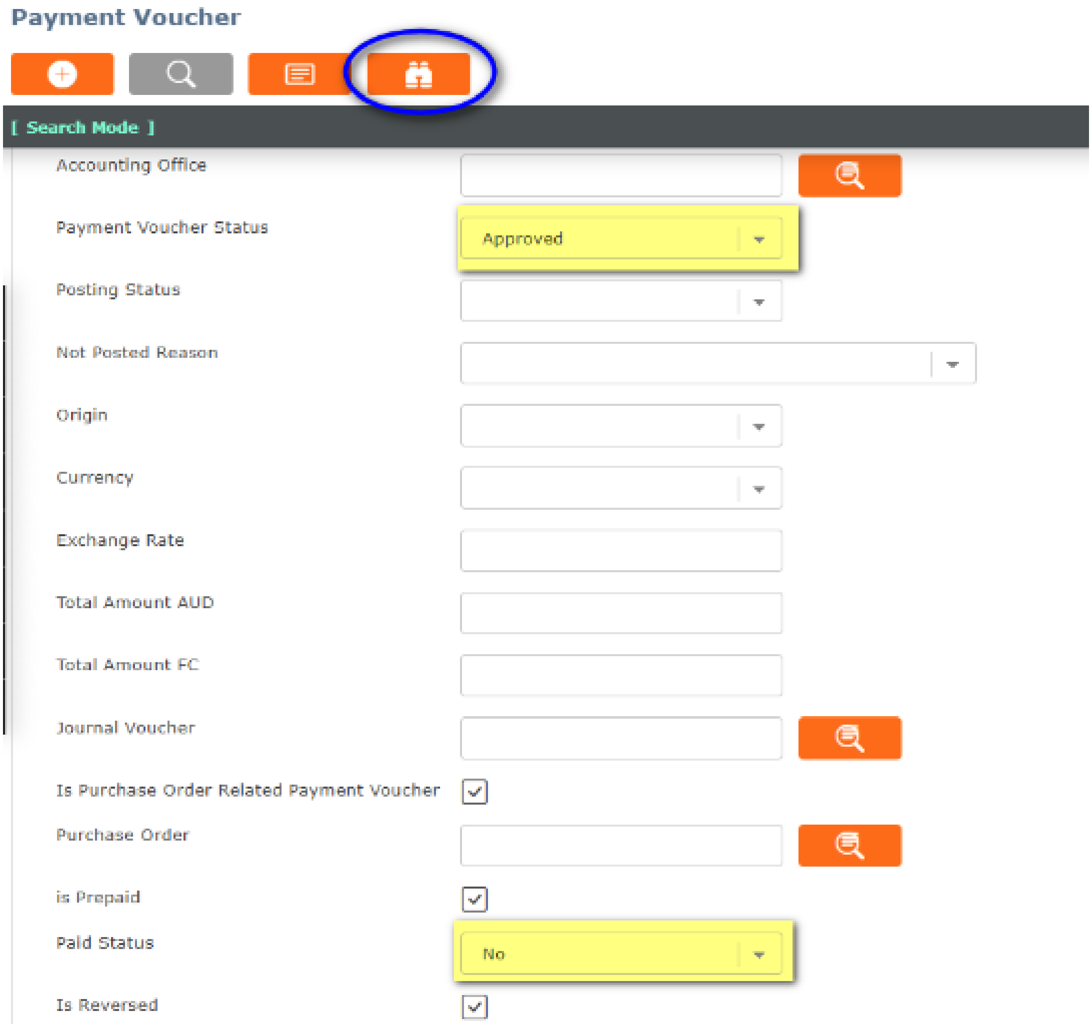
Serial #	Description	Accounts	Amount
1	Administration/ GoK/ Not Defined/ National (Country Wide)/ Withholding Tax Payable (VAT)/ Sickness and disability	1801/1101/00000/91/631844/101	-1.50
2	Administration/ GoK/ Not Defined/ National (Country Wide)/ Local Stationery and Supplies/ Sickness and disability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

6.6 How to cancel PV

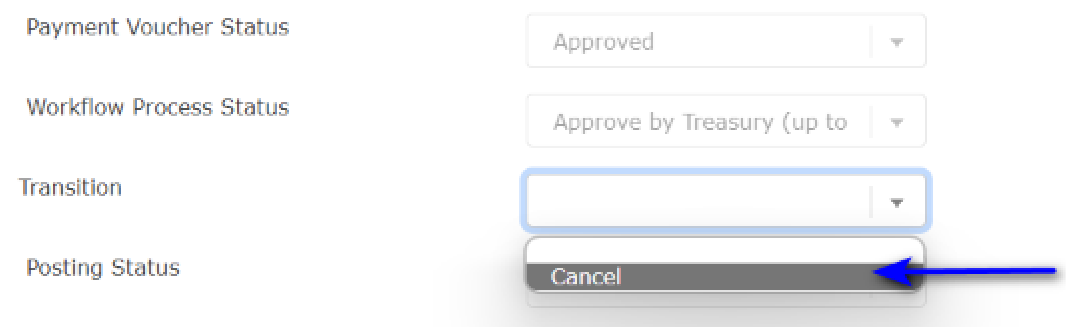
In cases when there is a need to cancel a PV because of any reason, the approver of the PV can cancel the Payment Voucher. The cancellation can reverse the JV posted from the approval and will update the status of the PO or commitment that was linked. Also, only the PVs that are not yet paid can be cancelled.

To cancel a PV, follow these steps.

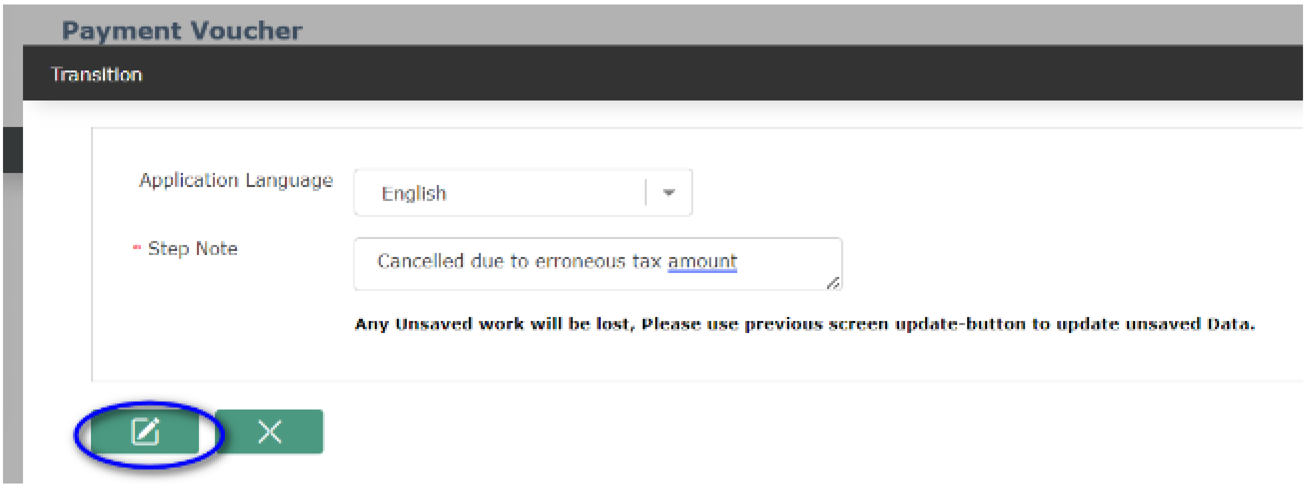
Step 1. Go to the Payment Voucher Screen and select the “Approved” from the Workflow Status list and the “No” from the paid field.



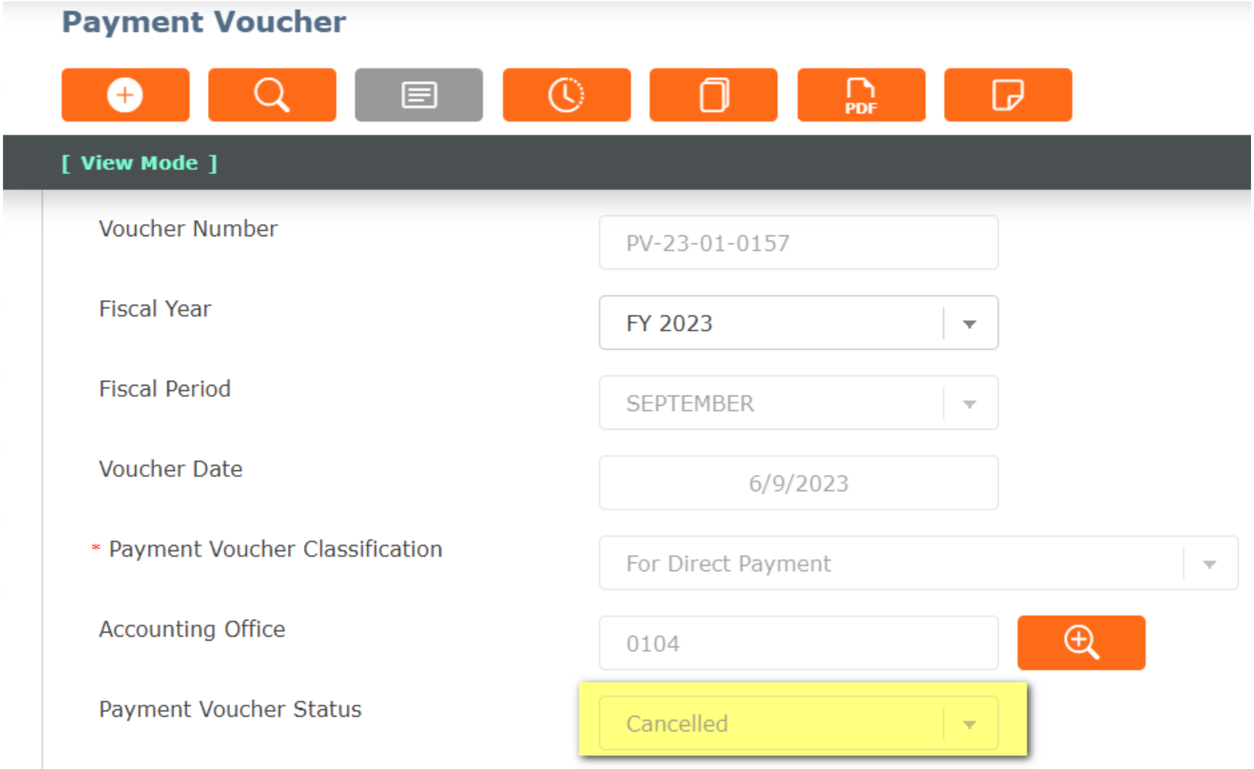
Step 2. Go to the Transition field and select the “**Cancel**” from the dropdown.



Step 3. Enter the reason of the cancellation in the step note field and then click the Finish button.



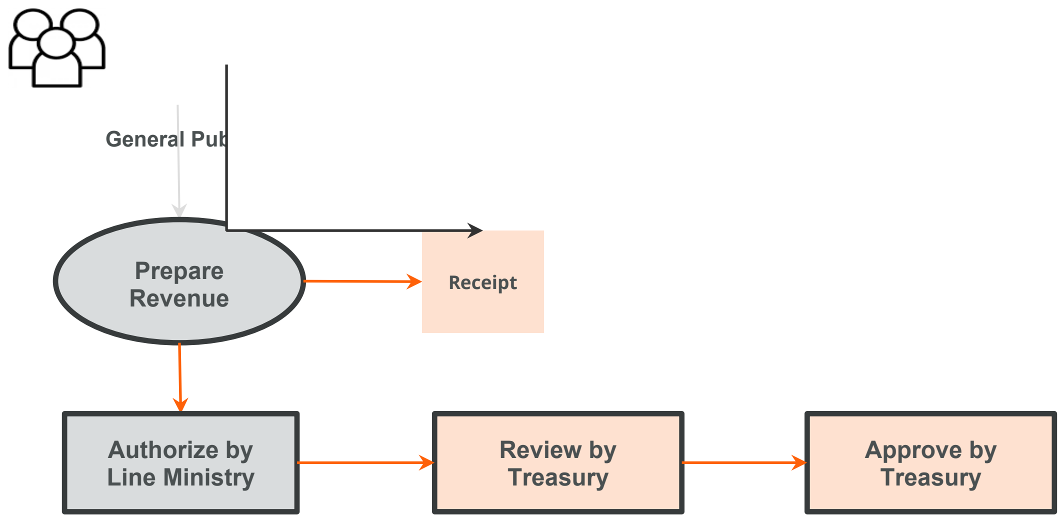
Step 4. Click Ok on the message with "Workflow executed"



Step 5. At this point the Initial Journal Voucher posted from the approval is also reversed. The PV amount that was charged against the budget was also returned to the Available Balance.

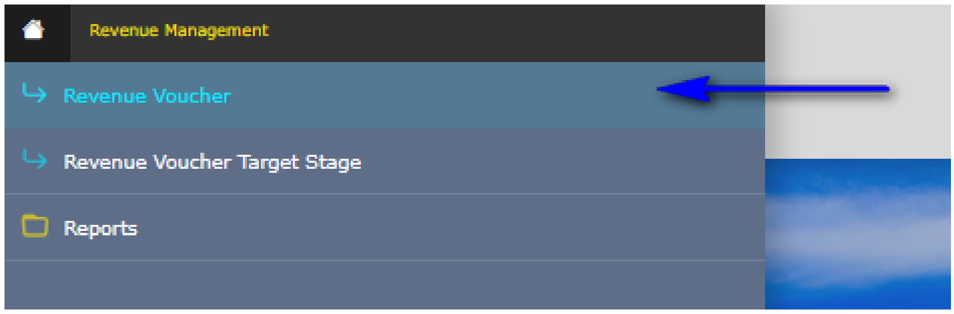
7 Revenue and Collection Management

As collection or receipts of Cash incurs, the Cashier must then issue the General Receipt to document the transaction. This must be recorded under the **Revenue Vouchers.** As the Voucher is created and saved, the cashier may then generate the receipt for signature. The recorded online voucher must then be processed for Line Ministry Approval up to the Treasury.

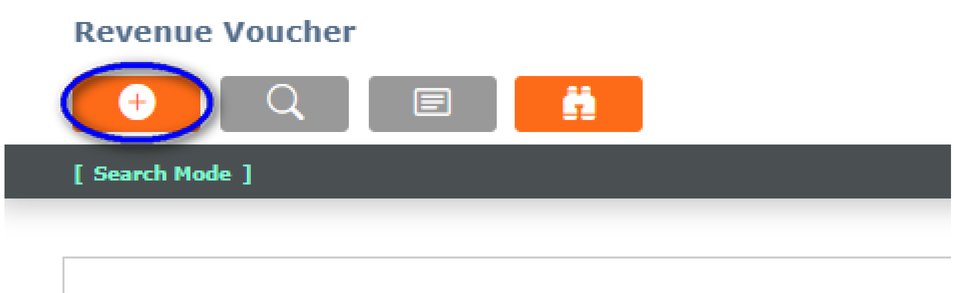


7.1 How to record Revenue Vouchers

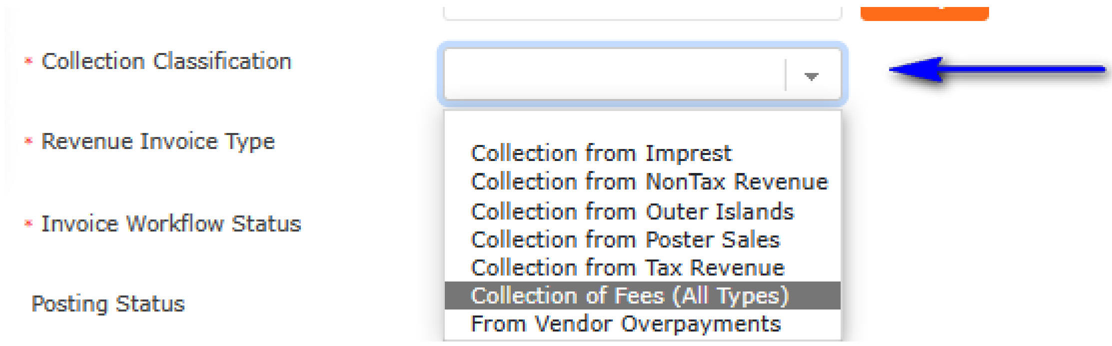
Step 1. Navigate the Menu > Revenue Management > Revenue Voucher. The Revenue Voucher is displayed by default at Search Mode.



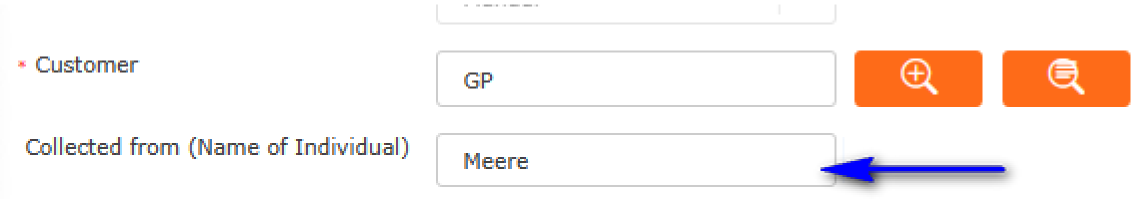
Step 2. Click the New button and provide details as follows.



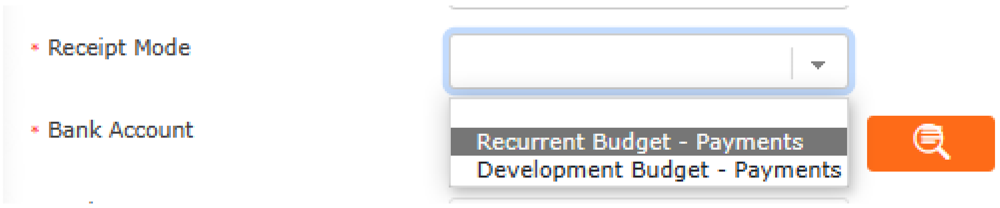
Step 3. Select the applicable from the dropdown list.



Step 4. Customer is defaulted to General Public. Enter the name of the individual collected from.



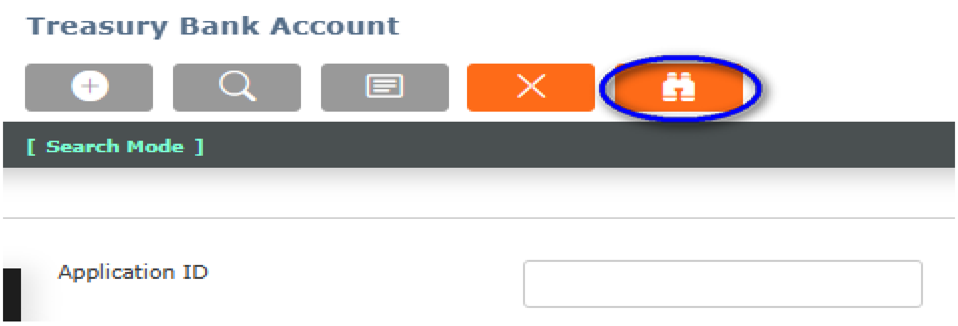
Step 5. Select the applicable mode from the list



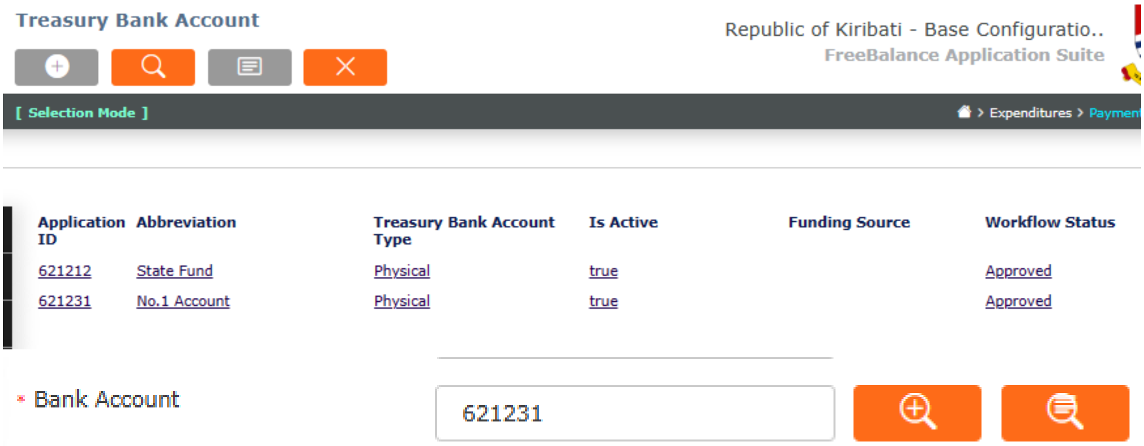
Step 6. Bank Account: Click on the Lookup button and click on the find button for the displayed screen. Click to select the applicable item from the list. Or the User can type in directly the codes of the Bank Accounts. **(Please note that these codes may change over time. For the correct codes always refer to the latest version of the Chart of Account)**

a. 621231 No.1 Account
b. 621232 No.4 Account
c. 621233 No. 3 Account
d. 621234 No.5 Account (Kiritimati)
e. 621235 No.6 Account (Stabex Fund)

Step 7. Click the Find button.

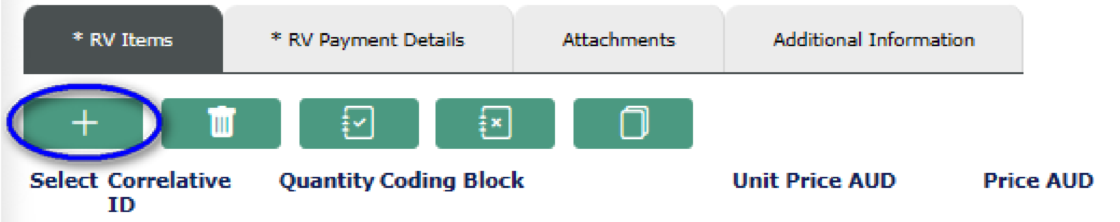


Step 8. Click to select the Bank Account. The selected code will be displayed in the field Bank Account.

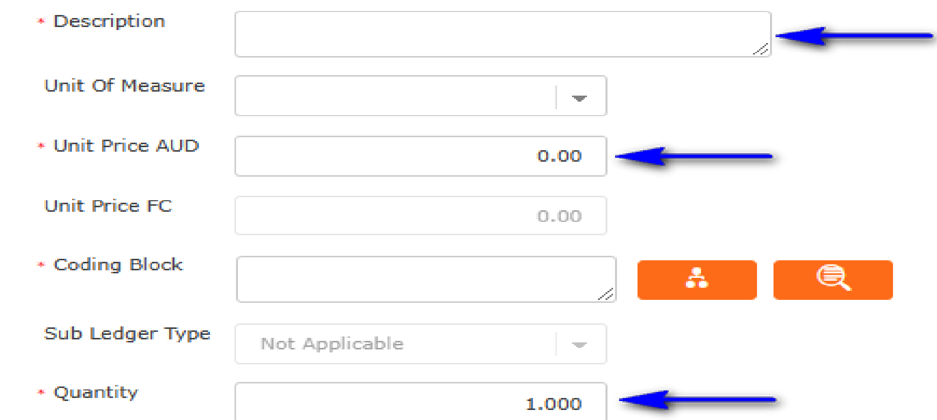


Step 9. Narration: Enter the details of the RV Transaction.

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

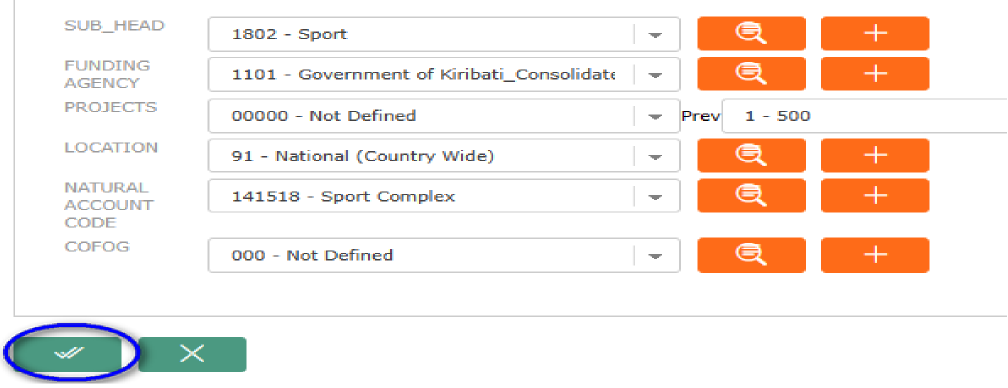


Step 12. Coding Block: Click on the Elements View button to add the details of the Codes. Select the applicable codes from the dropdown list.

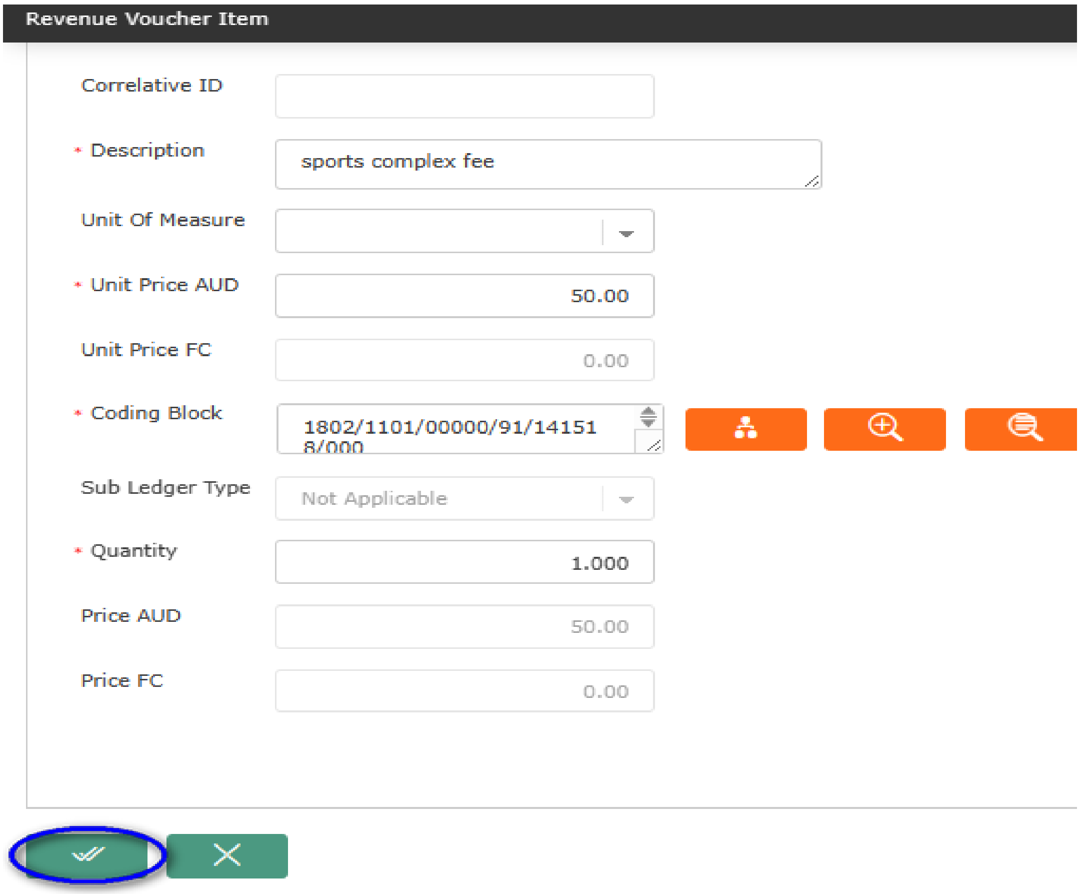
- **SUB HEAD:** Select the Division from the dropdown list
- **FUND AGENCY:** Select 1101- GoK for recurrent budget, from series 2 codes if from Statutory expenses, and from series 3 if from development fund expenditures.
- **PROJECT:** Select 00000-Not Defined if this is is from recurrent budget, else select the appropriate.

- **LOCATION:** Select from the list.
- **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**

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

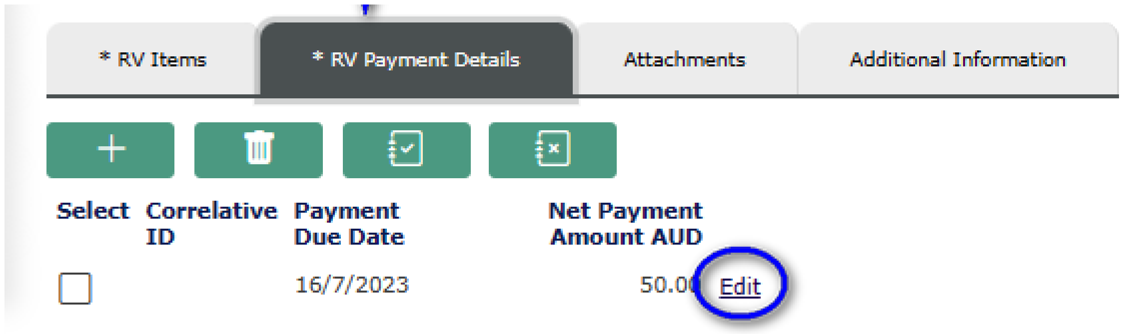


Step 14. Click the Save and Return button on the RV Line Item

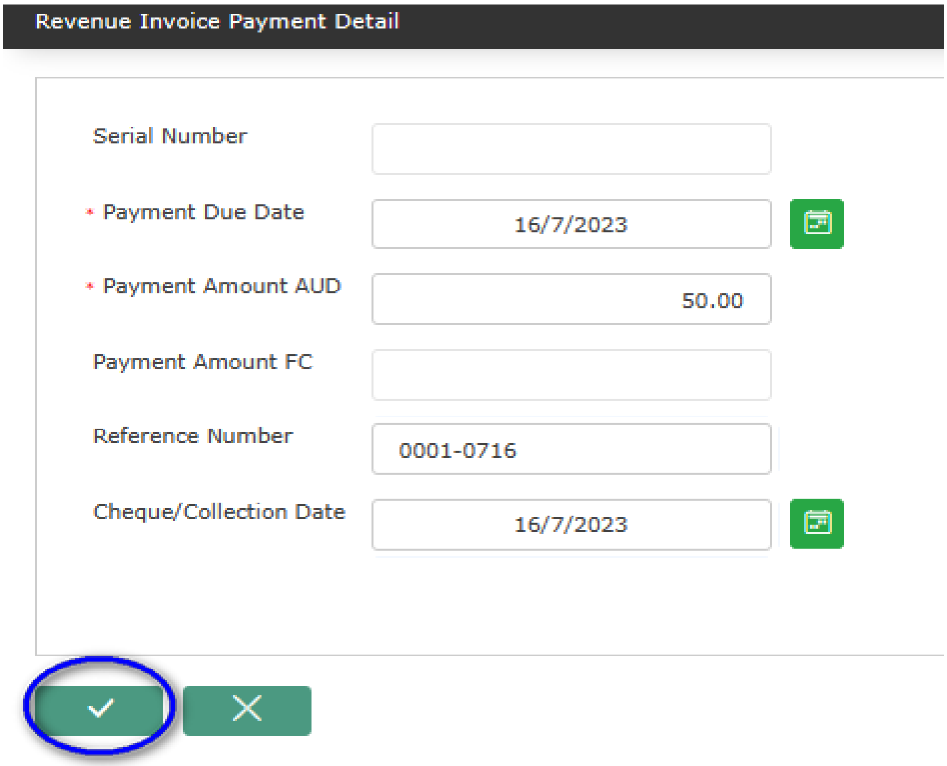


Step 15. The saved items are displayed as a line item here

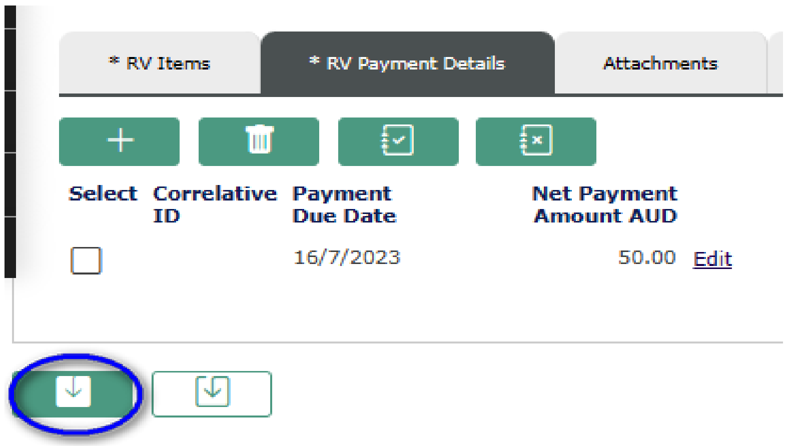
Step 16. Go to the tab RV Payment Details to add the details of the collected amounts. Click the edit link



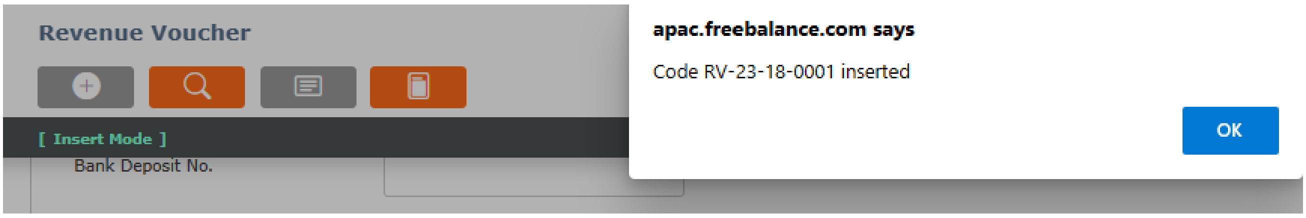
Step 17. Enter the reference number of the payment and the collection date. Then click the update and Return button



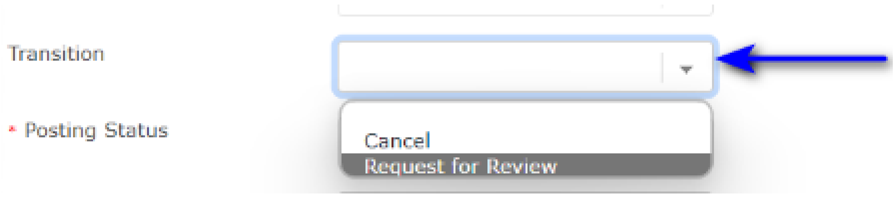
Step 18. Click the Save button when done. A message is displayed that the Transfer Voucher workflow is executed.



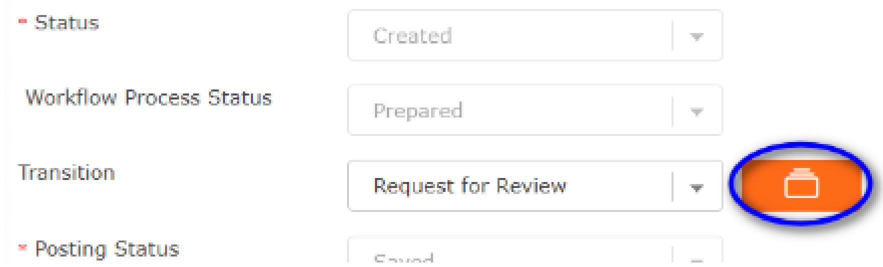
Step 19. Click ok on the message displayed.



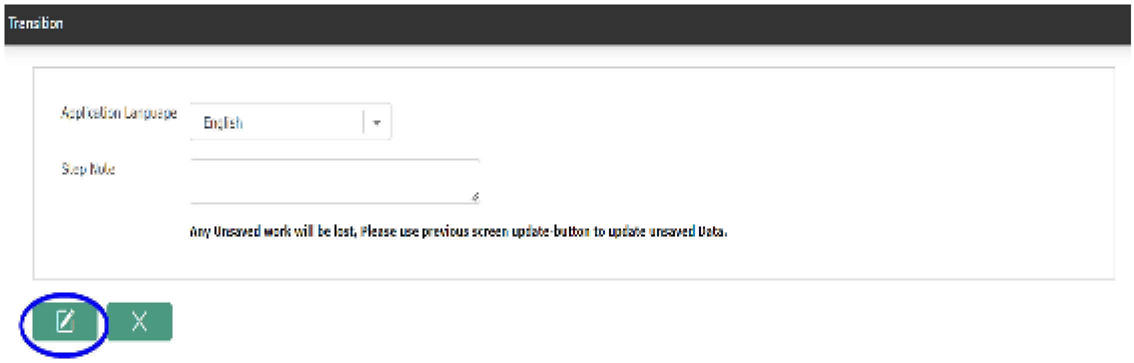
Step 20. Navigate to the Transition field of the screen and select the “**Request for Review** “from the dropdown list.



Step 21. Click the Transition button.



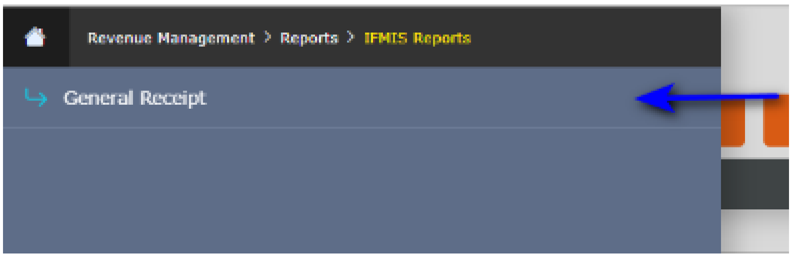
Step 22. Enter the remarks on the step note for the next approver. Click the Finish button. A message is displayed saying that the workflow.



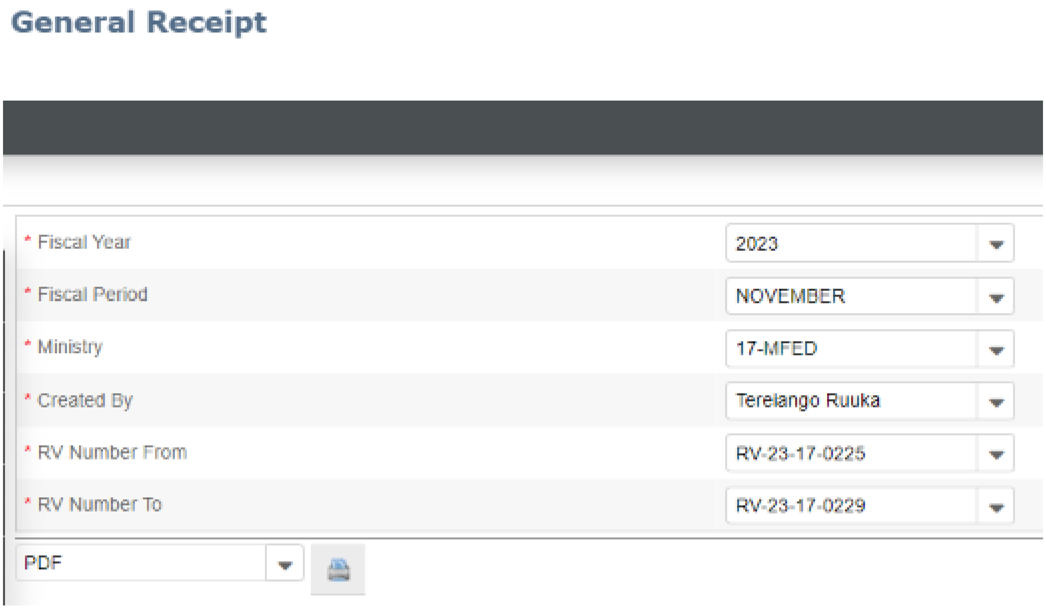
7.2 How to print General Receipt

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:

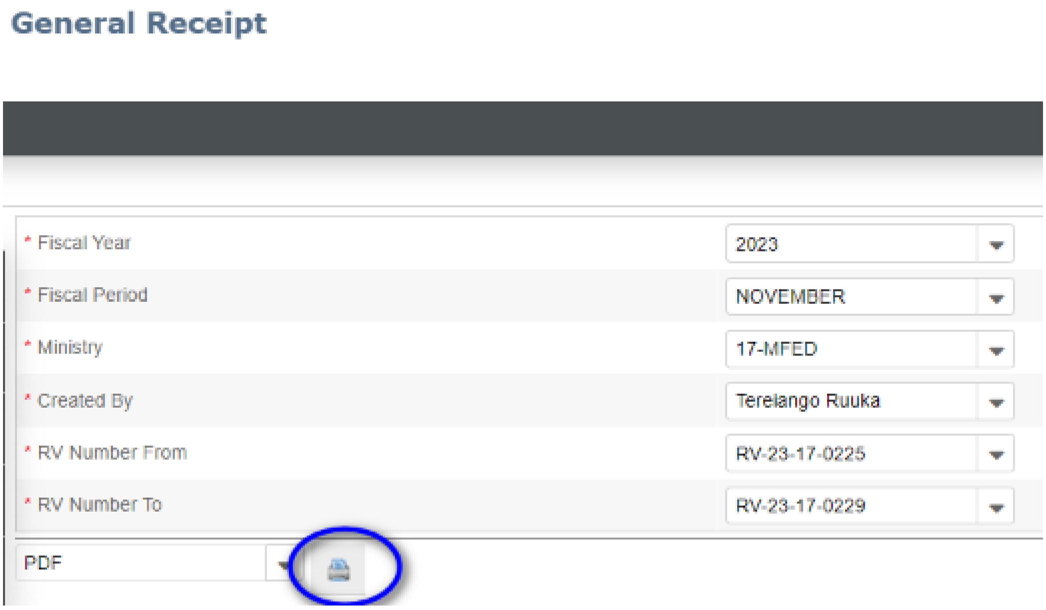
Step 1. Navigate the Revenue Management > Reports > IFMIS Reports > General Receipt



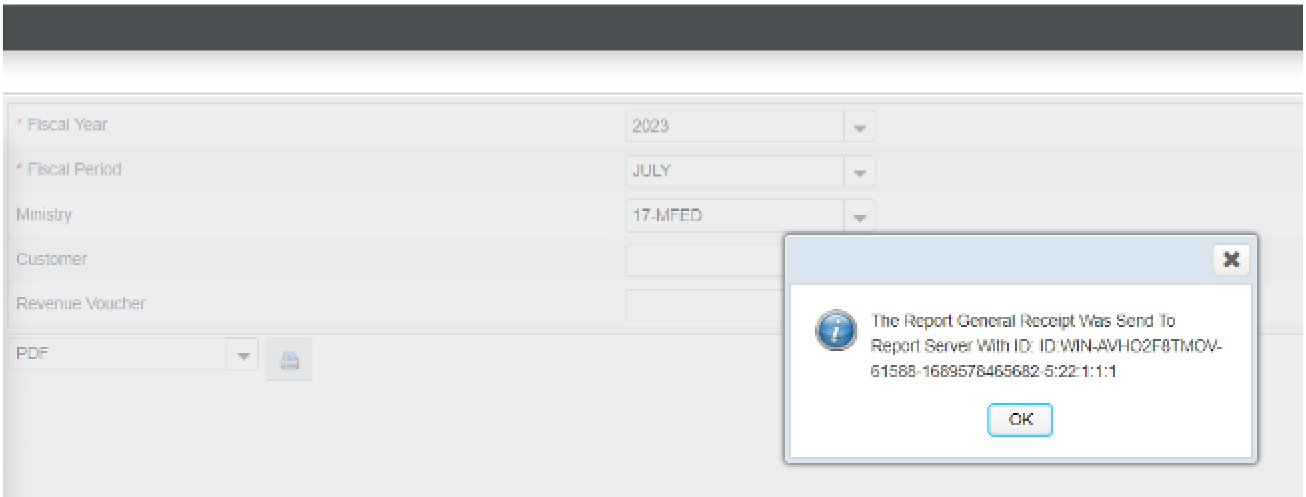
Step 2. Provide the details as follows.



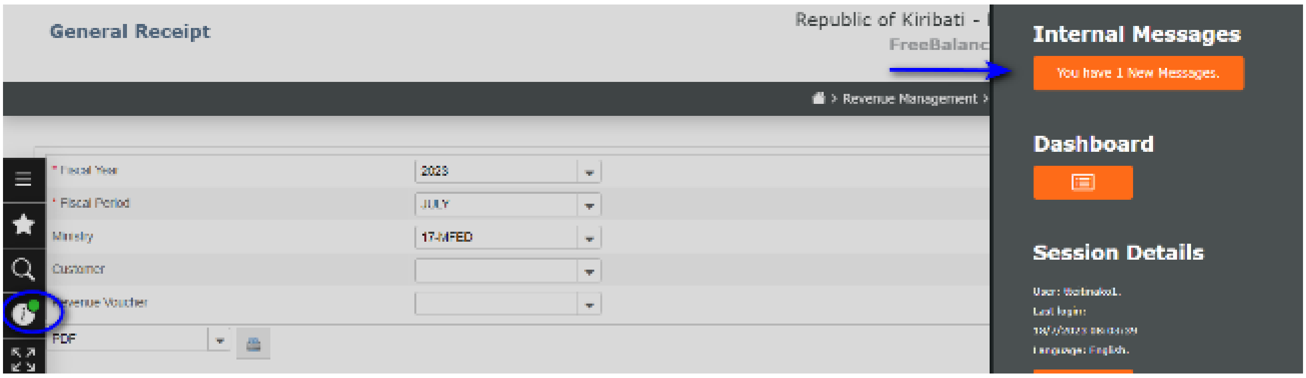
Step 3. Click the Generate Report button.



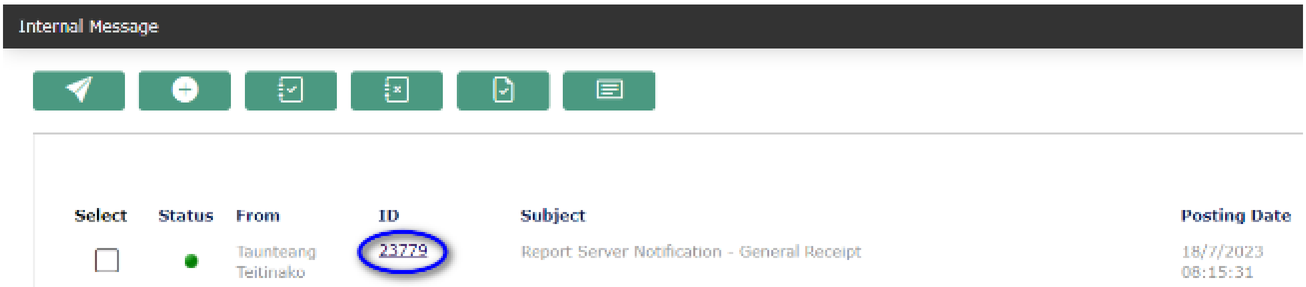
Step 4. Click Ok on the displayed message.



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	Treasury
Subject	Report Server Notification - General Receipt
Body	Report General Receipt With Report Server ID: ID:WIN-AVHO2F8TMOV-61588-1689578465682-5:22:1:1:1 it is Ready
Send Email	☐
Requires Action	☐
Receive Read Notice	☐
Receive Action Notice	☐
Posting Date	18/7/2023 08:15:31
Reading Date	
Due Date	
Action Date	

Attachments

Attachment Information	File Name (Click to Download)
Title:General Receipt By:	General Receipt-ID:WIN-AVHO2F8TMOV-61588-1689578465682-5:22:1:1:1.PDF

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
General Purpose Form 14			Accountable Officer

Republic of Kiribati
GENERAL RECEIPT

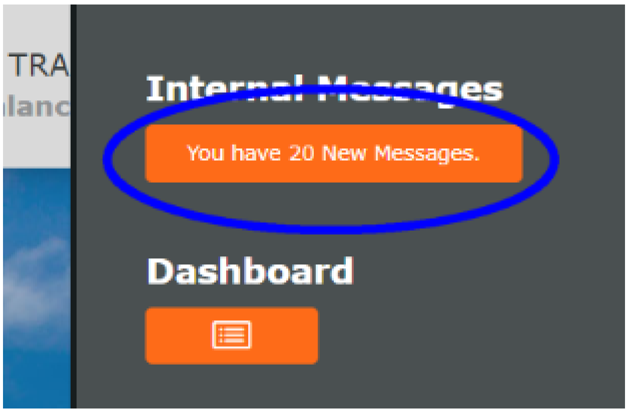
Ministry/Department	: MOE/ Primary (1502)	No. B	: RV-23-15-0004
Station	: Bikenibeu (14)	Date	: 03 Aug 23
Received From	: Tite Matilda Kaono		
the sum of	: ** **NINETY Dollars****		
in settlement of	: Rurubao school fee for term 2		
Amount $	: **$ 90.00** Cash/Cheque No: _		Mareta Tanoua
General Purpose Form 14			Accountable Officer

7.3 How to Approve the Revenue Voucher from the Line Ministry

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:

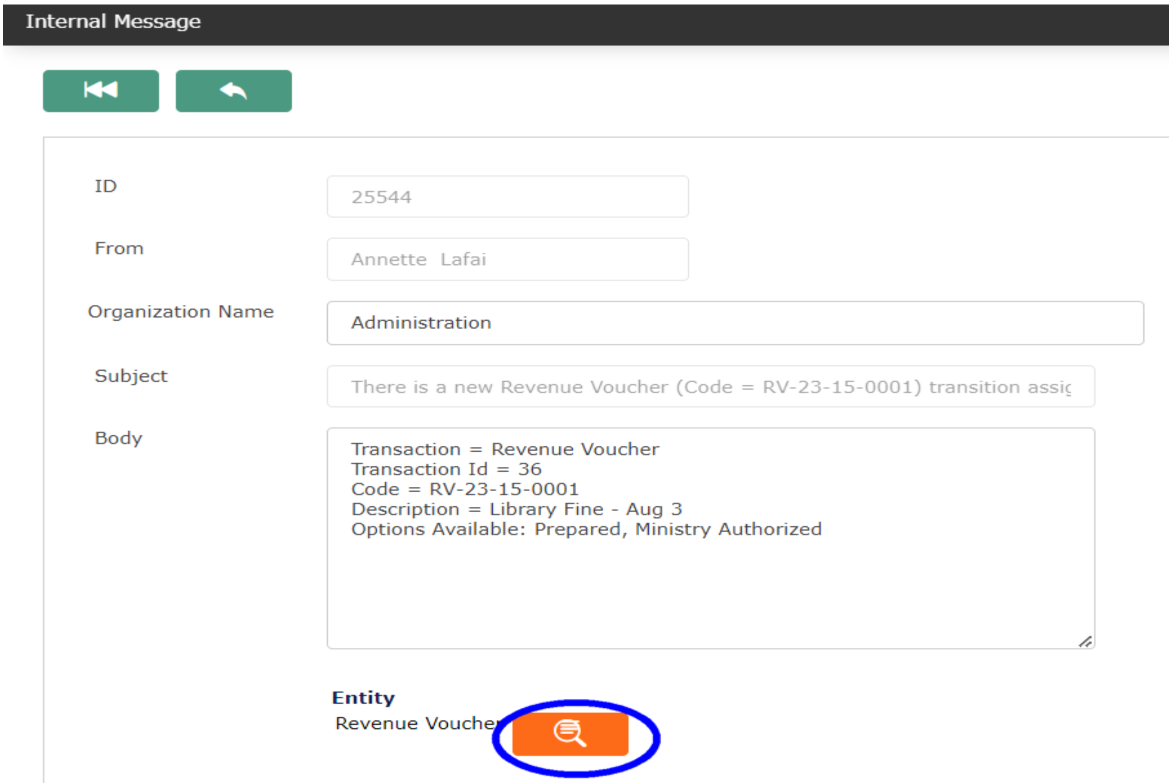
Step 1. After logging in, click the  to display the Internal Messages.

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

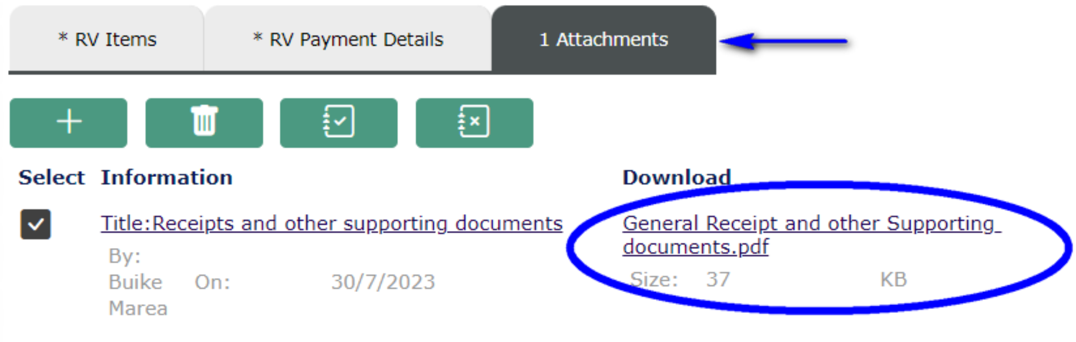


Step 3. The Internal Message will be opened and the list of all pending tasks and notifications for the user is displayed. Click on the ID of the notification for the Revenue Voucher. This will open the details of the RV.

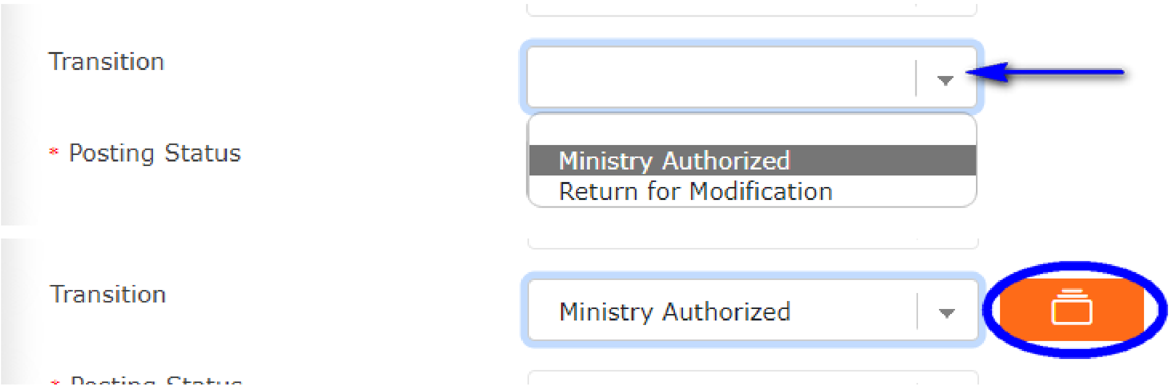
Step 4. Click on **Update Domain**  button on the displayed Internal Message screen. The system will open the screen for the Voucher for review.



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.

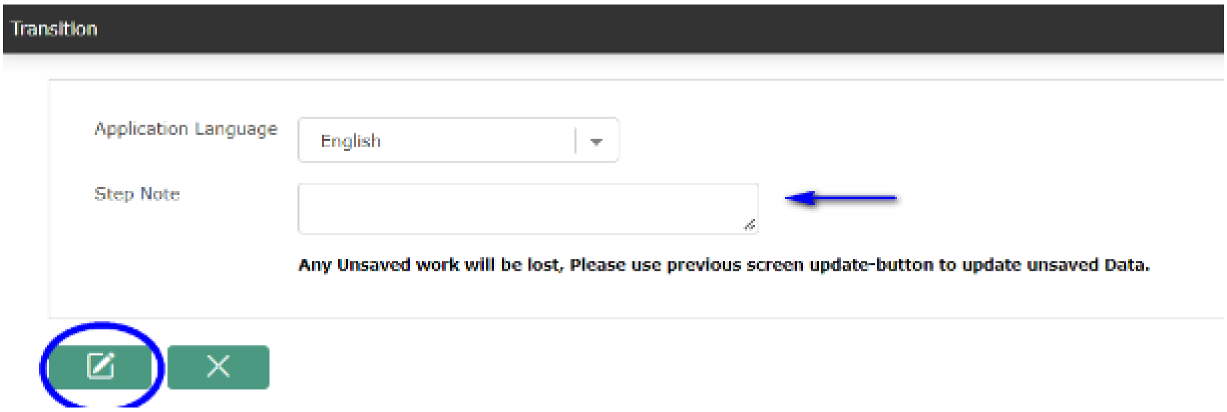


Step 6. After the review, go up to the Transition field and select the "**Ministry Authorized**" from the dropdown list. The Transition  button is displayed. Click on it to proceed.



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

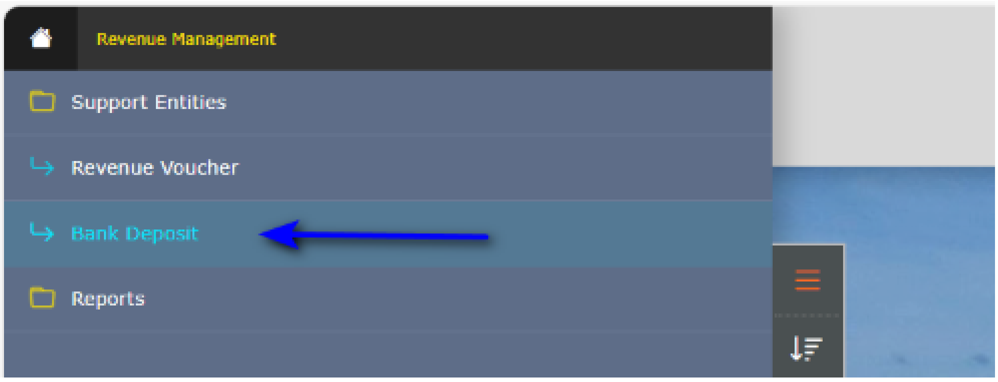


7.4 How to record Deposits.

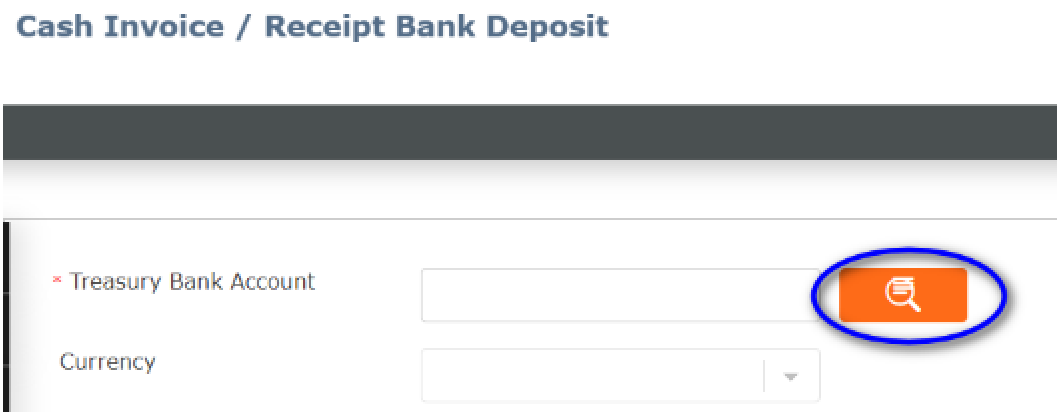
The use of Deposit for IFMIS is to update the Revenue Voucher for the Deposit number of the Cash Collections made during the day, or week.

Only the approved Revenue Vouchers can be updated for the Deposit number. To use the deposit functionality of IFMIS, follow these steps.

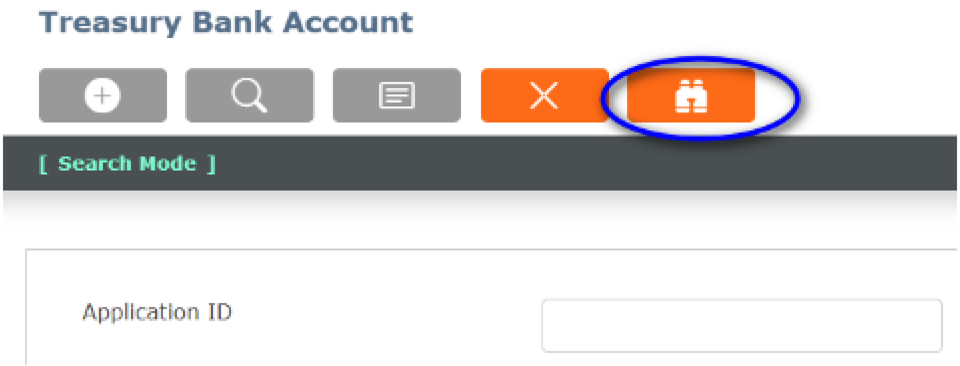
Step 1. Navigate the Menu > Revenue Management > Bank Deposit



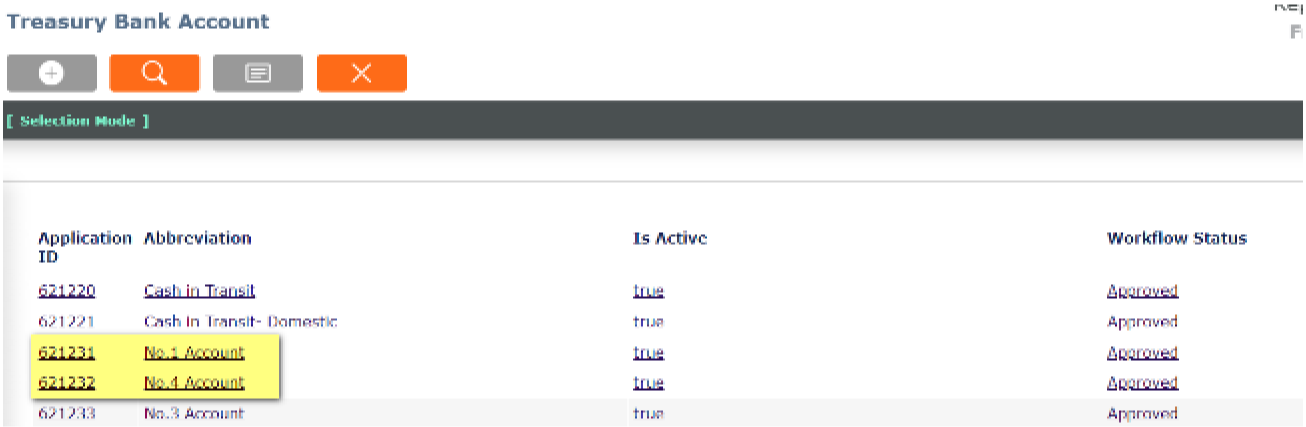
Step 2. Click the Lookup on the Treasury Bank Account.



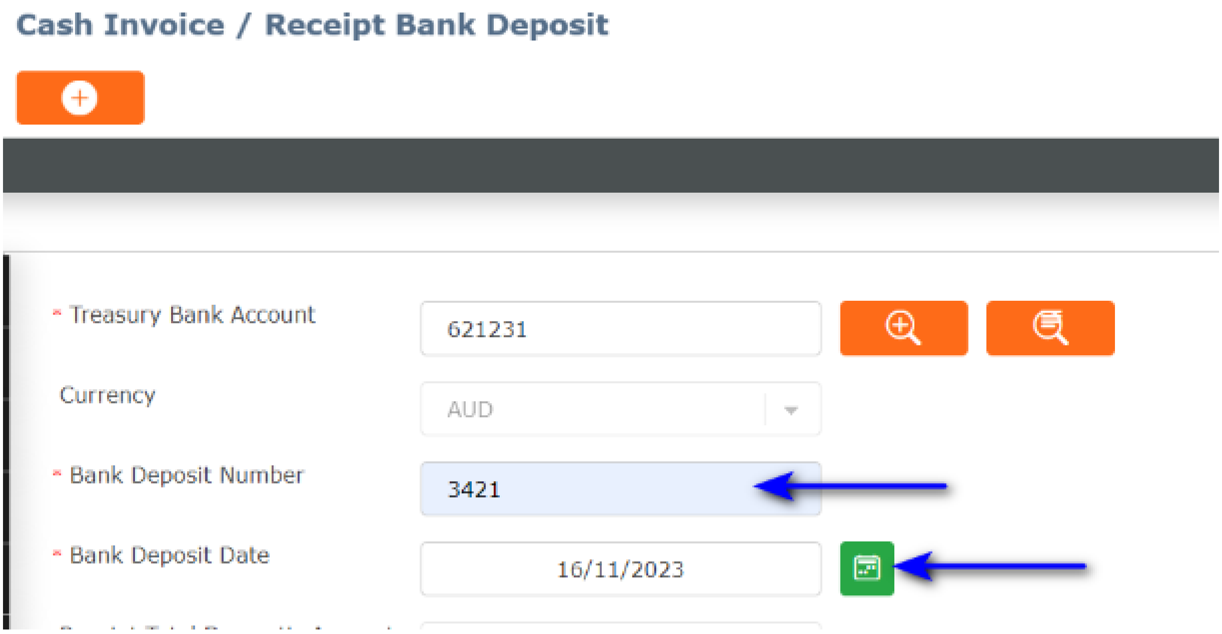
Step 3. Click the Find button on the Treasury Bank Account Seach Screen



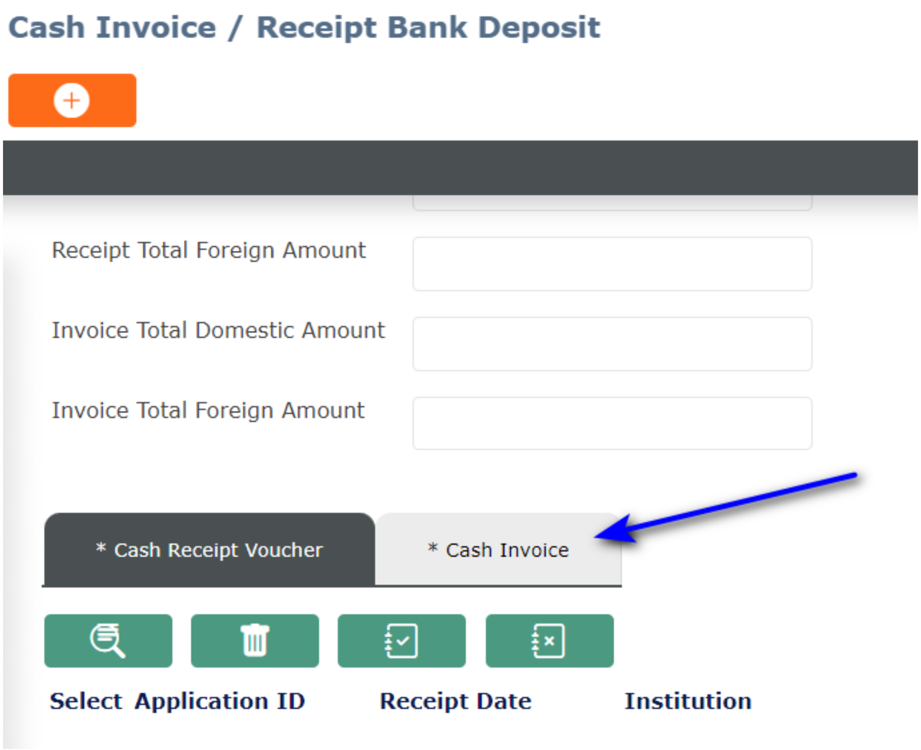
Step 4. Click to select the Bank Account where to deposit the Collection.



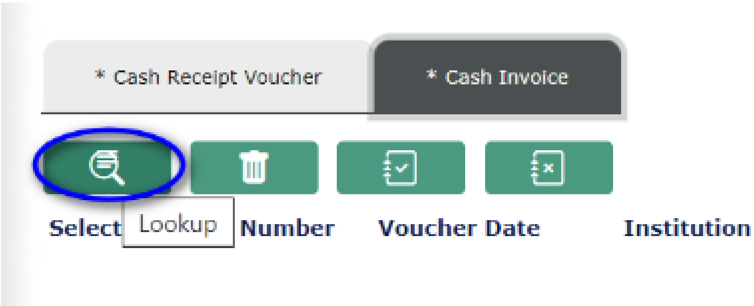
Step 5. Enter the Deposit Number and the Deposit Date. NOTE that doing this means that the deposit is already made and that the Deposit slip is already available.



Step 6. Click on the Cash Invoice Tab and then click on the Lookup Button.

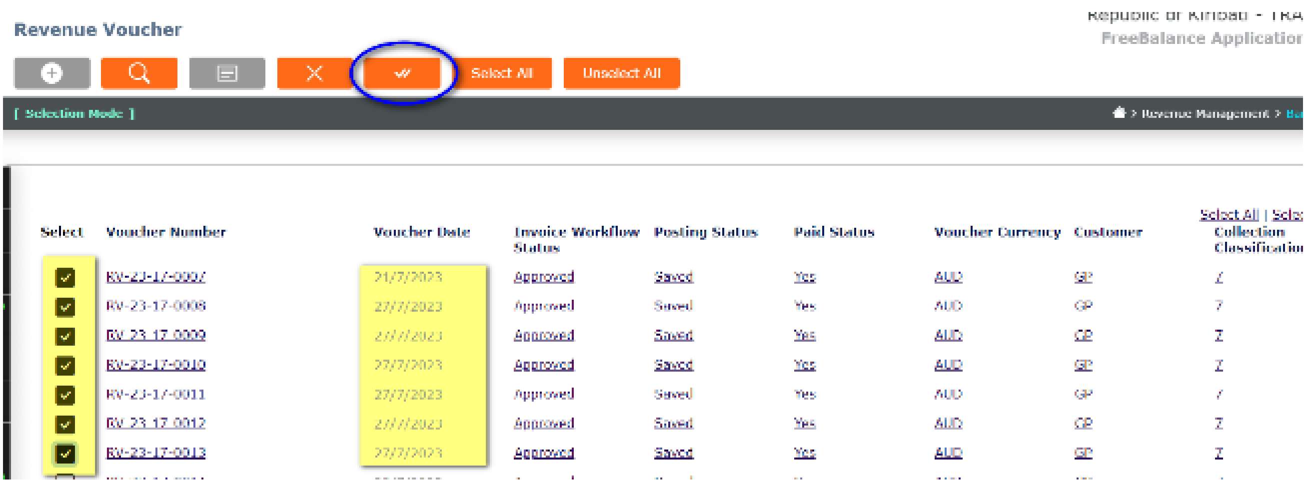


Step 7. Click on the Lookup button.

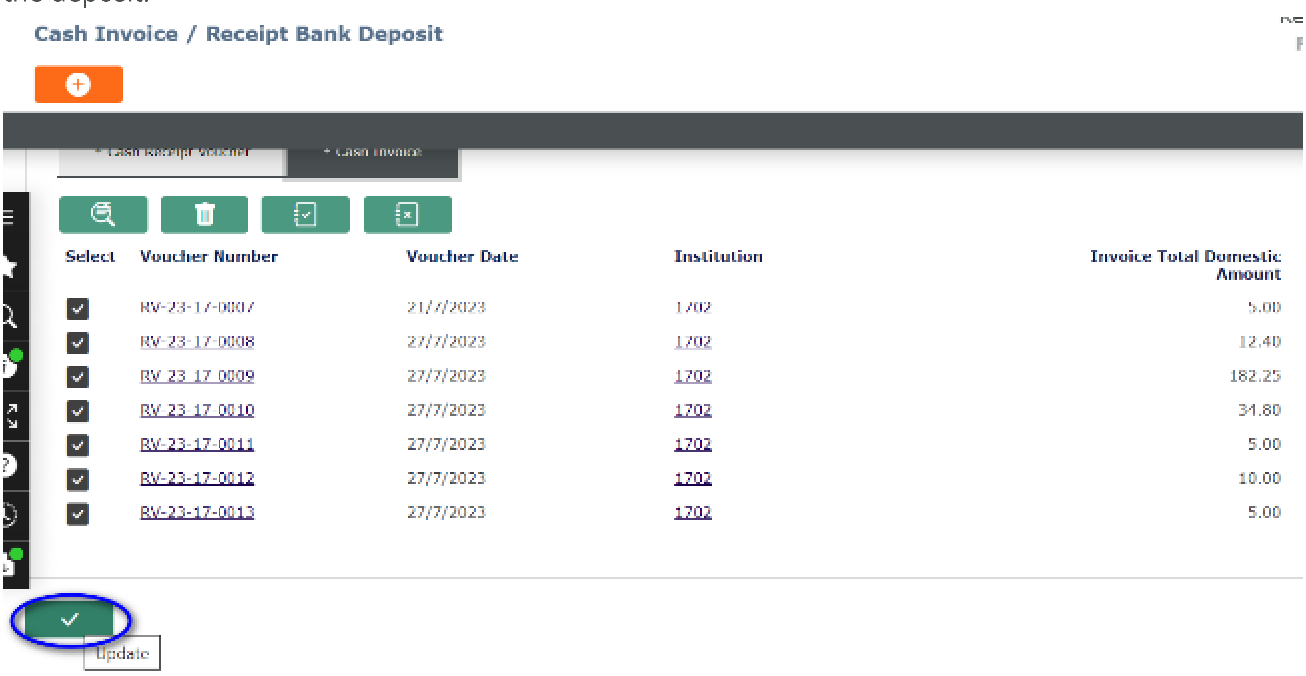


Step 8. Click on the Find button to display all Approved Revenue Vouchers for deposit.

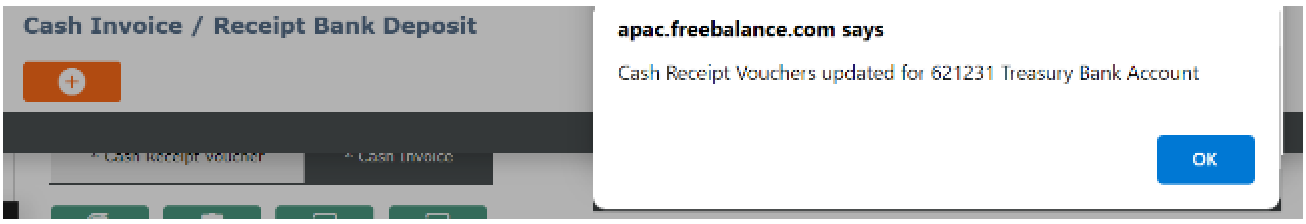
Step 9. Check the RVs on the check box under the “Select” column to select the RVs deposited. Refer also to the date of the RVs when depositing multiple RVs. Click the Return button once all items are selected.



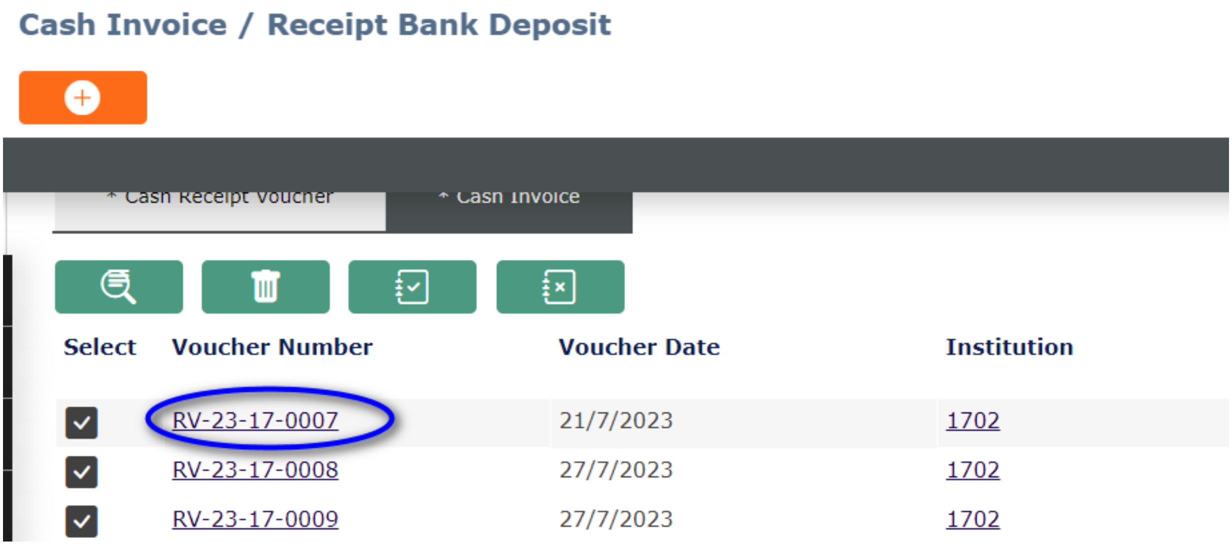
Step 10. The items selected are displayed in the screen. Click the Update button to complete recording the deposit.



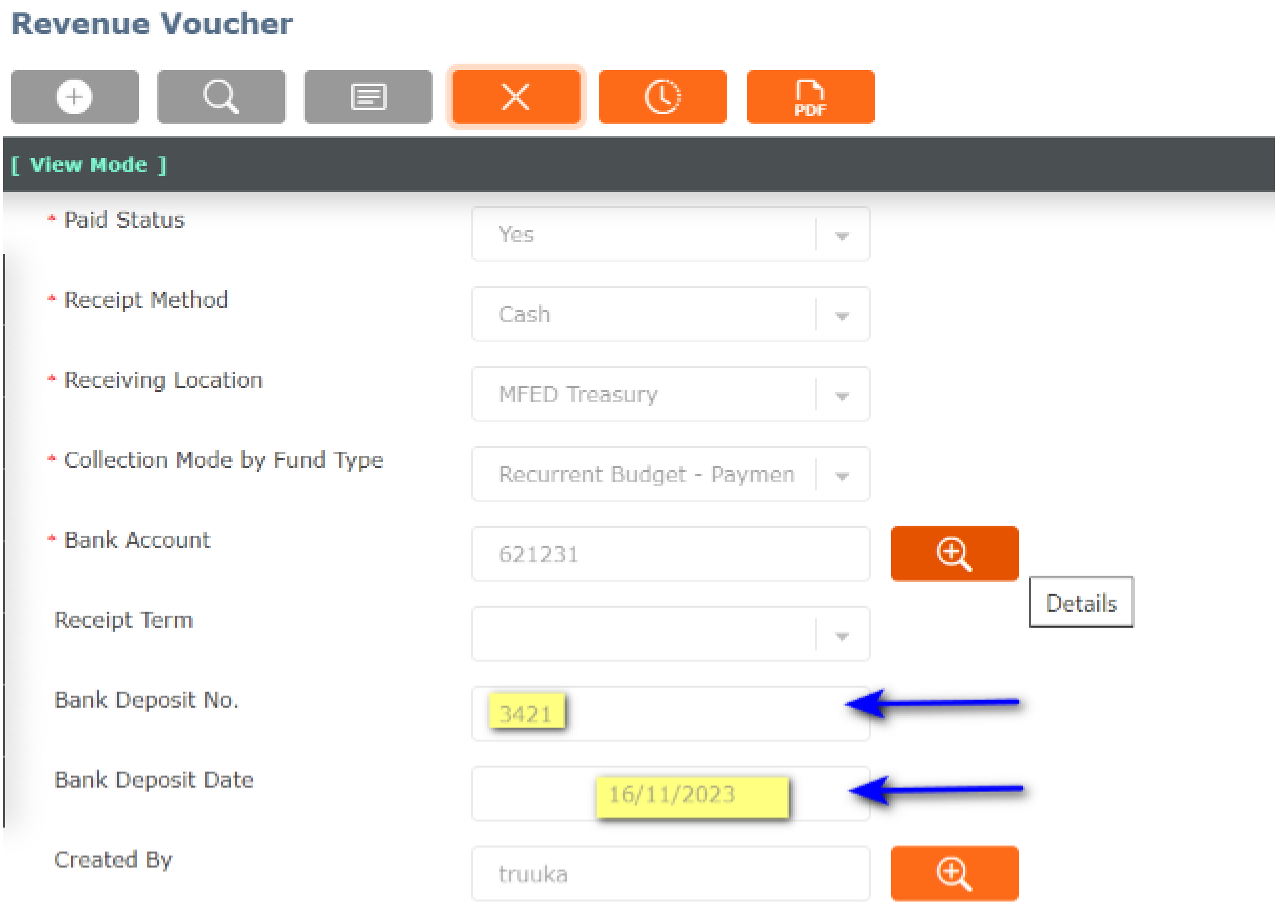
Step 11. Click Ok on the displayed message.



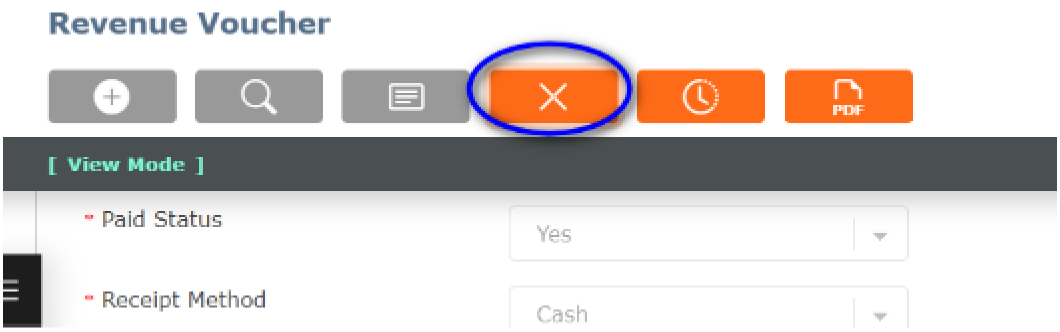
Step 12. To check the updated deposit number of the RV, click on the linked RV.



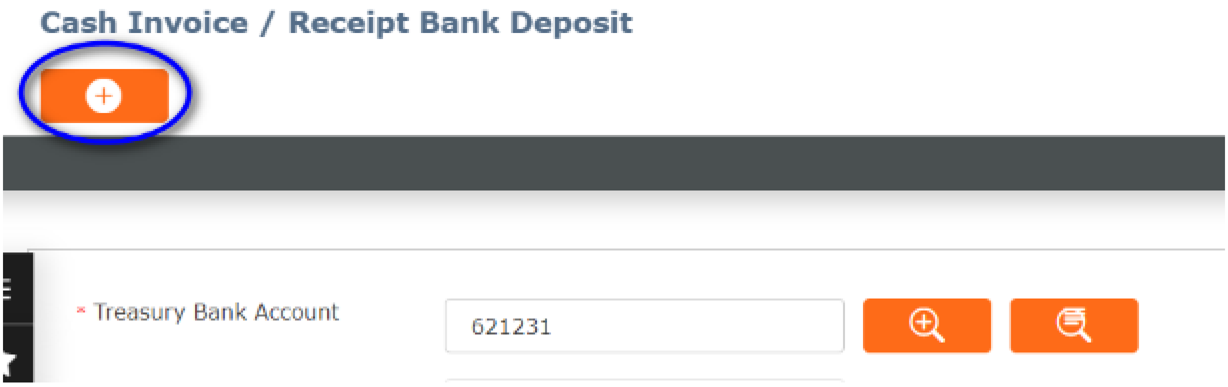
Step 13. Go to the field Deposit Number and Date to confirm.



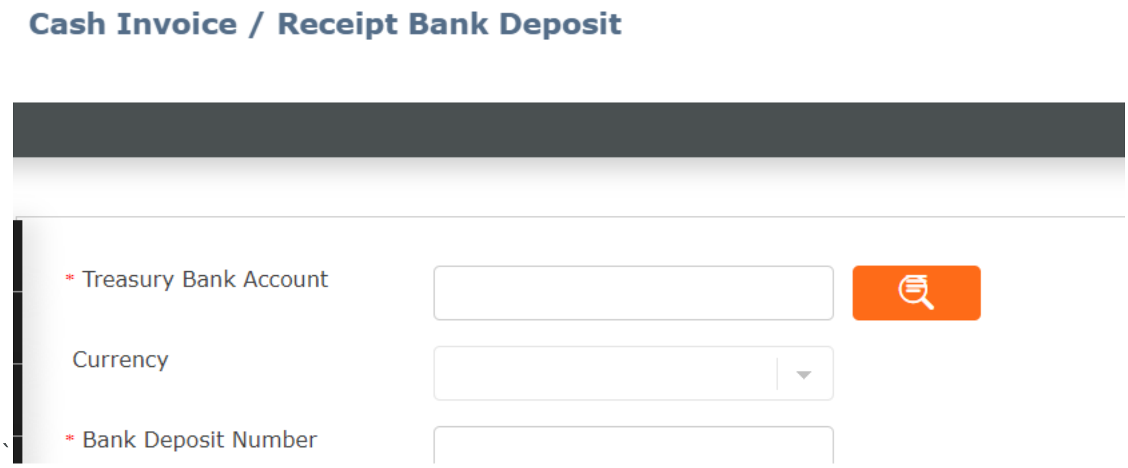
Step 14. To proceed with the next record, click the Discard button to go back to the Bank Deposit screen.



Step 15. Click the New button to create a new Bank Deposit record.



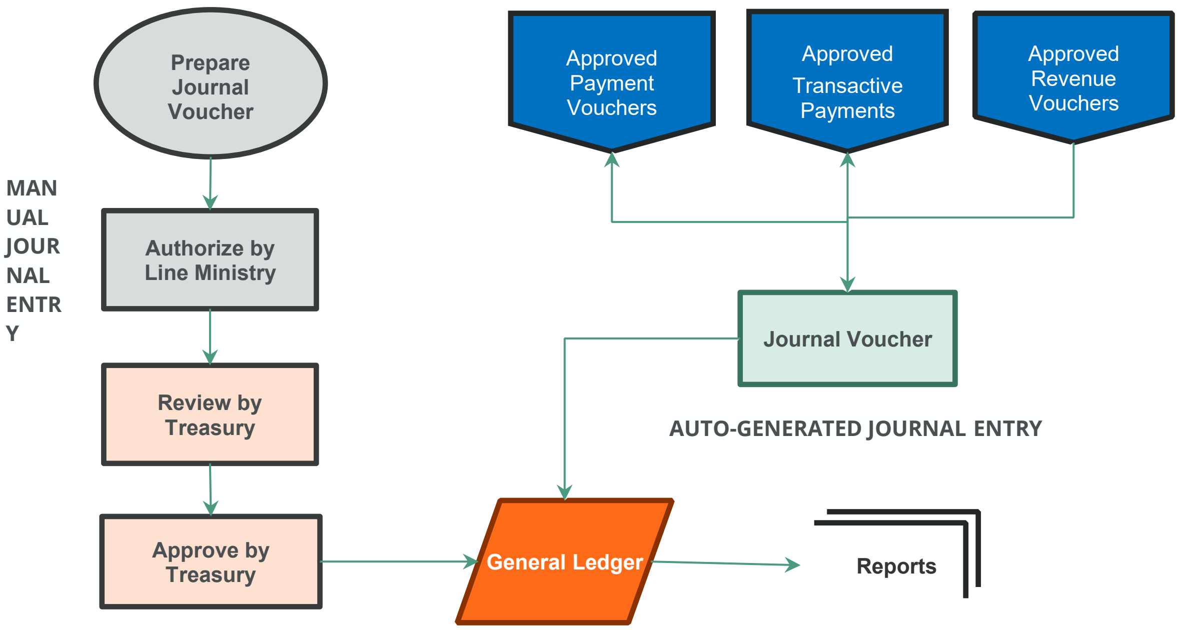
Step 16. Repeat the process.



8 General Ledger and Reporting

As referred to the process flow indicated below, the Journal Entries are automatically generated based on approved Payables and Expenses per Payment Vouchers, Collections and Revenues through Revenue Vouchers, and Approved Transactive Payments through the Payment Extract Payments.

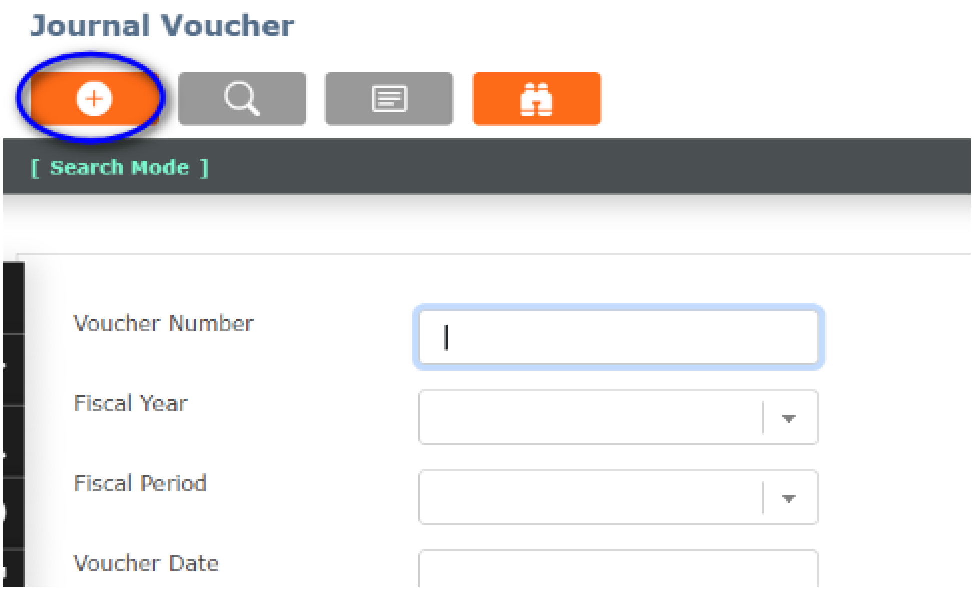
There are transactions, however, that must be recorded through Manual preparation of Journal Vouchers. Examples include: Adjustments entries, Advance Retirement (full amount), as discussed in Section 5.3 of this manual, and Inter-Ministry transactions.



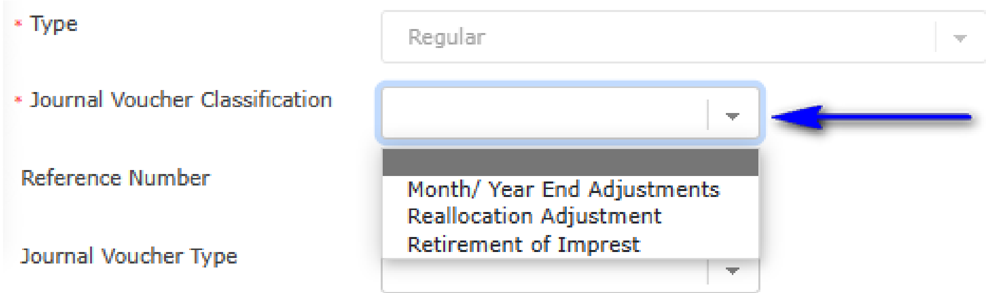
8.1 How to record adjustments.

Step 1. Navigate the Menu > General Ledger > Journal Voucher. The Journal Voucher is displayed by default at Search Mode.

Step 2. Click the New  button.

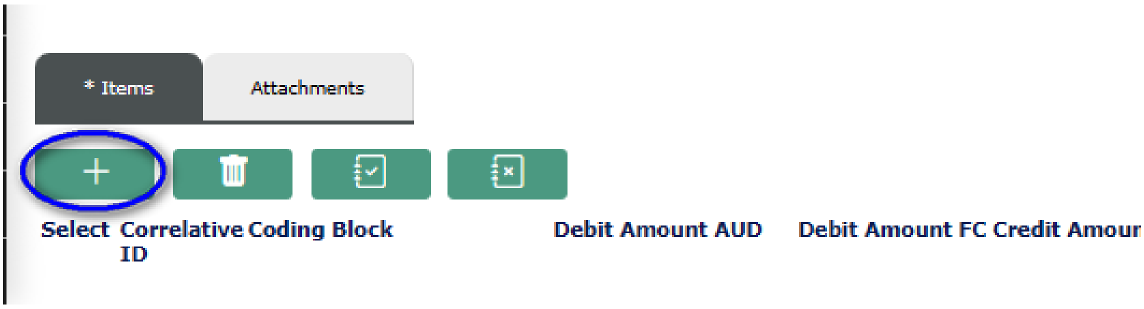


Step 3. Select the applicable Classification from the dropdown list.

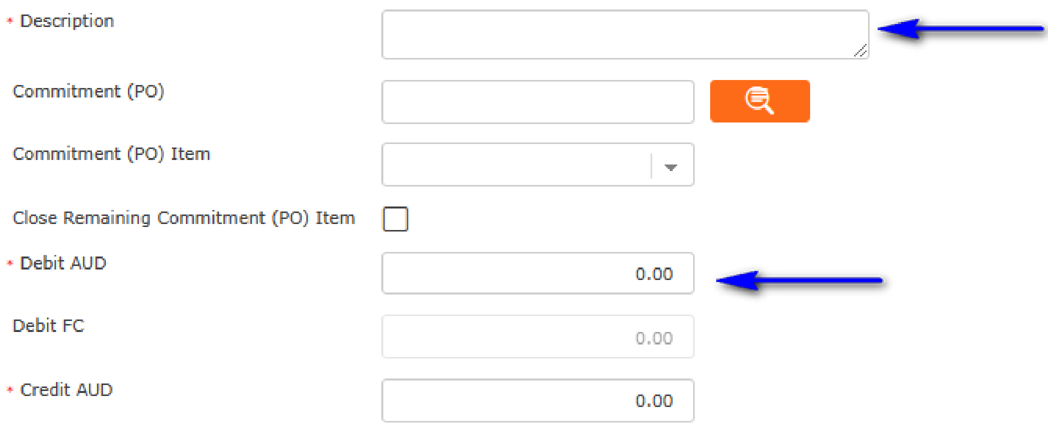


Step 4. Narration: Enter the description of the JV Transaction

Step 5. Click the new + button under the Items tab. The Items screen is displayed.

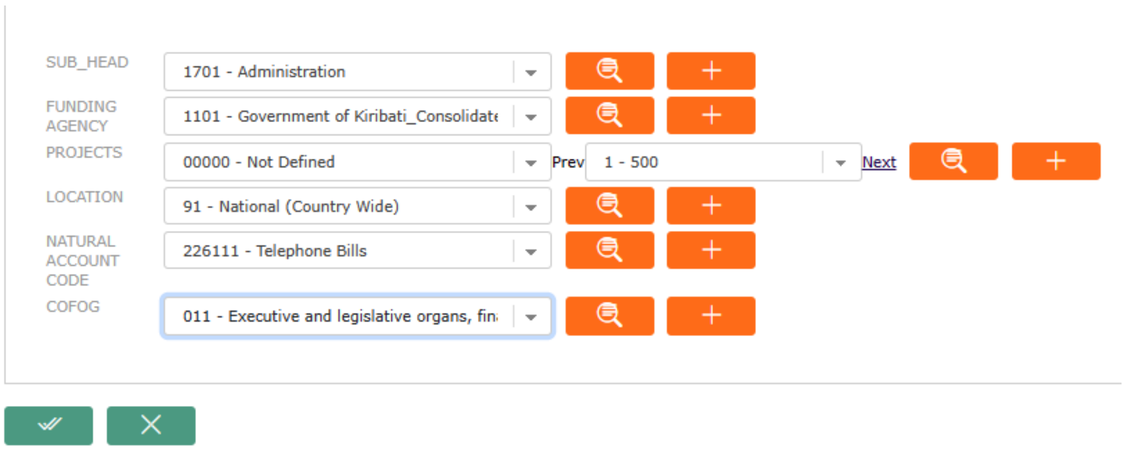


Step 6. Enter the description of the line item and the amount of the debit details.

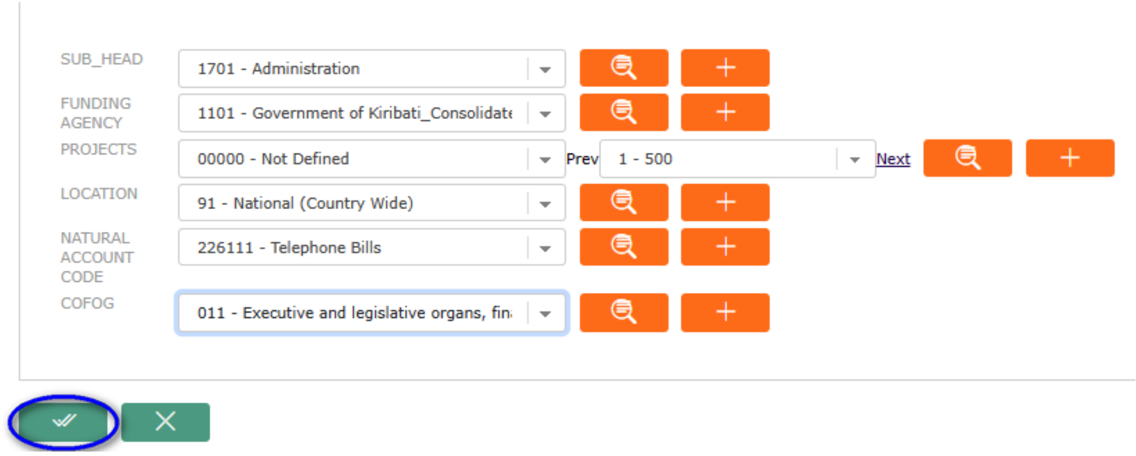


Step 7. Click on the Elements View button to add the details of the Codes. Select the applicable codes from the dropdown.

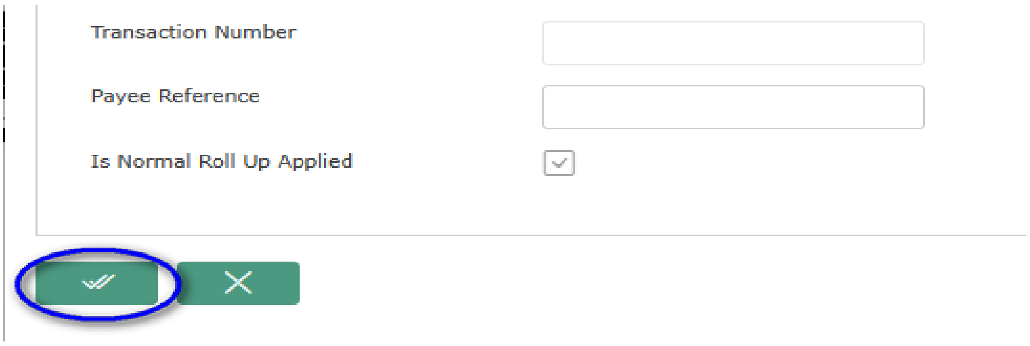
- **SUB HEAD:** Select the Division that needs the JV.
- **FUND AGENCY:** Select 1101- GoK if this is is for recurrent budget, from series 2 codes if from Statutory expenses, and from series 3 if from development fund expenditures.
- **PROJECT:** Select 00000-Not Defined if this is is from recurrent budget, else select the appropriate.
- **LOCATION:** Select from the list.
- **NAC:** Select the appropriate NAC for the JV.
- **COFOG:** Select the applicable COFOG from the list.



Step 8. Repeat the process to add the credit information and Enter the amount in the credit. The details added are displayed as line item under the Items tab. Click the Save and Return to save the Accounts Selected.



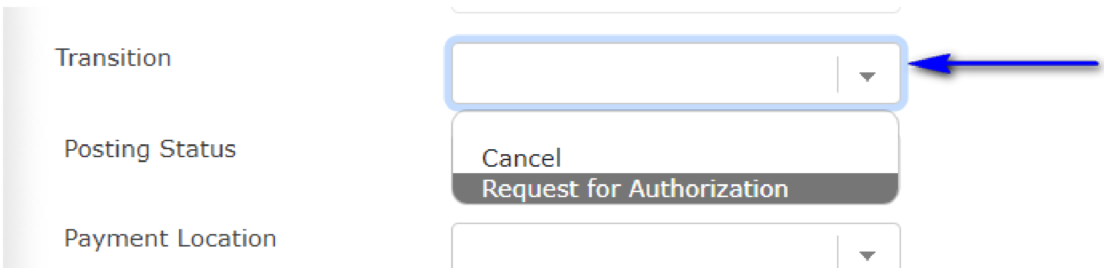
Step 9. Click the Save and Return button on the Line Item screen.



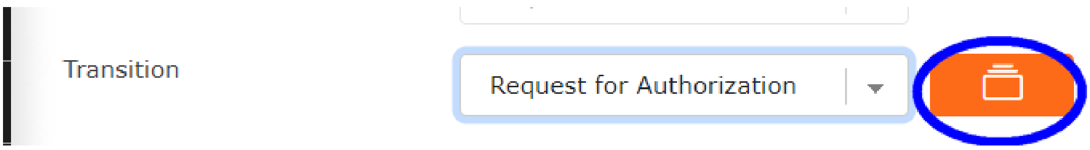
Step 10. Repeat the process for any additional journal entry items.

Step 11. Click the save button once done. A message is displayed saying that the JV workflow transition is executed.

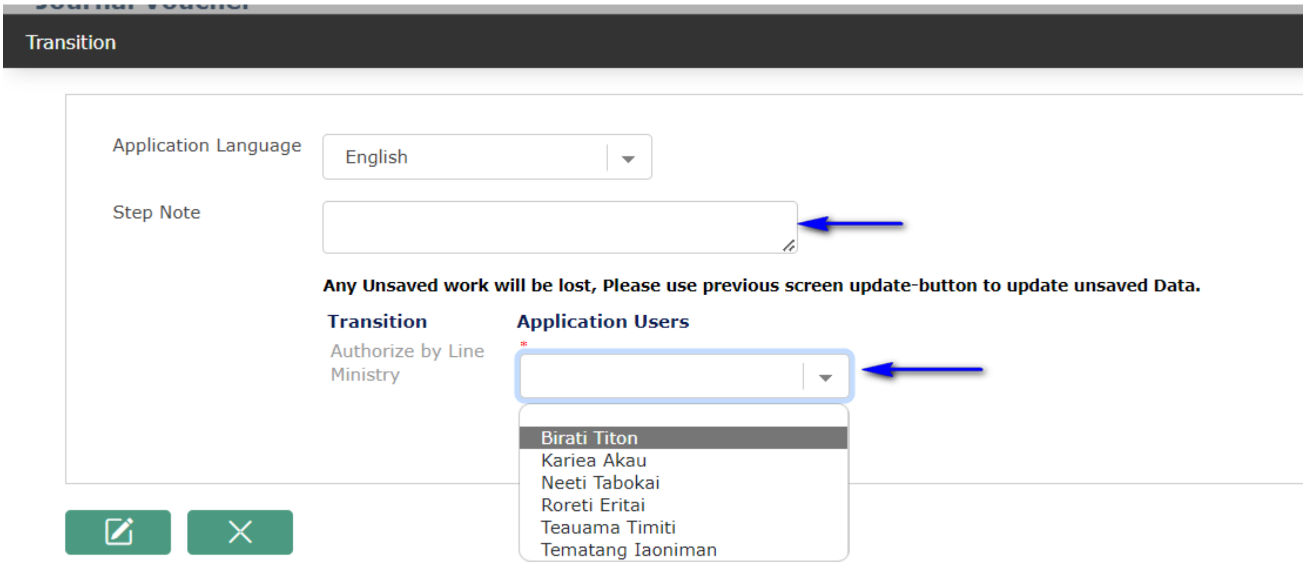
Step 12. Navigate to the Transition field of the screen and select the "**Request for Authorization** " from the dropdown list then click the Transition button.



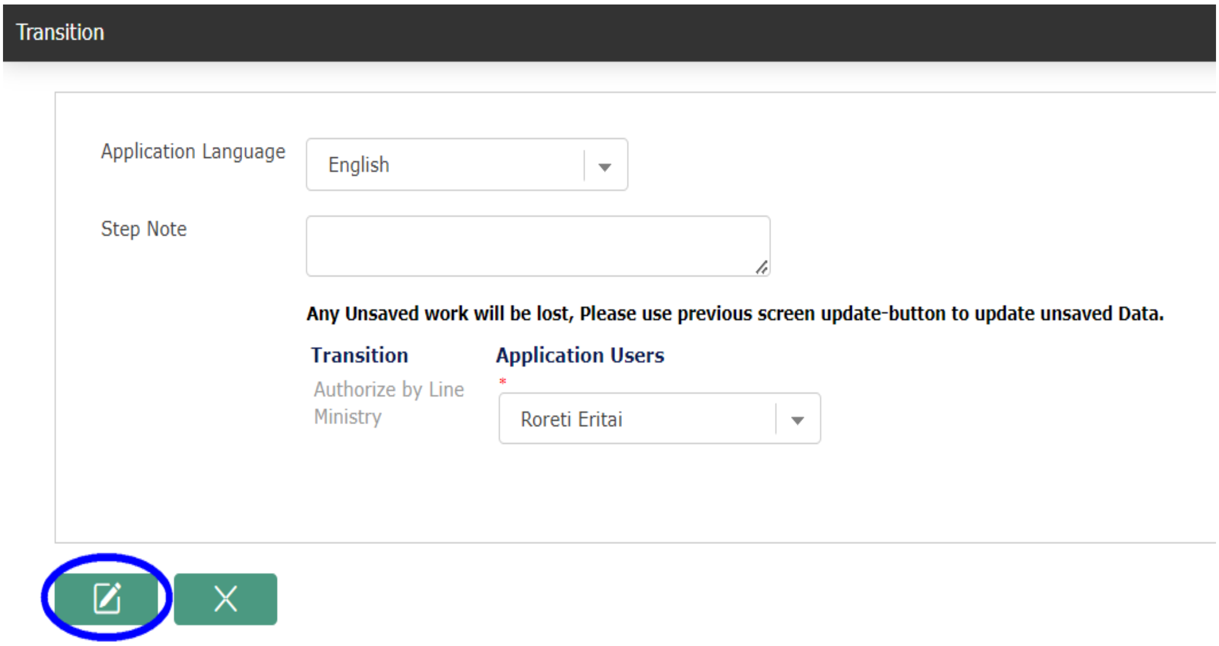
Step 13. Click the Transition button.



Step 14. Enter the remarks on the step note for the next approver then select the approver from the dropdown list.



Step 15. Click the Finish button. A message is displayed saying that the workflow transition is executed.



8.2 How to Record Inter-Ministry Transactions

Inter- ministry transactions involve recording of Expenses and Revenue for two transacting ministries, without actually processing or releasing funds for payment. Entries for these types of transactions are recorded against applicable clearing accounts. Few examples are as follows:

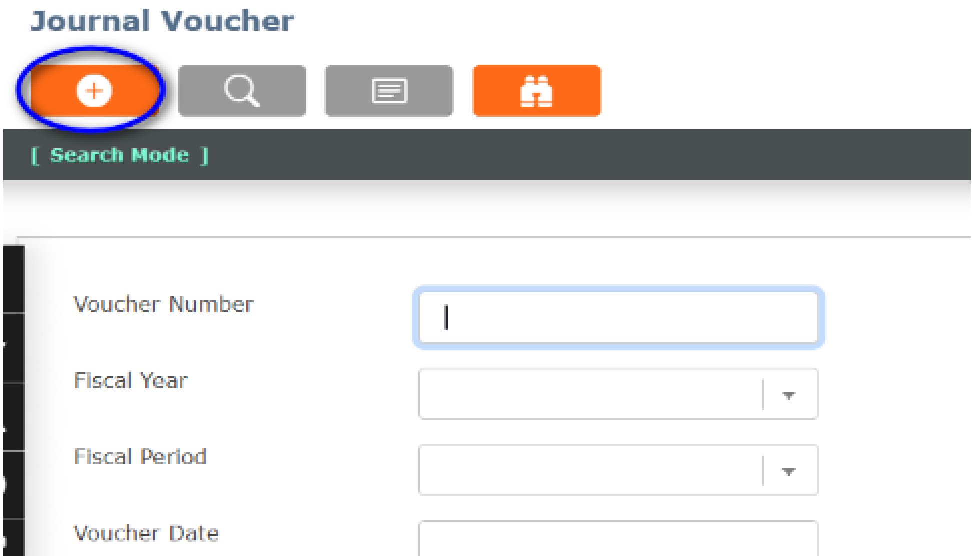
- Passport processing fee for Ministry officials and employees

- Hiring of School to be used for employee examination
- Seafarer's fee
- Hiring of plants with MELAD.

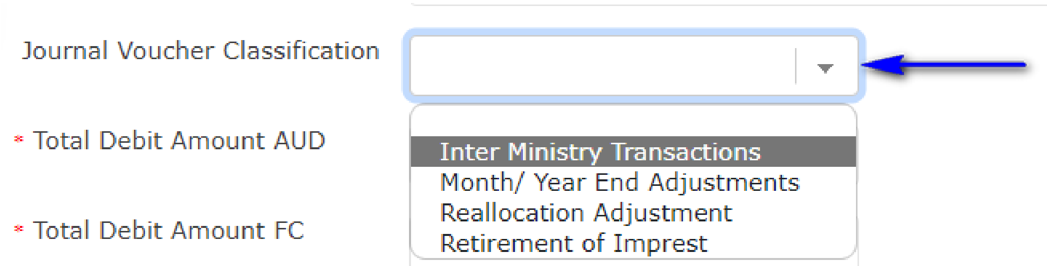
In this example, the transaction is to record the Passport renewal fee for MOE Secretary and Deputy Secretary. The MOE will be the "acquiring" ministry, while the MFAI, will be the provider. The Accounts officers from this ministry, expenses must be recorded as follows:

Step 1. Navigate the Menu > General Ledger > Journal Voucher. The Journal Voucher is displayed by default at Search Mode.

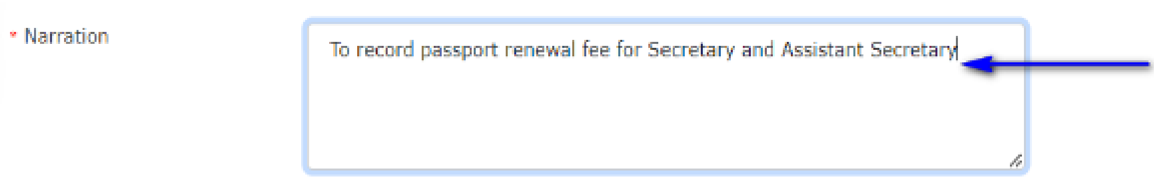
Step 2. Click the New button.



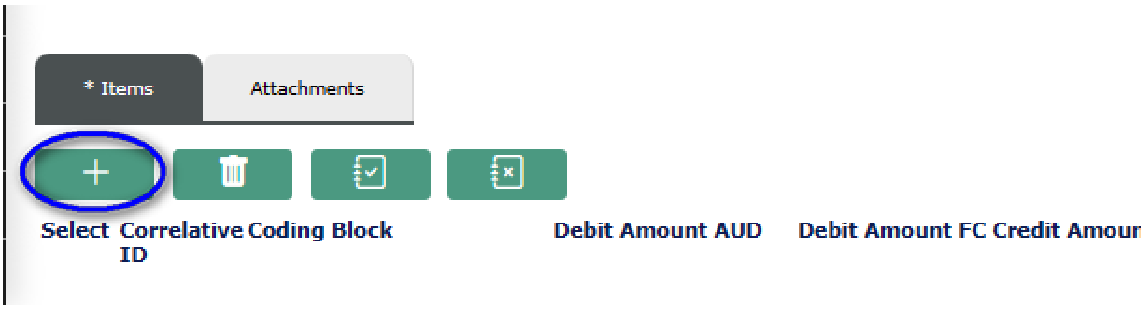
Step 3. Select the Classification **"Inter-Ministry Transactions"** from the dropdown list.



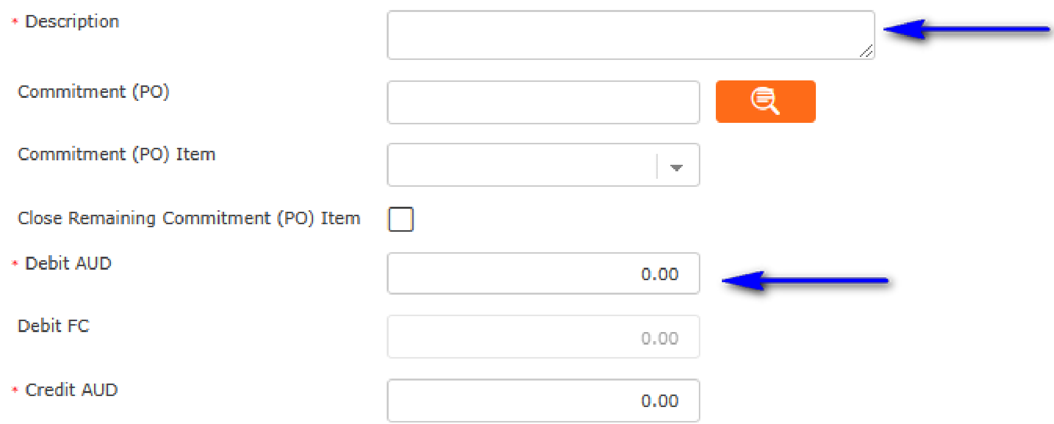
Step 4. Narration: Enter the description of the JV Transaction



Step 5. Click the new button under the Items tab. The Items screen is displayed.

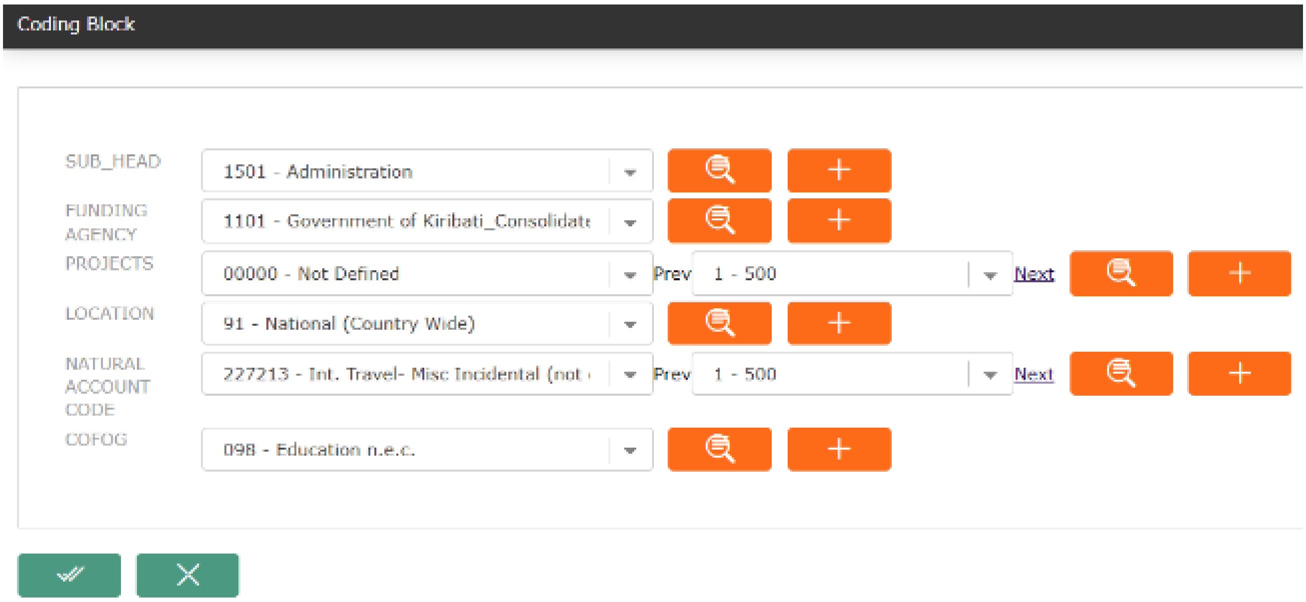


Step 6. Enter the description of the line item and the amount of the debit details.



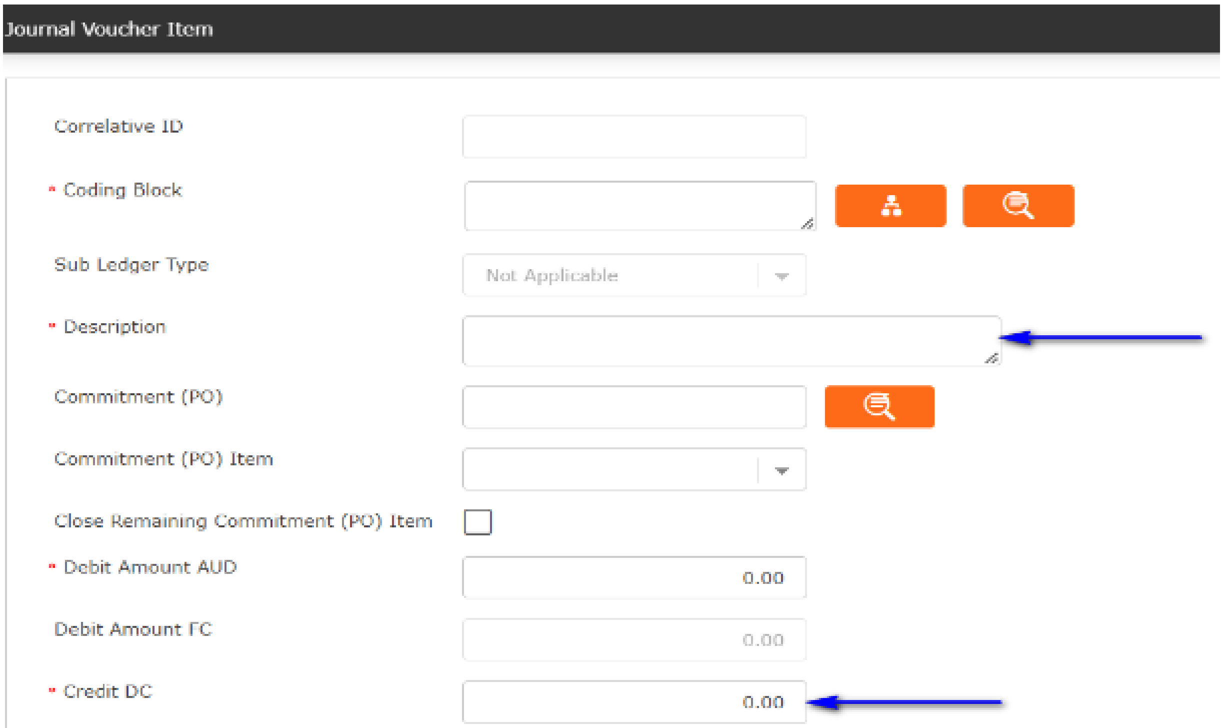
Step 7. Click on the Elements View button to add the details of the Codes. Select the applicable codes from the dropdown. Click **Save and Return** after.

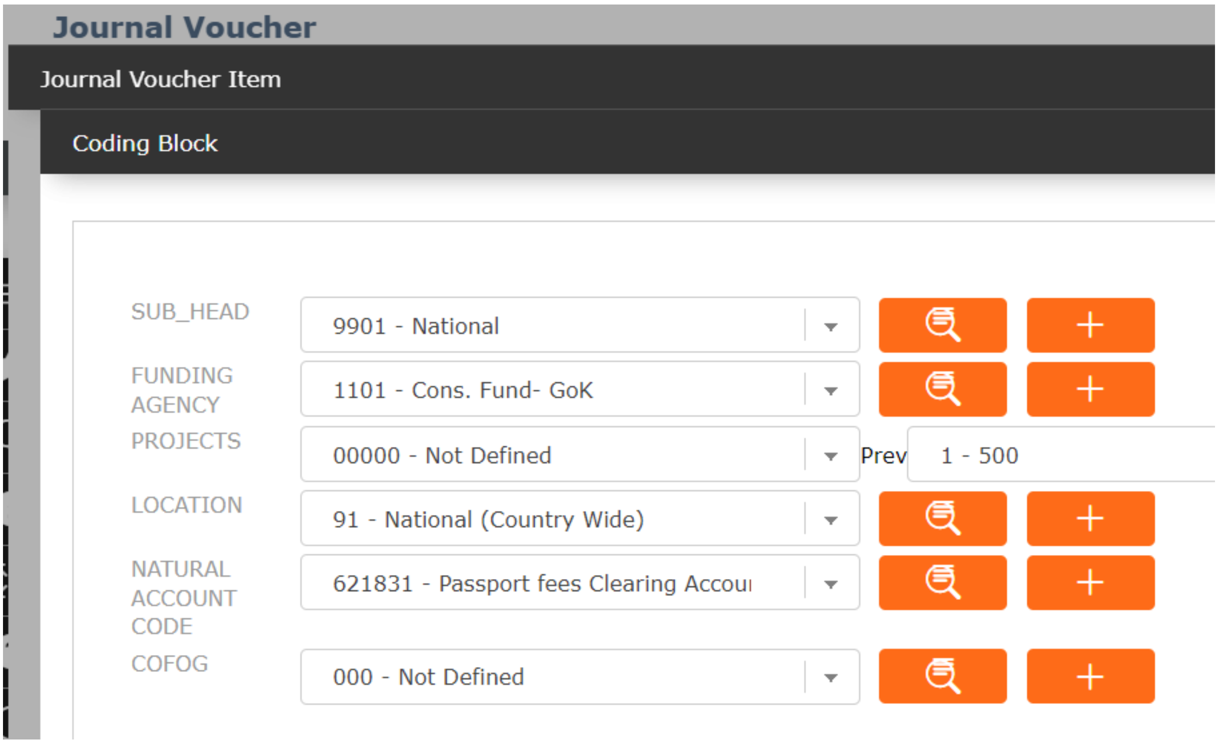
- **SUB HEAD:** Select the Division that needs the JV.
- **FUND AGENCY:** Select 1101- GoK if this is for recurrent budget, from series 2 codes if from Statutory expenses, and from series 3 if from development fund expenditures.
- **PROJECT:** Select 00000-Not Defined if this is from recurrent budget, else select the appropriate.
- **LOCATION:** Select from the list.
- **NAC:** Select the appropriate NAC for the JV.
- **COFOG:** Select the applicable COFOG from the list.



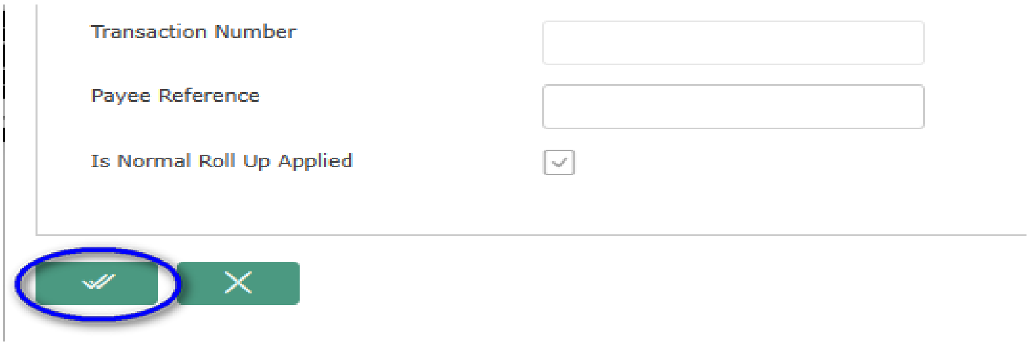
Debited their Min COA Expense by:	Credited the Receiving Ministry Rev Code by:
Org code: Code of the purchasing Ministry	**Org code:** Code of the purchasing Ministry* *(shall be encoded in the details of the JV)
Fund code: Consolidate/Development	**Fund code**: Consolidate/Development
Project code: null if recurrent/project code if Development	**Project code**: null if recurrent/project code if revolving fund
Location code: as per budget control/location of the Ministry	**Location code**: as per budget control/location of the Ministry
NAC code: Expense output of the purchasing Ministry	**NAC code**: Revenue output of the receiving Ministry
COFOG code: as per the system	**COFOG code**: not define

Step 8. From the Journal Voucher Item screen, click **Save and Return** . Repeat the process to add the credit information and Enter the amount in the credit. The details added are displayed as line item under the Items tab. This time, a **clearing account** will be entered. Click the Save and Return to save the Accounts Selected.



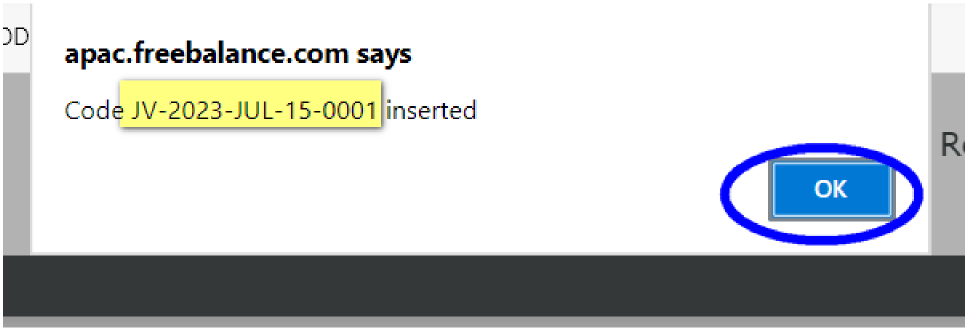


Step 9. Click the Save and Return button on the Line-Item screen.

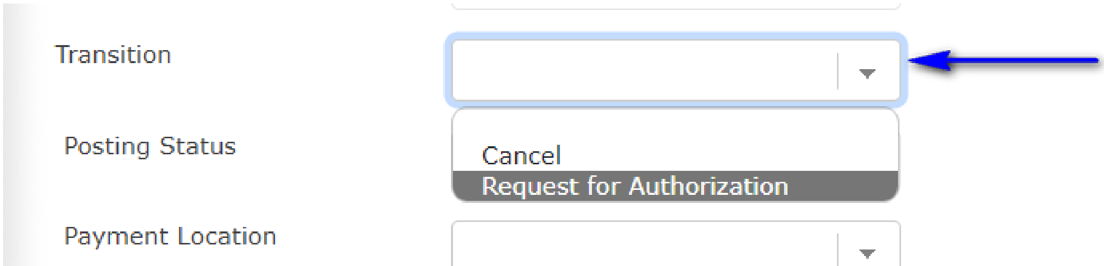


Step 10. Repeat the process for any additional journal entry items.

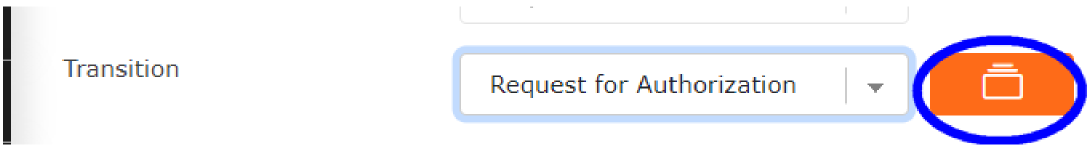
Step 11. Click the save button once done. The system assigned JV ID will be provided. Click OK to close the said message.



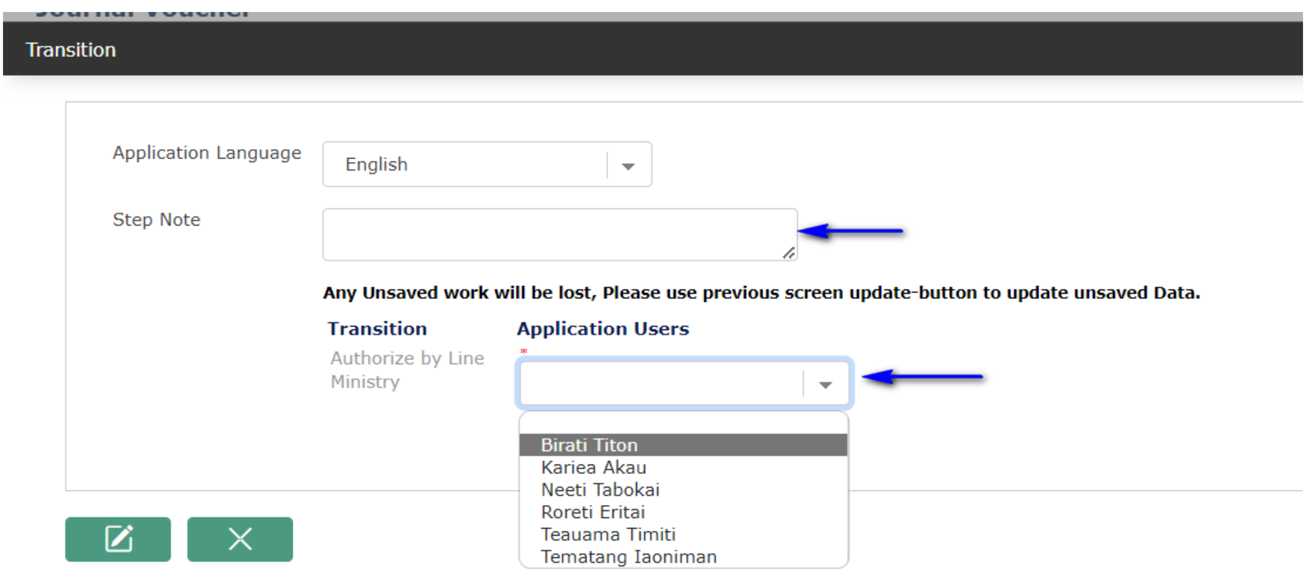
Step 12. Navigate to the Transition field of the screen and select the “**Request for Authorization** " from the dropdown list then click the Transition button.



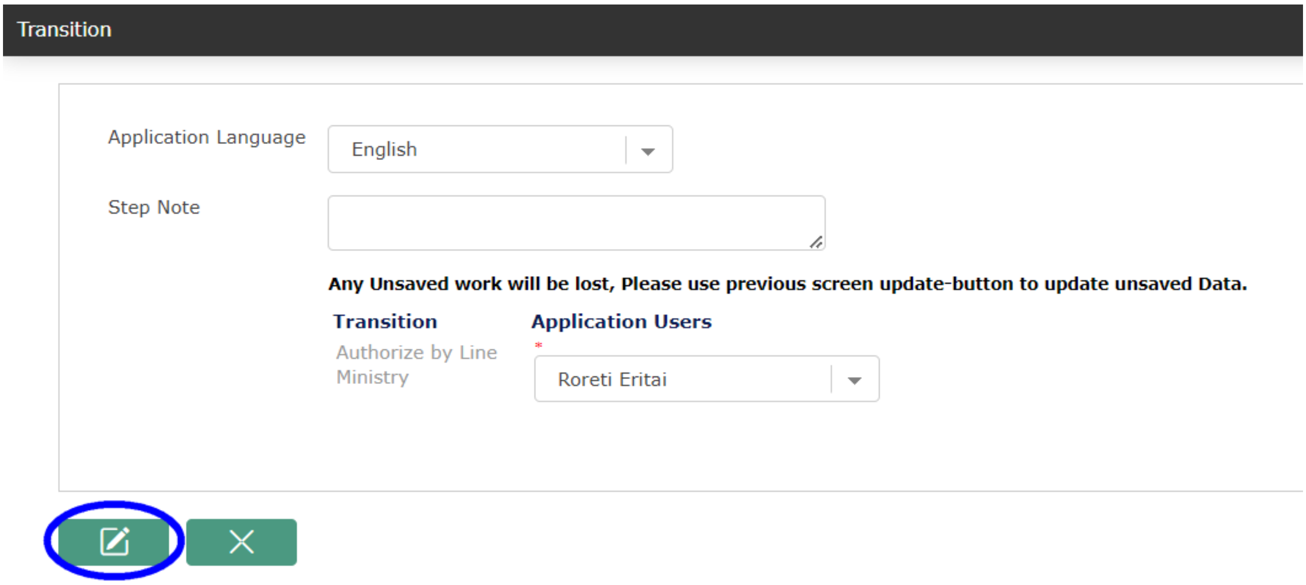
Step 13. Click the Transition button.



Step 14. Enter the remarks on the step note for the next approver then select the approver from the dropdown list.



Step 15. Click the Finish button. A message is displayed saying that the workflow transition is executed.



Note:

The Coding block 9901/1101/00000/91/621831/000 shall be updated by the Treasury when it is transitioned for their review to 0602/1101/00000/91/ 142237/000 for **0602**- MFAI Immigration and Revenue **142237**-Passport fees. This applies to all other Interministerial transactions.

1. Journal Voucher is initiated by the Spending Ministry.
2. The detail of the JV is to debit the Spending Ministry Expenses and credit the Clearing accounts
3. Treasury will update the credit accounts to the Sub Head and Income account of the Earning Ministry.
4. The review of the Ministry shall ensure that the

Adjust the credit (credited COA of the receiving Ministry) by

Org code: Adjust to the correct Receiving Min code as per the details in the JV or attachment
Fund code: Adjust to the correct fund source if it is wrong
Project code: Adjust to the correct project code if it is wrong
Location code: Adjust to the correct location code if it is wrong
NAC code: Adjust to the correct NAC code if it is wrong
COFOG code: Adjust to the correct COFOG code if it is wrong

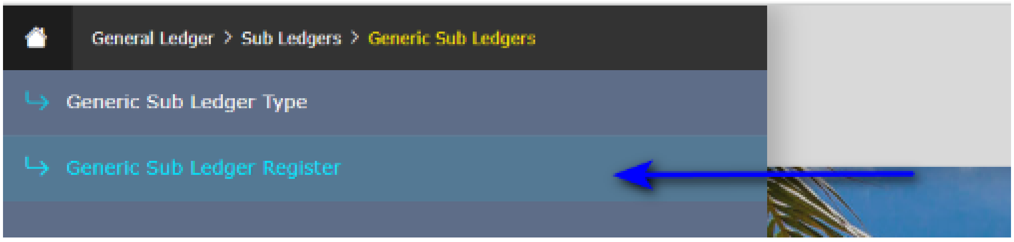
8.3 How to create Subledger for DNE Payments

For Deceased Native Estates Payments, a generic Subledger needs to be created. For each of the Estate of the deceased, a new GSL register needs to be created. The subledger will provide the details of the balance of the amount to pay the recipients and payees of the deceased.

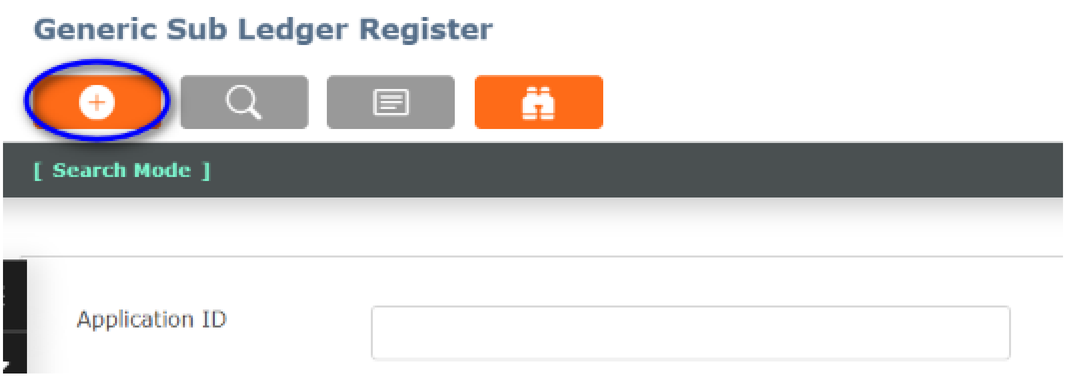
8.3.1 How to create Generic Subledger

To prepare a Generic Subledger, follow these steps.

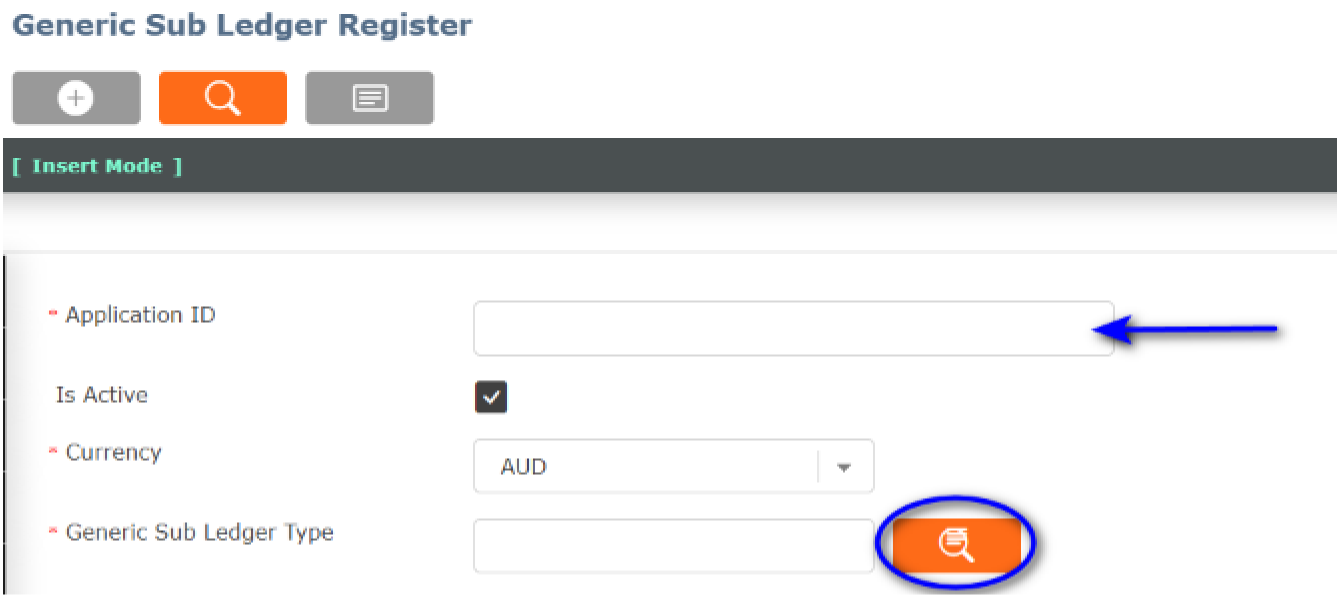
Step 1. Navigate the Menu > General Ledger > Sub Ledgers > Generic Sub Ledgers > Generic Sub Ledger Type.



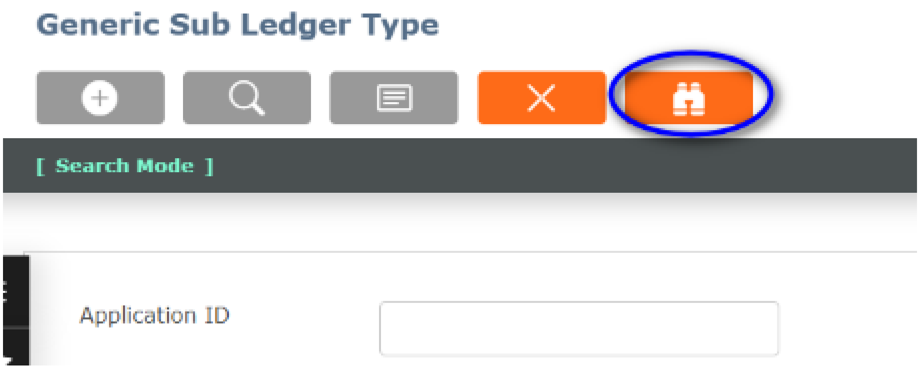
Step 2. Click the New button



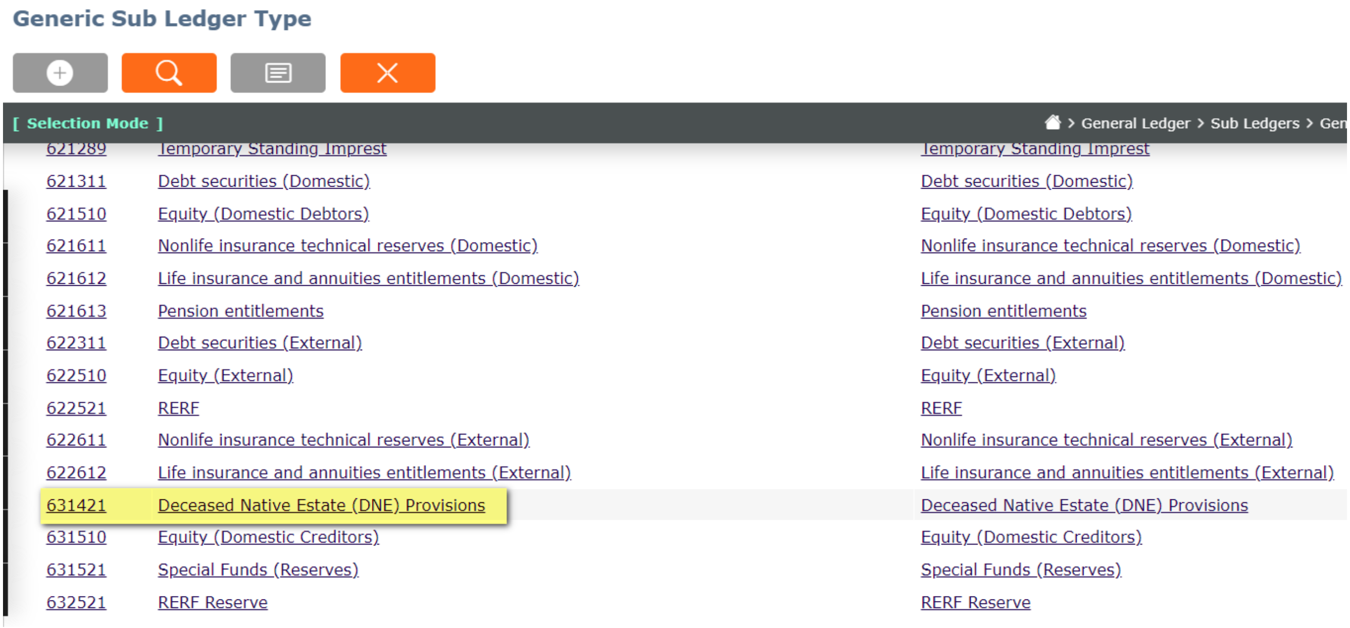
Step 3. Enter the ID of the new Subledger and then click the Lookup button to add the type.



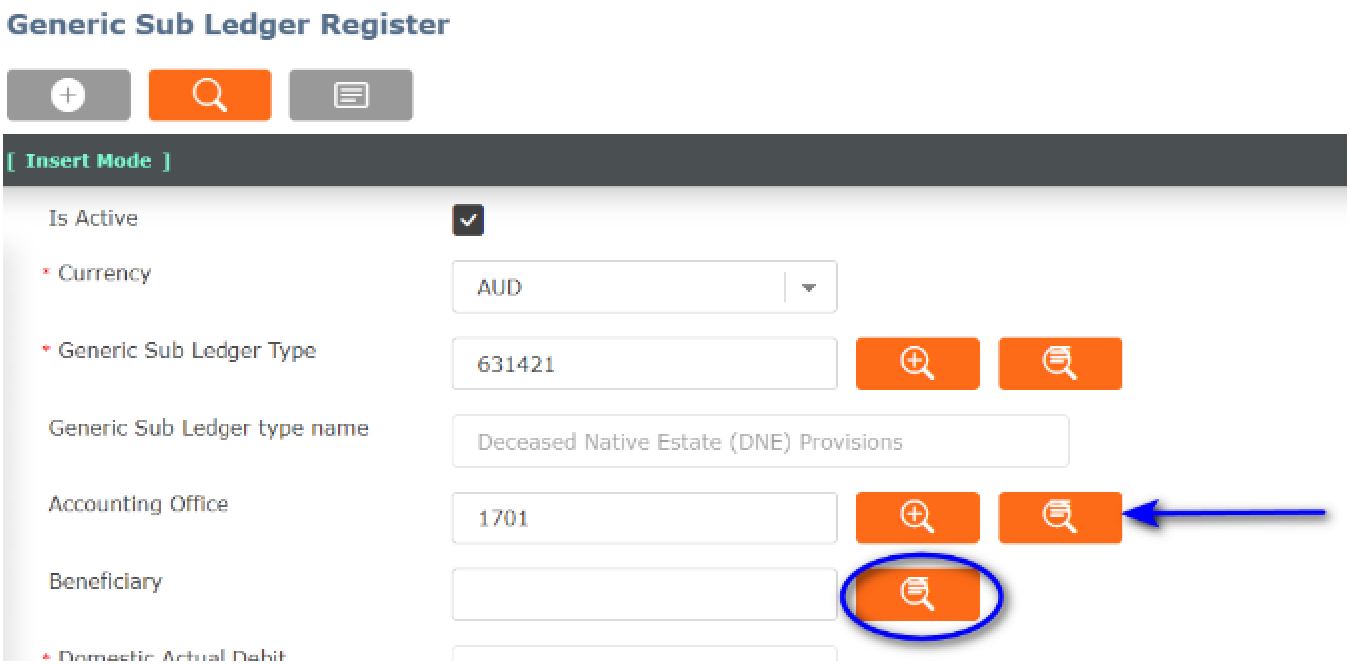
Step 4. Click the Find button on the Screen.



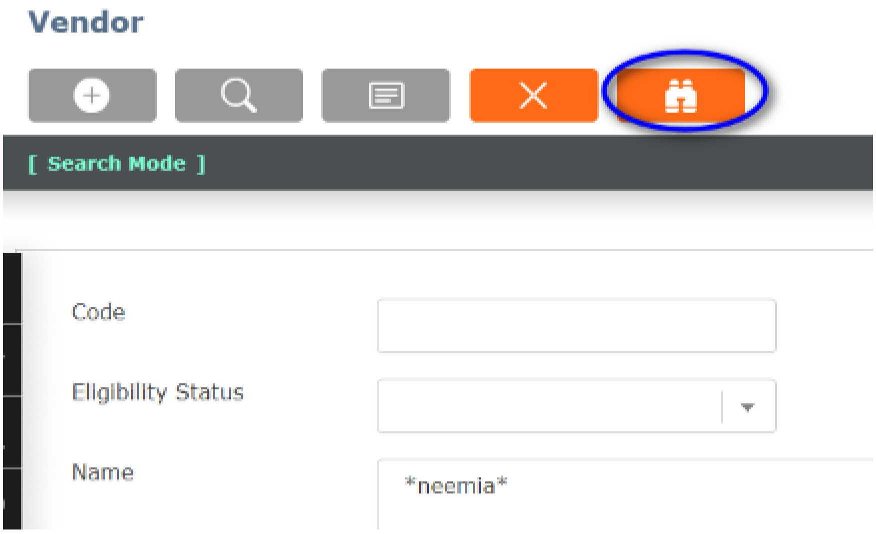
Step 5. Click to select the from the list.



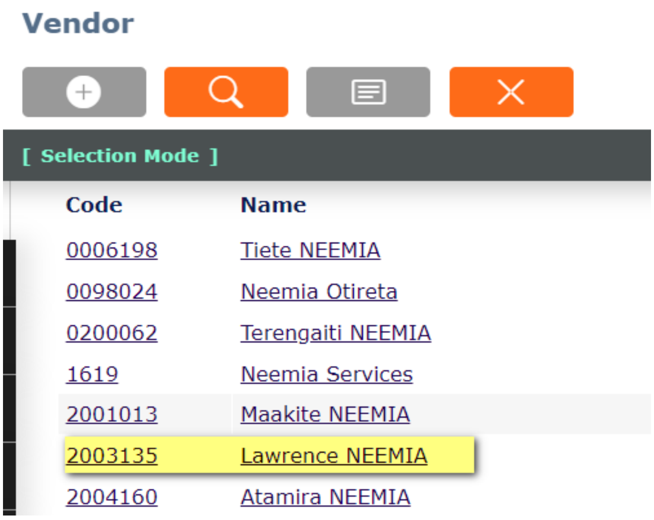
Step 6. Enter the Division of the new subledger, or leave blank if not needed. Click the Look up button to add the Vendor beneficiary.



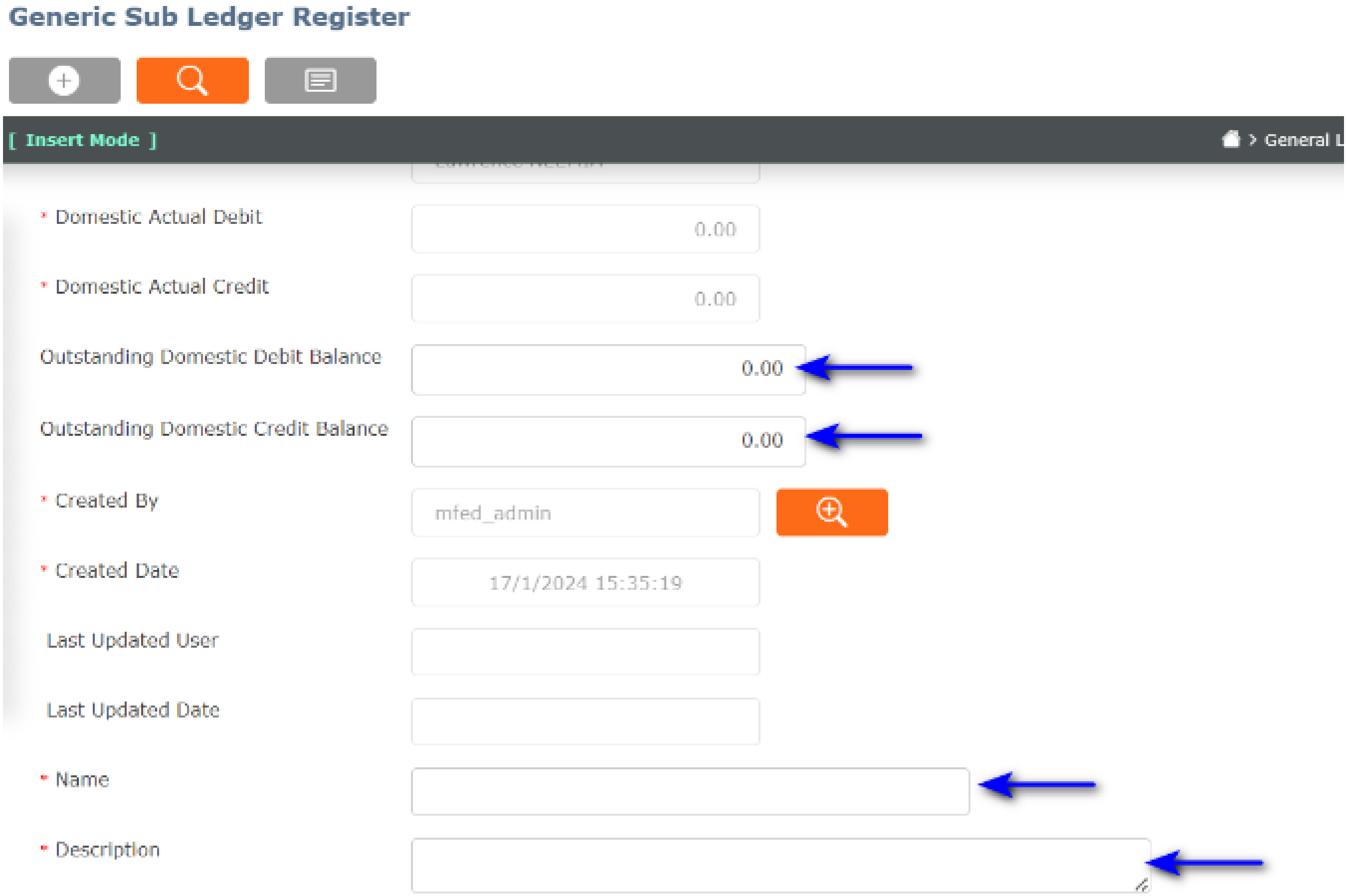
Step 7. Provide the vendor name and then click the lookup button.



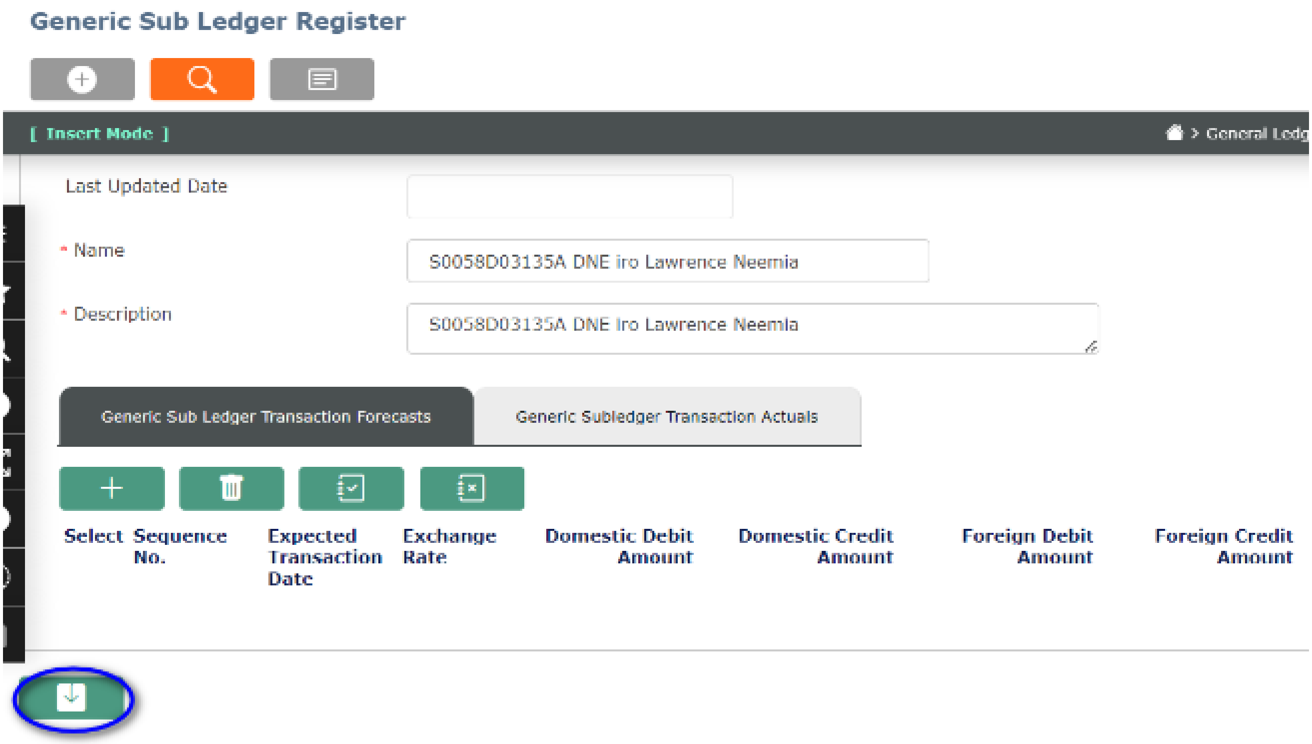
Step 8. Click to select the Beneficiary from the list.



Step 9. Enter the Amounts outstanding if there is any of leave it at 0.00 if there is none. Then enter the Name and additional details in the description



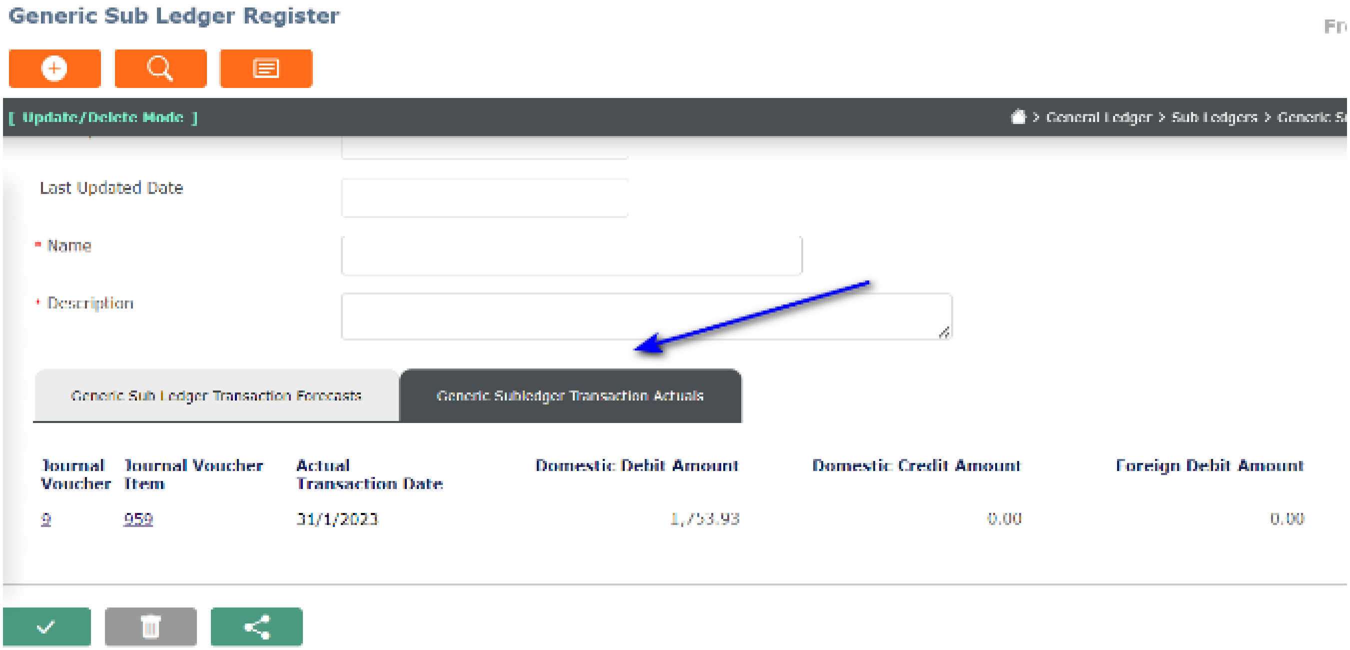
Step 10. Click the Save button.



Step 11. Click Ok on the message displayed.

8.3.2 How to check the transactions of the Subledger.

Step 1. To check whether there are already transactions posted against this subledger, click the tab Transaction Actuals. It will display the details of the transactions and its linked Journal Voucher.

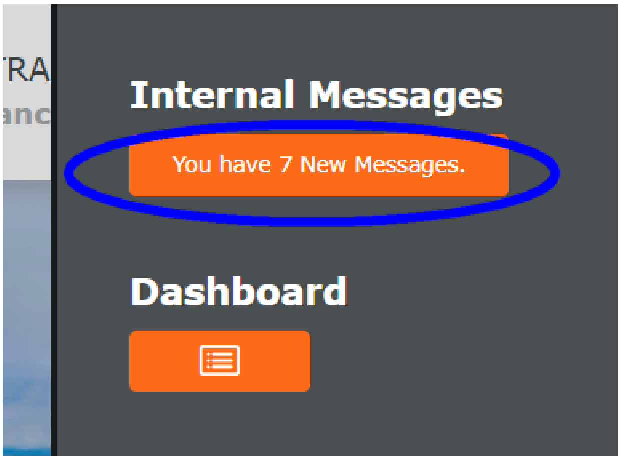


8.3 How to Approve Journal Voucher from the Line Ministry

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

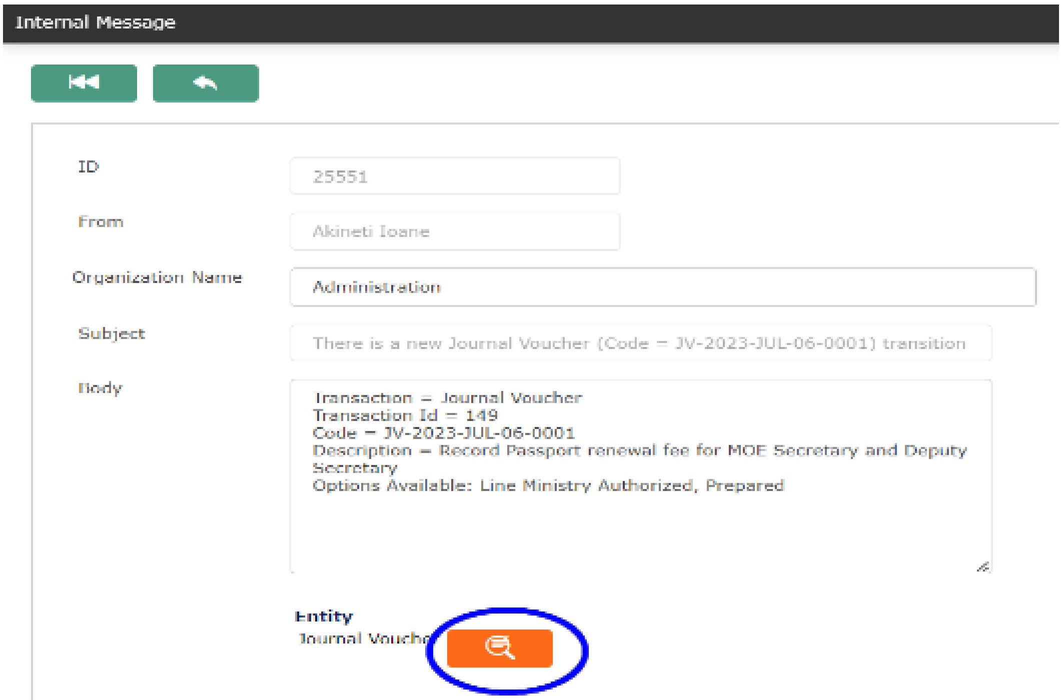
Step 1. After logging in, click the  to display the Internal Messages.

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

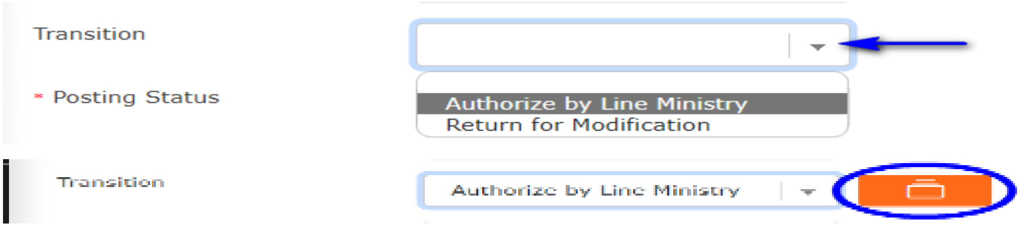


Step 3. The Internal Message will be opened and the list of all pending tasks and notifications for the user is displayed. Click on the ID of the notification for the Revenue Voucher. This will open the details of the RV.

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

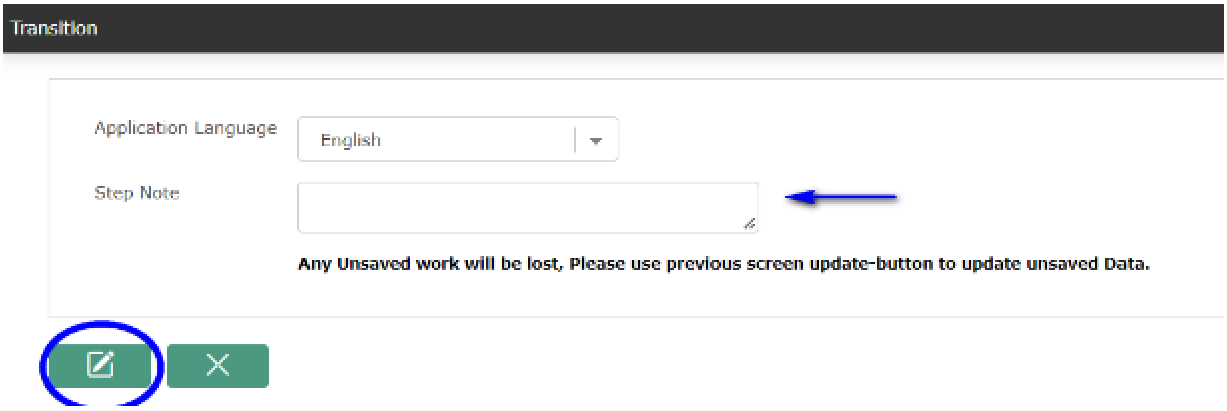


Step 5. After the review, go up to the Transition field and select the "**Authorize Line Ministry**" from the dropdown list. The Transition button is displayed. Click on it to proceed.



Note: In case, the Journal 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.

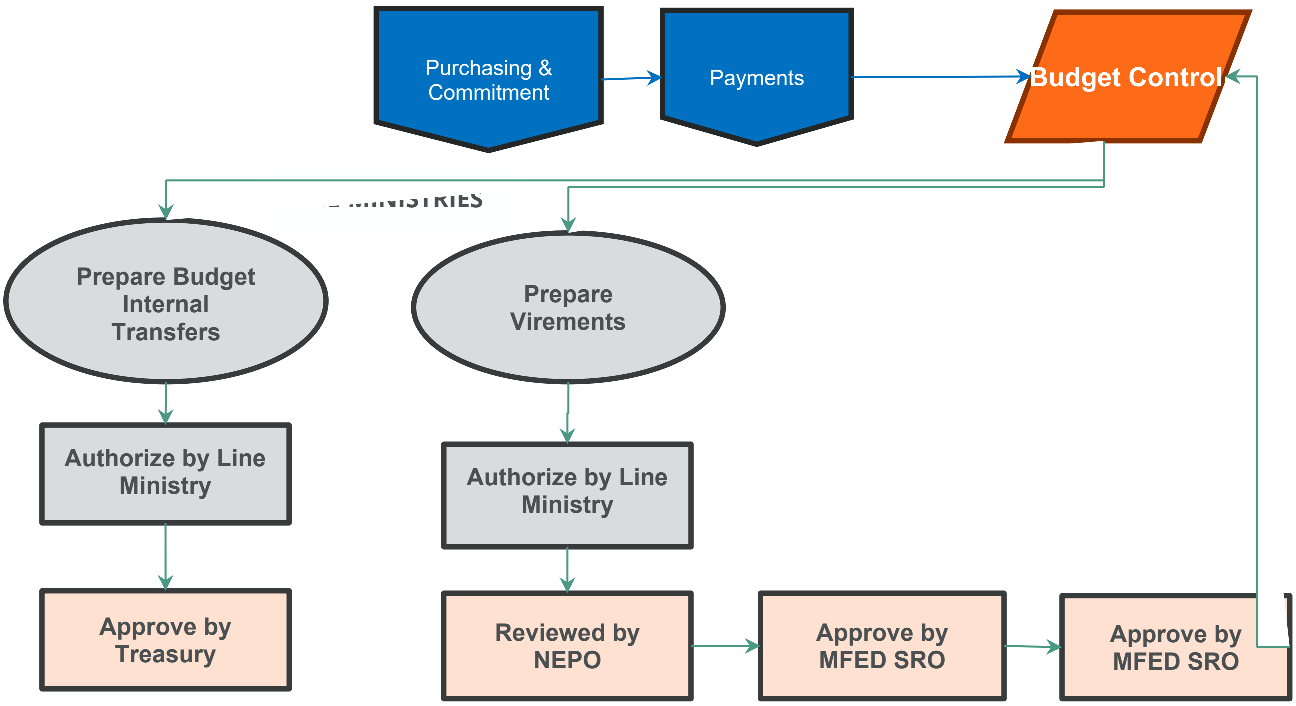
Step 7. Enter the step note as an instruction or information to the next approver user. And then click the Finish button

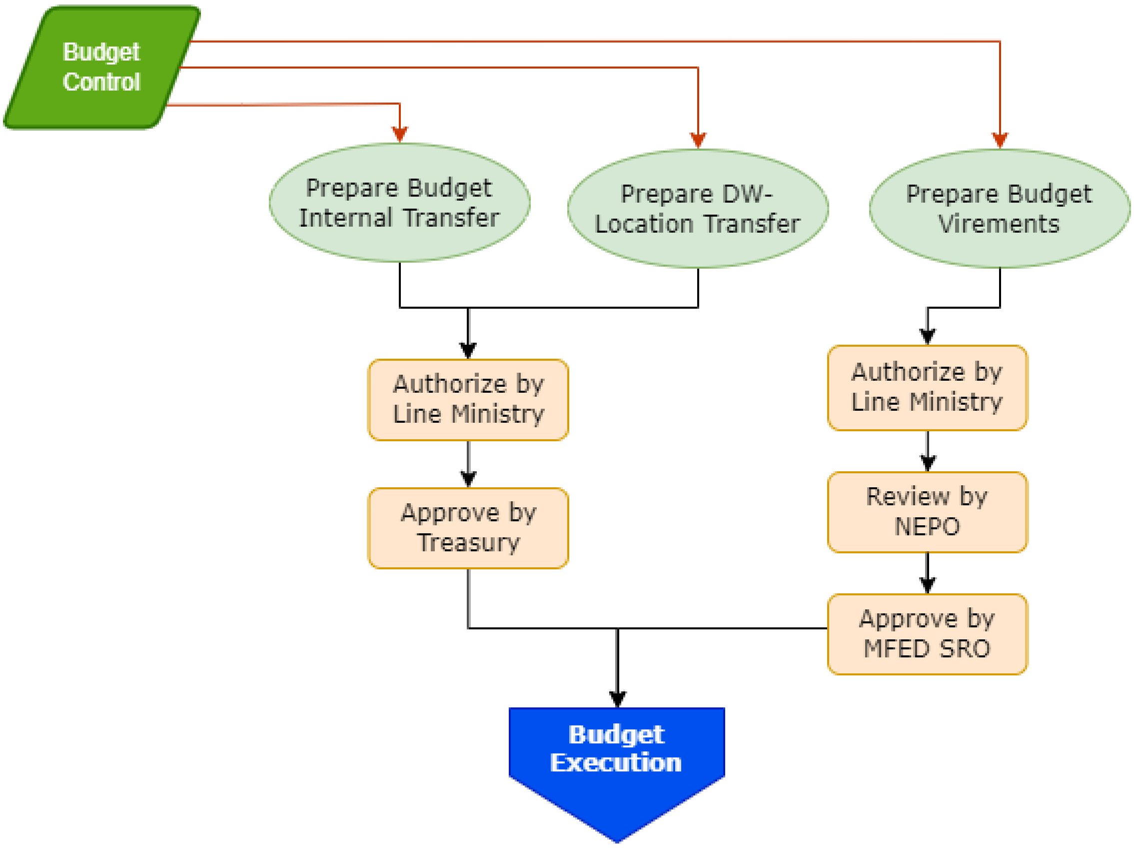


9 Warrants, Supplements and Virements

All of the warrants release and transfers will be done using the **Warrants, Supplements and Virements Vouchers**. Each type of Warrant Transfers and processes (Recurrent and Development) will undergo through different workflow and accountability centers.

There are two processes defined in this section: (i) Internal Transfers; and (ii) Virements





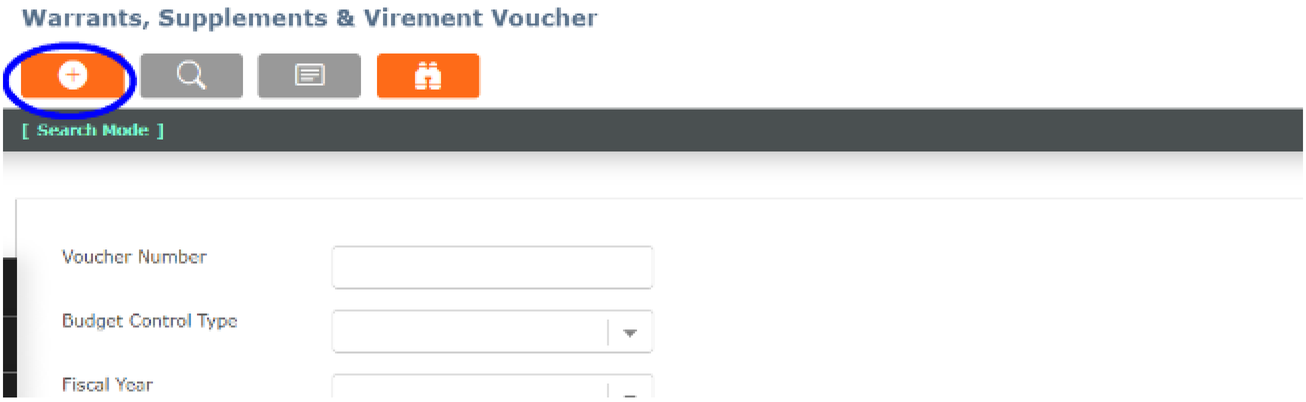
9.1 How to record Recurrent Budget Internal Transfers

Budget Internal Transfers are Transfers of Recurrent Budget from the same division to another Expense Allocation. This is prepared by the Accountant/Senior Accountant and approved by the SRO at the Line Ministry Level before the approval of the Treasury.

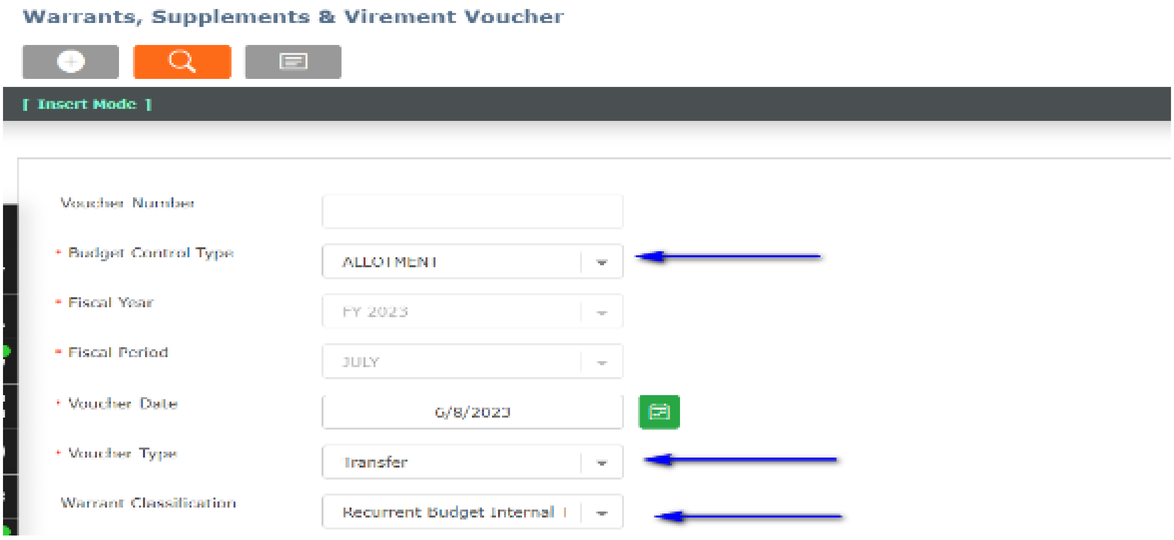
To process said transfers, follow these steps:

Step 1. Navigate Menu > Budgeting and Appropriations > Warrants, Supplements & Virements Voucher

Step 2. Click the New button from the Voucher screen to insert new transaction



Step 3. Select the following value for each corresponding field:

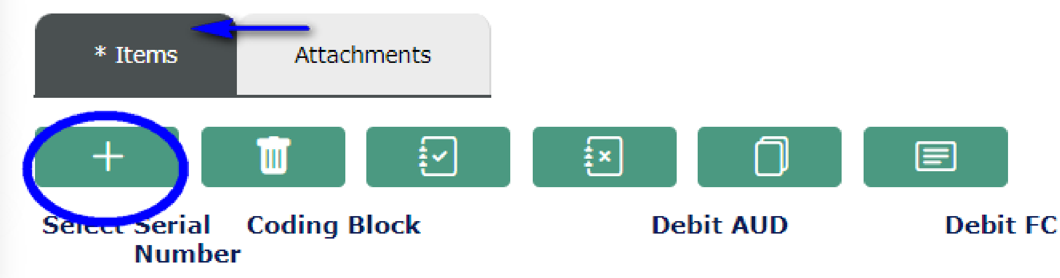


- Budget Control Type: **Allotment** (represents the Ministry's allocation)
- Voucher Type: for all Transfers transaction, select **TRANSFER**
- Warrant Classification: **Budget Internal Transfers**

Step 4. Tick the '**Update Higher Level Warrant'** field to also update the Parent level, which is the Warrant.

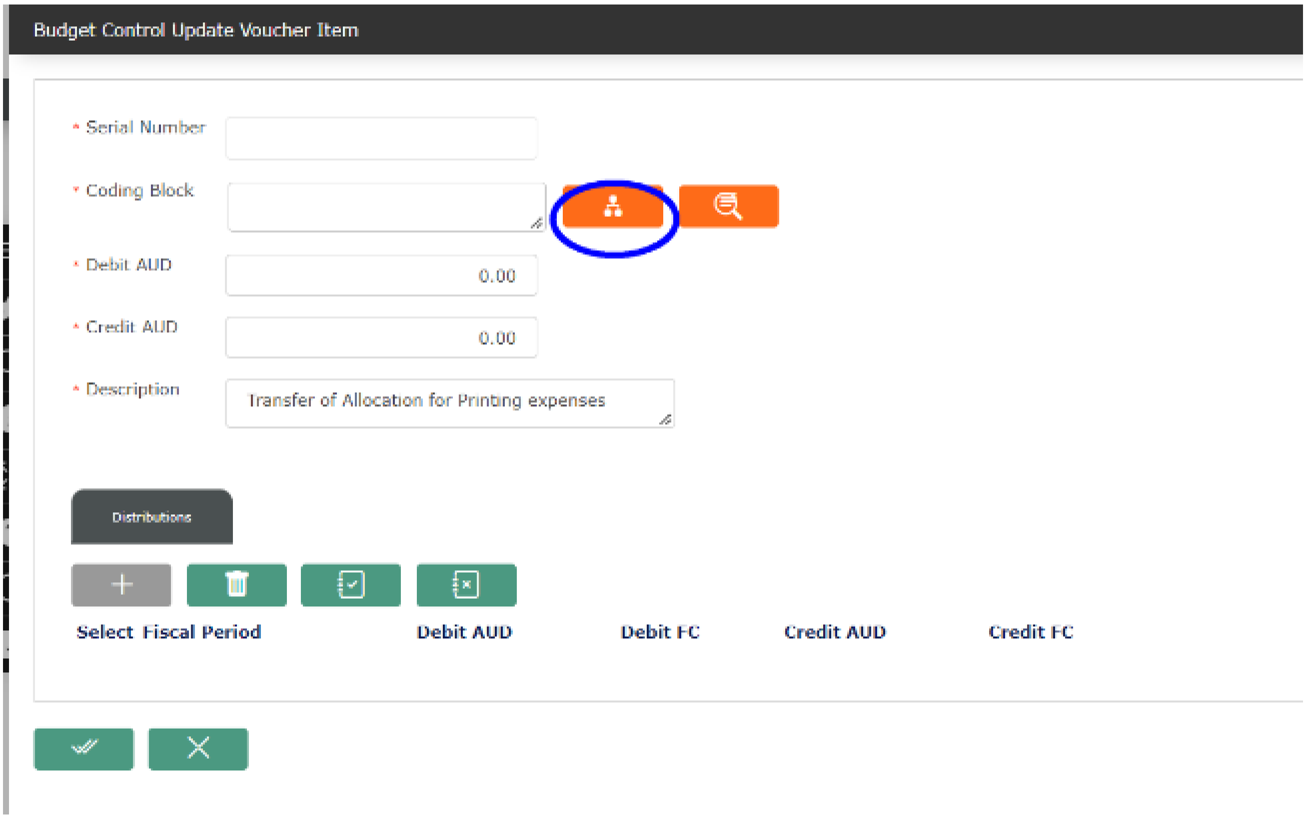
Step 5. Enter the Transaction description. Tick the '**Copy Description in Details**' field to copy this Description on each Transfer item entry.

Step 6. From the Items tab, click on the **New** button.

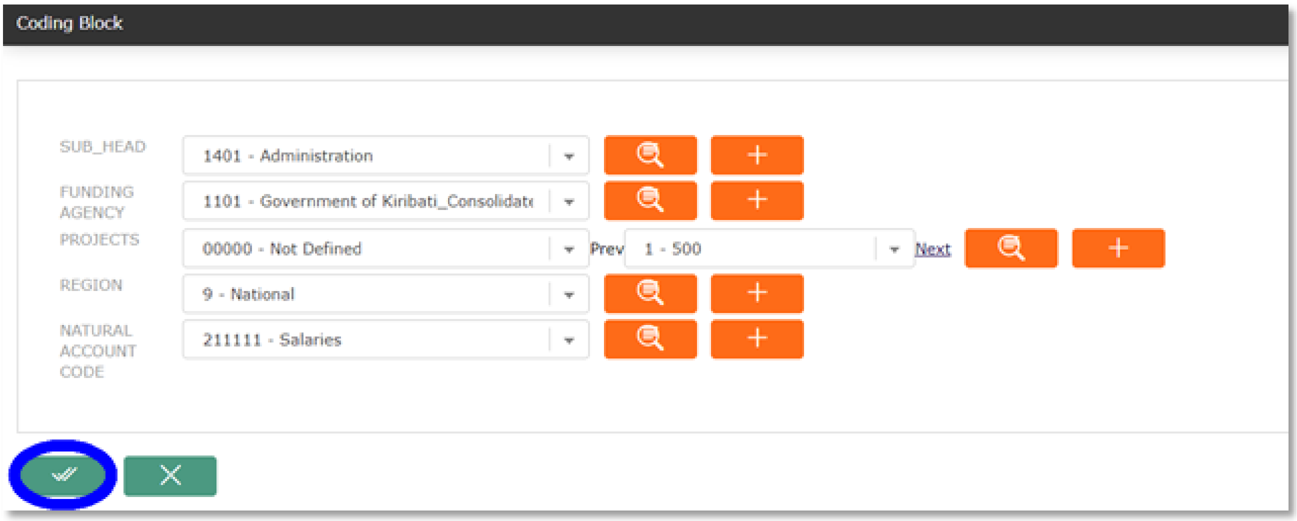


Step 7. To set the Accounts where the allocation will be sourced from, click on the Elements View button to add the details of the Codes. Select the applicable codes from the dropdown. Click **Save and Return**  after.

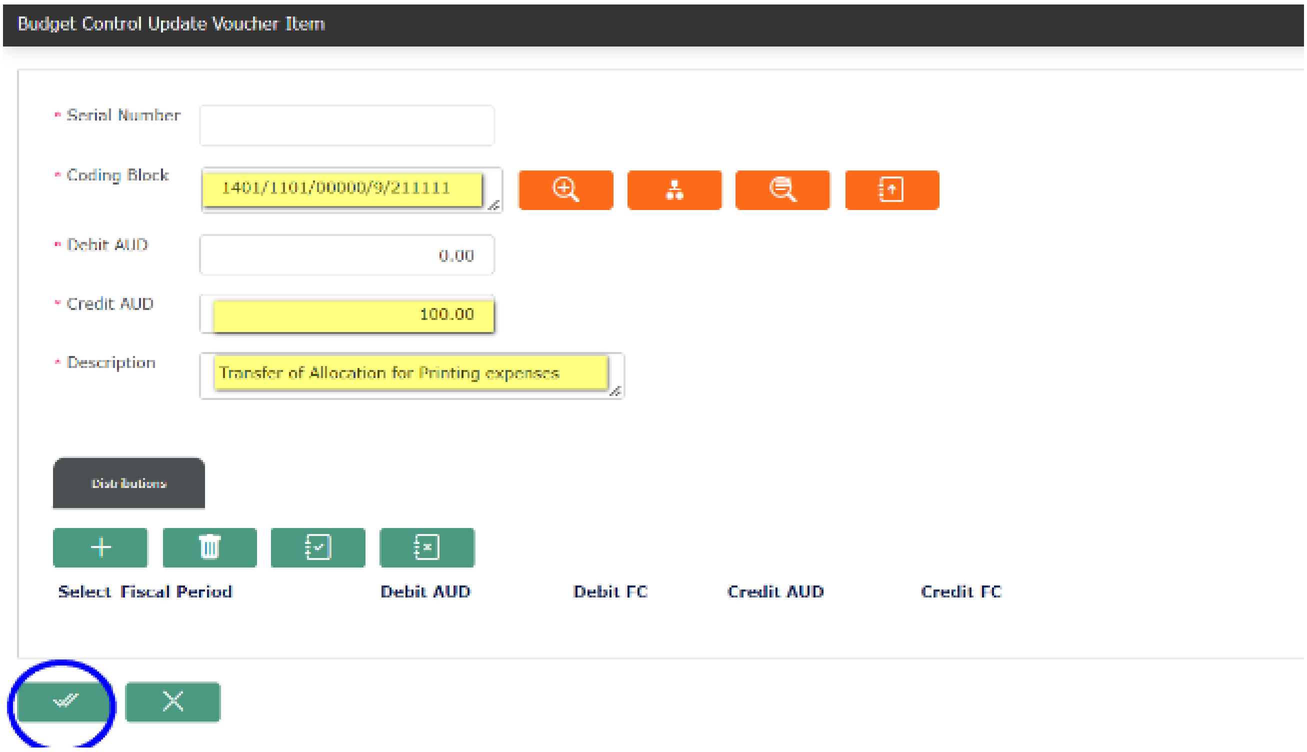
- **SUB HEAD:** Select the Division where budget is charged.
- **FUND AGENCY:** Select 1101- GoK for recurrent budget
- **PROJECT:** Select 00000-Not Defined if this is from recurrent budget
- **REGION:** Select from the list. Recurrent budget is always charged to 9- Nationwide location.
- **NAC:** Select the appropriate NAC.



Step 8. Click **Save and Return** once coding block is selected. Take note that source account used should have available allocation to be transferred to another.

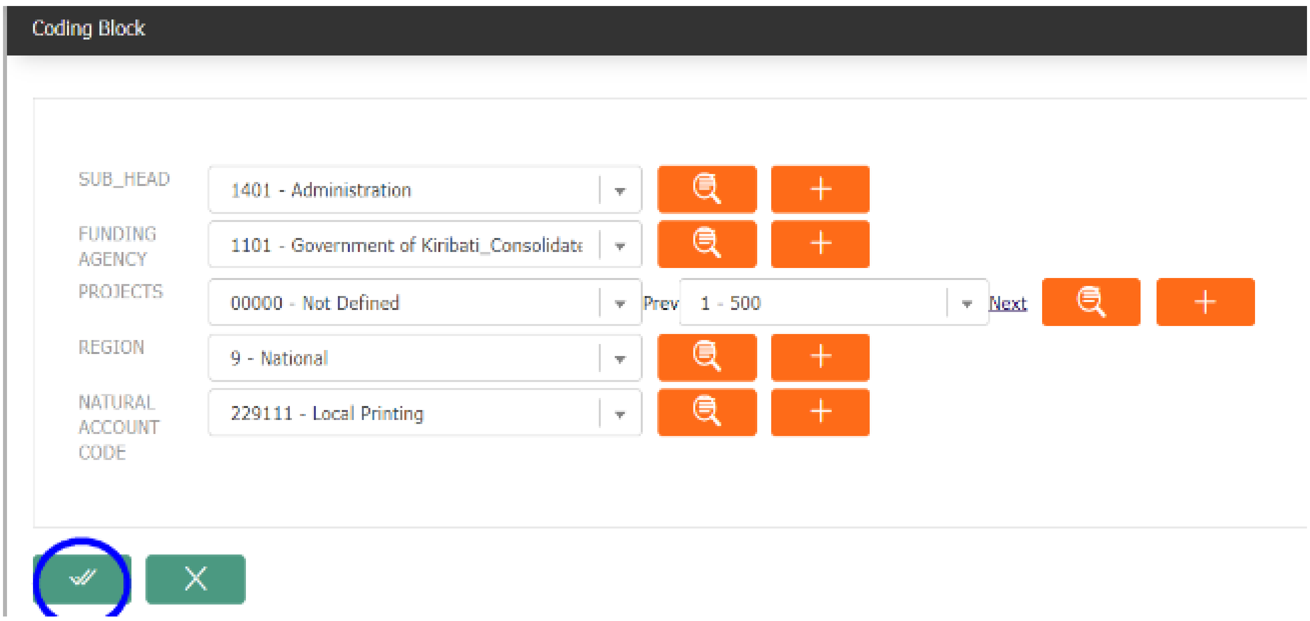


Step 9. Enter the corresponding amount to be transferred to the **Credit** field. In the IFMIS system, a debit entry is usually an increase, and credit represents decrease or deduction. Click **Save and Return** to go back to the main screen,

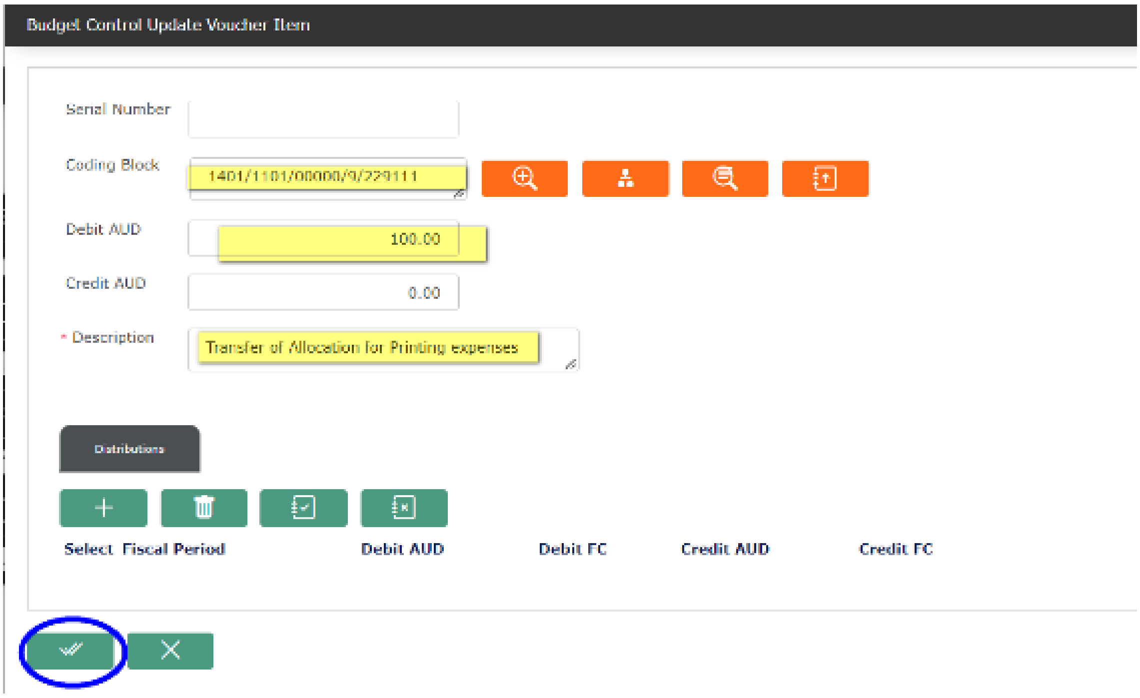


Step 10. Again, click on the **New** button to enter a new item. For Transfers transactions, entries for debit and credit must be present.

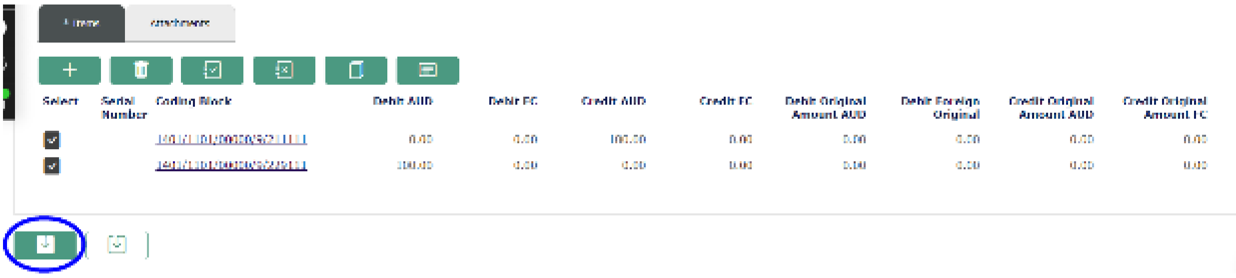
Step 11. This time, the corresponding account to be transferred with will be recorded. Again select the applicable coding block.



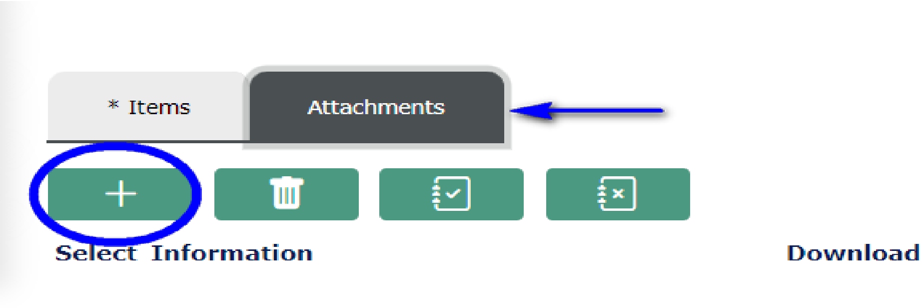
Step 12. Enter the amount on the **Debit** field. Click Save and Return.



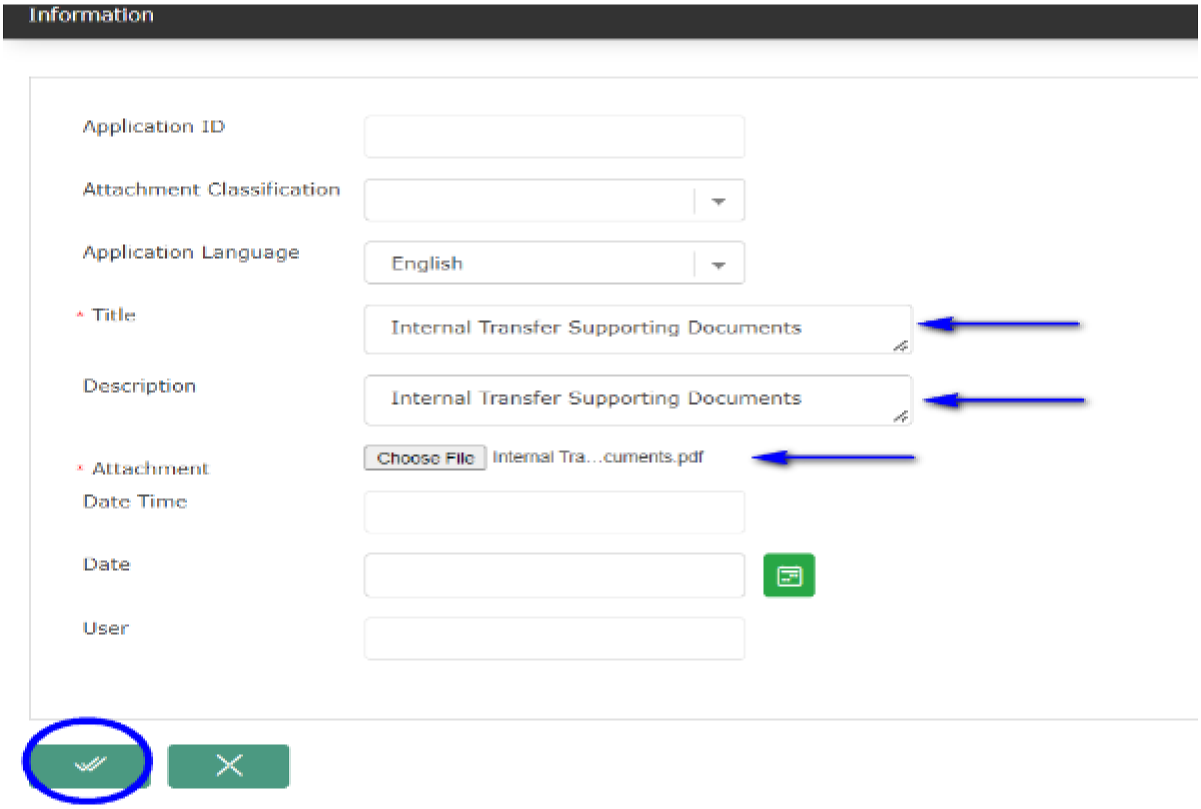
Step 13. Click the **Save** button from the main Voucher screen.



Step 14. Before sending for authorization or approval, click on the **Attachments tab**, and click **New**.

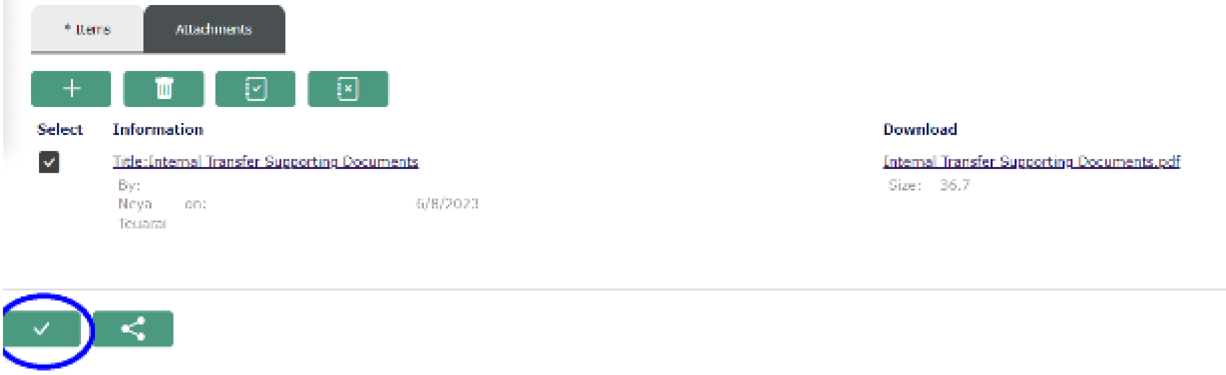


Step 15. From the Attachments screen, enter the Title and additional/detailed description of the document attached. Click on the **Choose File** button to select the document from the local folder.

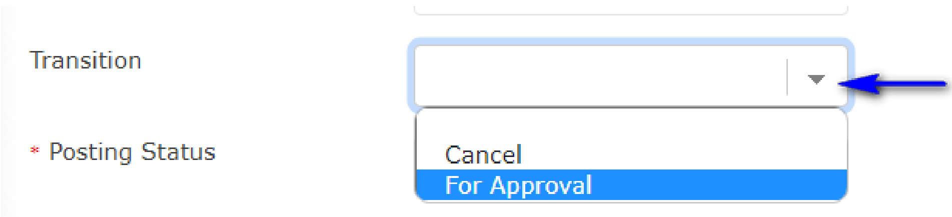


Step 16. Click **Save and Return** to go back to the main voucher screen.

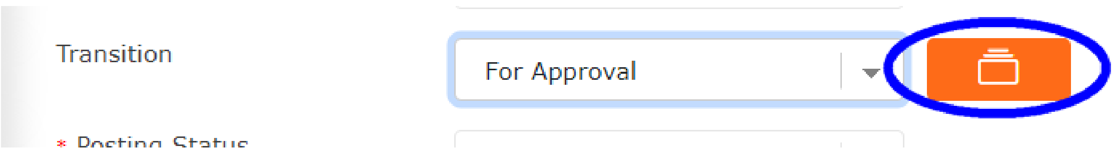
Step 17. Click the Update button to save all the changes made.



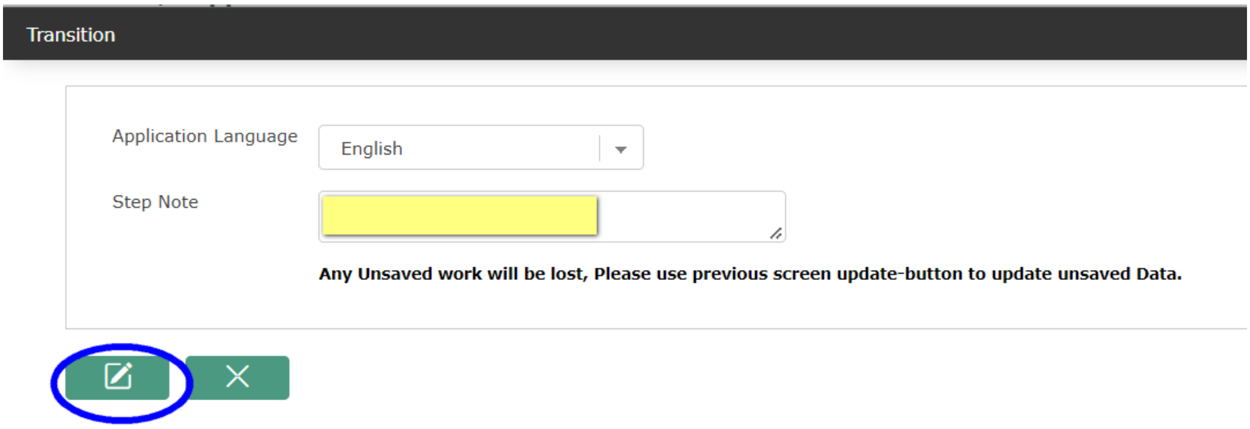
Step 18. Scroll up and go to the Transition dropdown field. Click and select "**For Approval**"



Step 19. Click the **Transition** button. Take note that the Transition process will not take place without doing this step.



Step 20. Enter the required note or remarks to be addressed to the next approver. Click the **Finish** button.



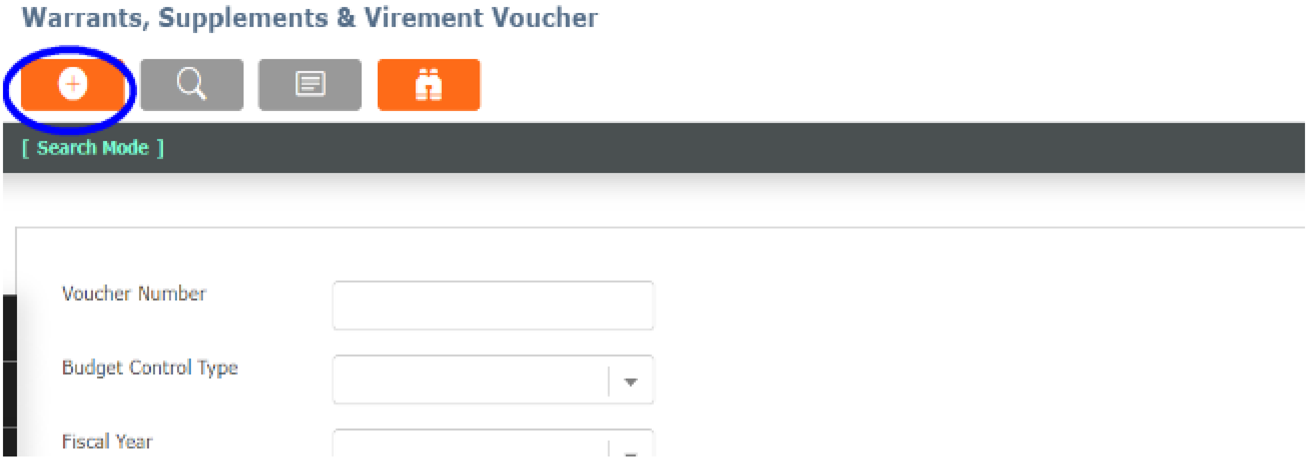
9.2 How to record Recurrent Budget Virements

Budget Virements are Transfers of Consolidated Budget from one Division to another within the same Ministry to the same or to a different expense Allocation. This is also prepared by the Accountants/Senior Accountants, approved by the SRO at the Line Ministries, before sent to NEPO for review.

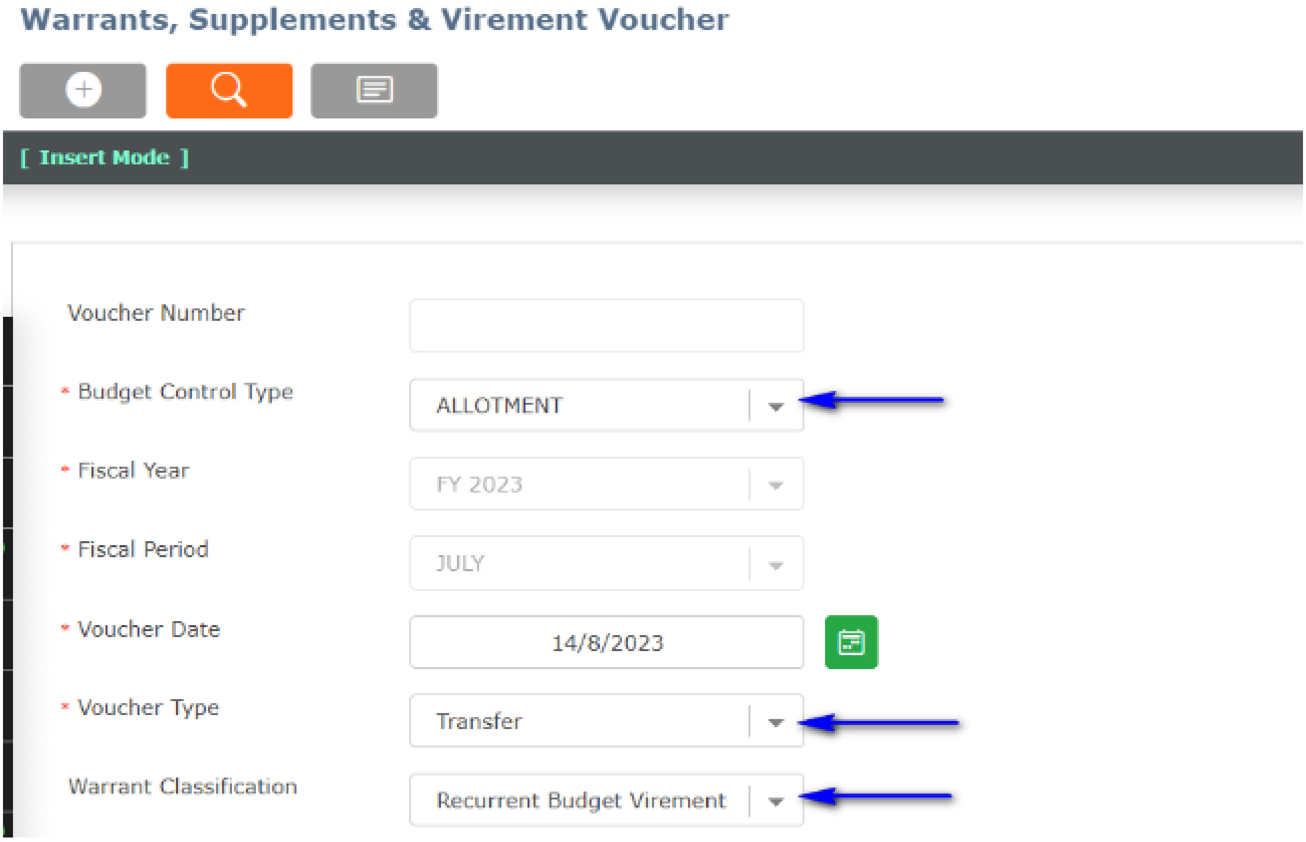
To process this in the IFMIS, follow the steps define below:

Step 1. Navigate Menu > Budgeting and Appropriations > Warrants, Supplements & Virements Voucher

Step 2. Click the New button from the Voucher screen to insert new transaction

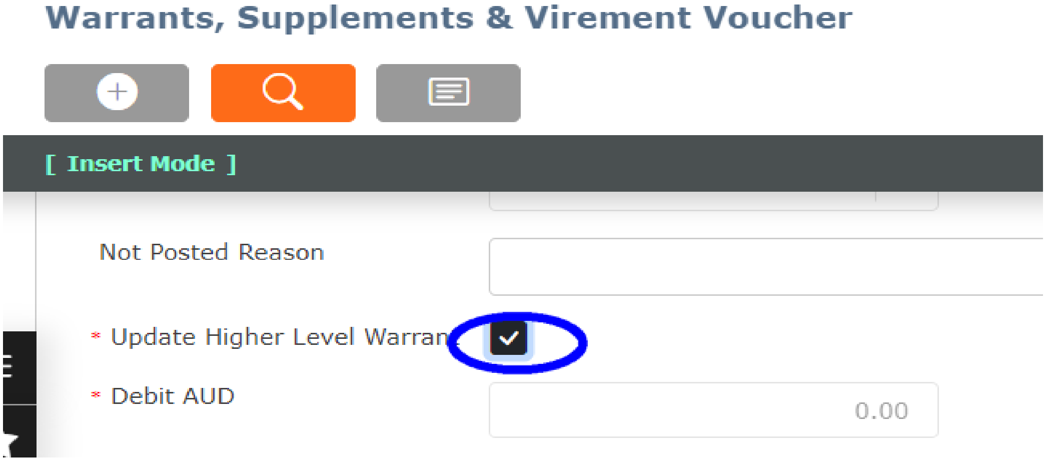


Step 3. Select the following value for each corresponding field:

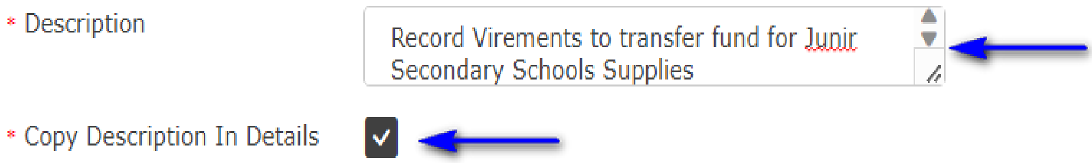


- Budget Control Type: **Allotment** (represents the Ministry's allocation)
- Voucher Type: for all Transfers transaction, select **TRANSFER**
- Warrant Classification: **Recurrent Budget Virements**

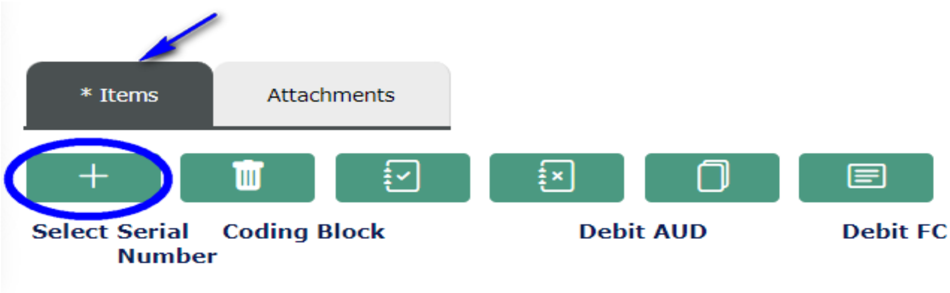
Step 4. Tick the '**Update Higher Level Warrant'** field to also update the Parent level, which is the Warrant.



Step 5. Enter the Transaction description. Tick the '**Copy Description in Details**' field to copy this Description on each Transfer item entry.

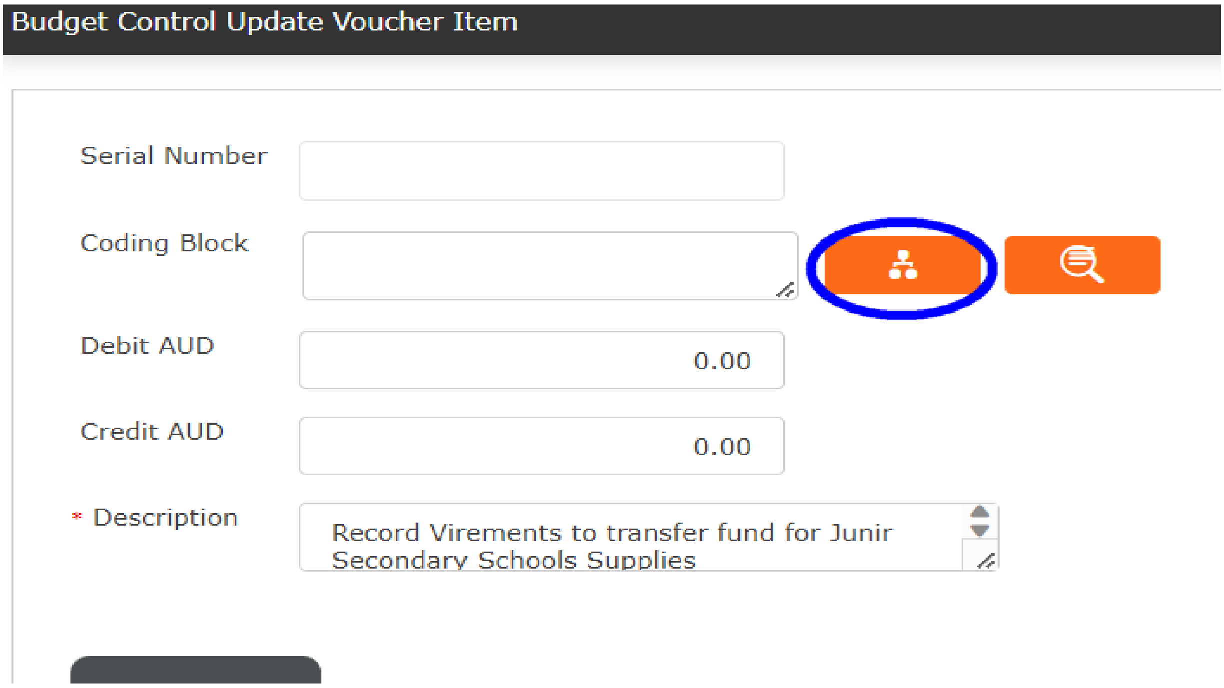


Step 6. From the Items tab, click on the **New** button.

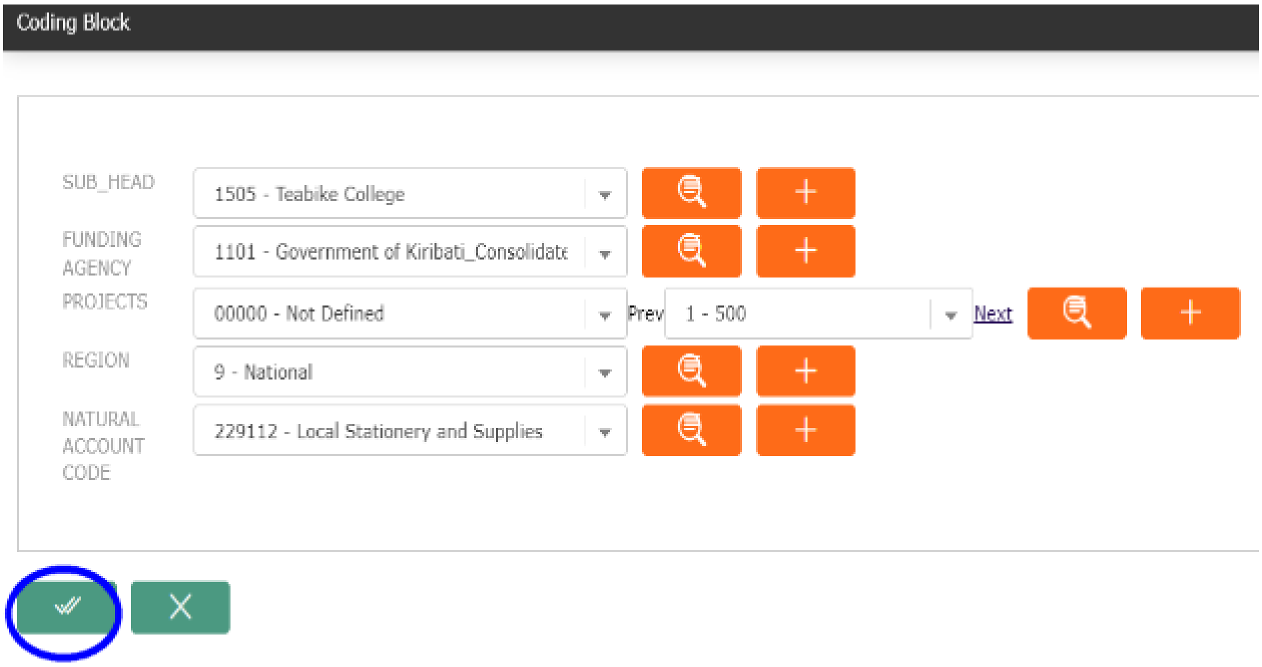


Step 7. To set the Accounts where the allocation will be sourced from, click on the **Elements View** button to add the details of the Codes. Select the applicable codes from the dropdown. Click **Save and Return**  after.

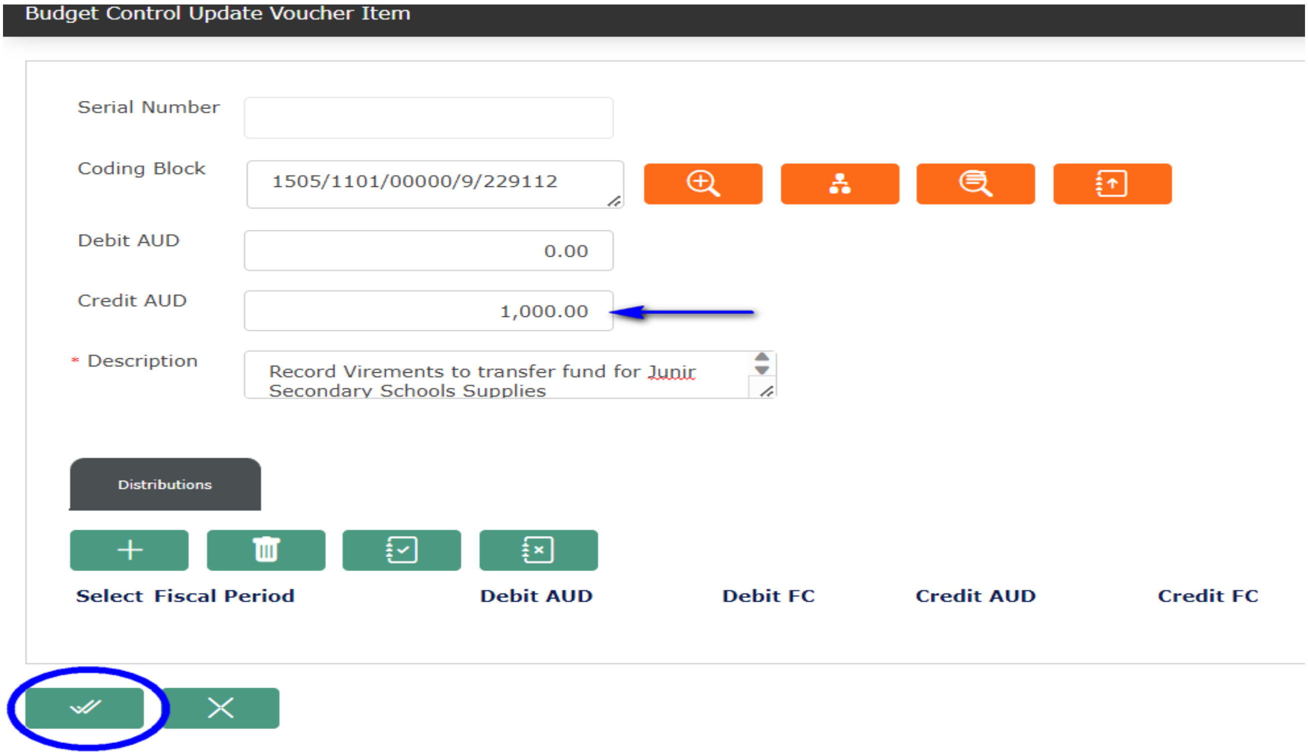
- **SUB HEAD:** Select the Division where budget is charged.
- **FUND AGENCY:** Select 1101- GoK for recurrent budget
- **PROJECT:** Select 00000-Not Defined if this is from recurrent budget
- **REGION:** Select from the list. Recurrent budget is always charged to 9- Nationwide location.
- **NAC:** Select the appropriate NAC.



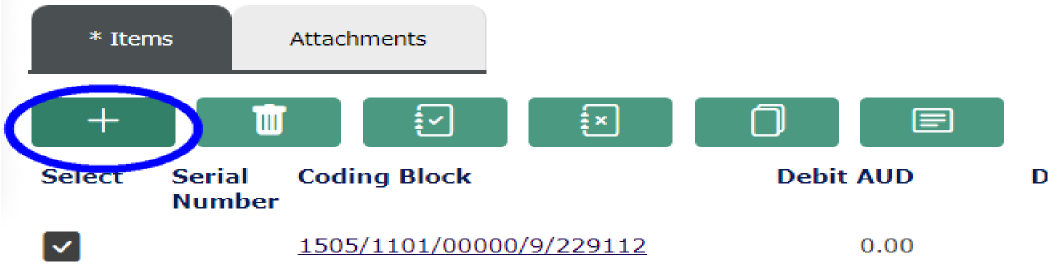
Step 8. Click **Save and Return** once coding block is selected. Take note that source account used should have available allocation to be transferred to another.



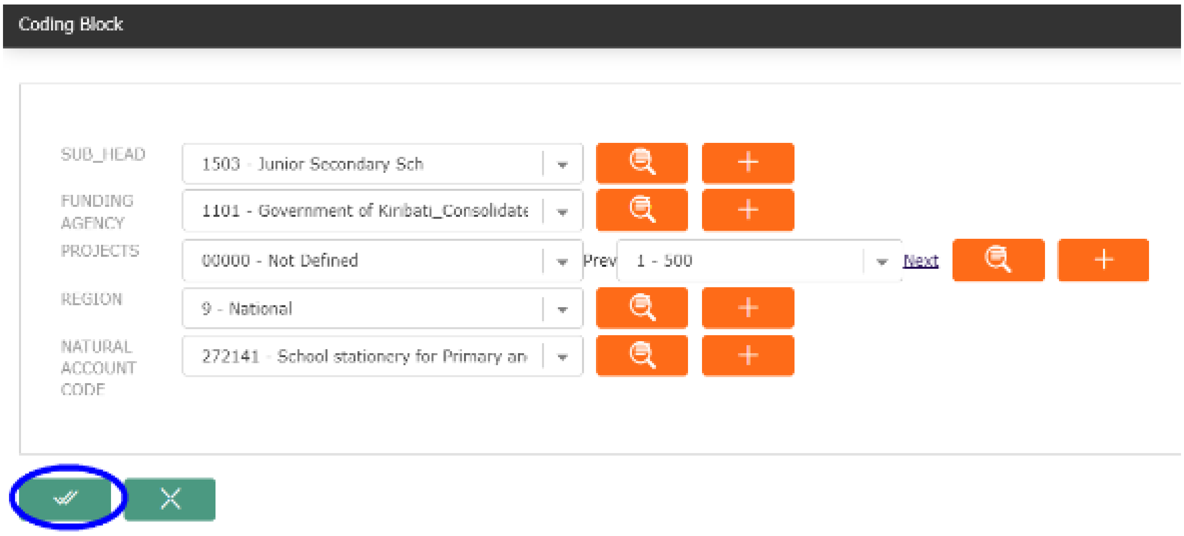
Step 9. Enter the corresponding amount to be transferred to the **Credit** field. In the IFMIS system, a debit entry is usually an increase, and credit represents decrease or deduction. Click **Save and Return** to go back to the main screen.



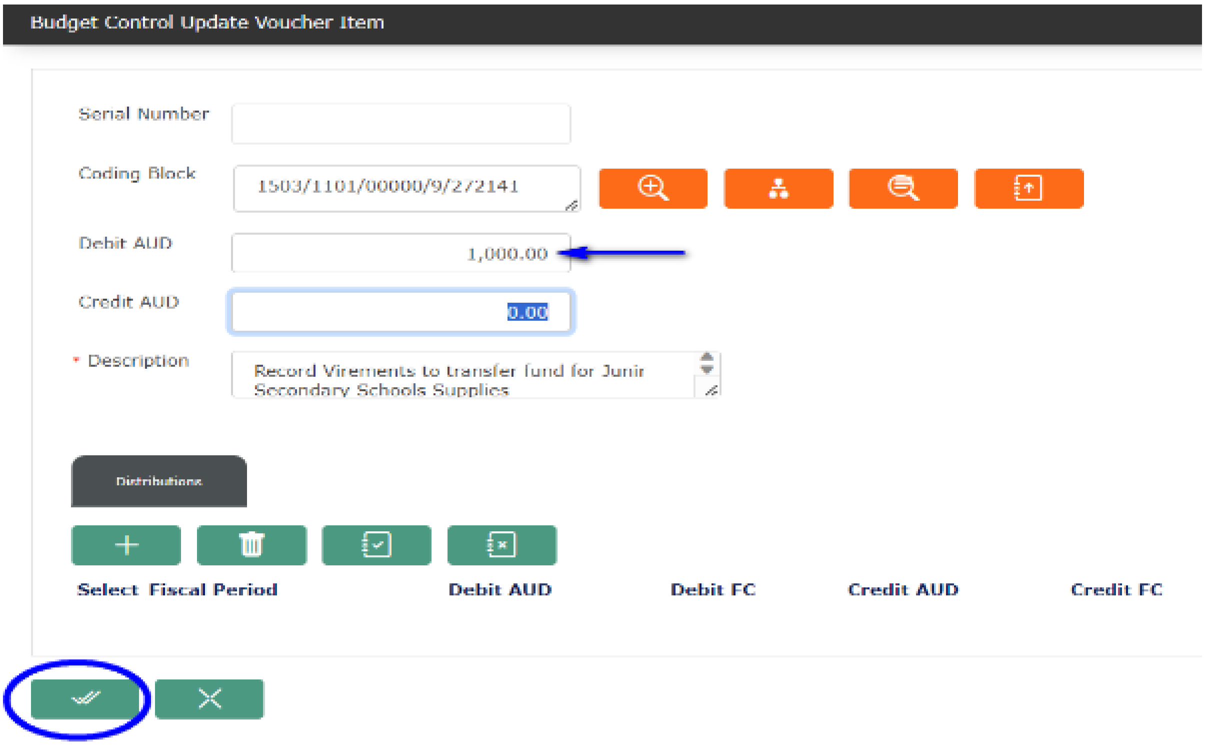
Step 10. Again, click on the **New** button to enter a new item. For Transfers transactions, entries for debit and credit must be present.



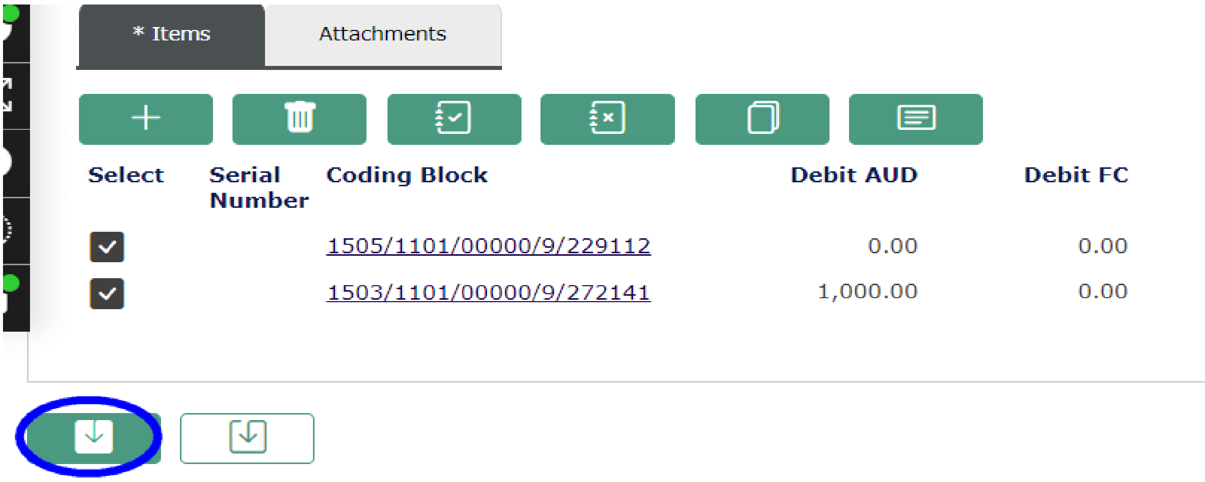
Step 11. This time, the corresponding account to be transferred with will be recorded. Again, select the applicable coding block.



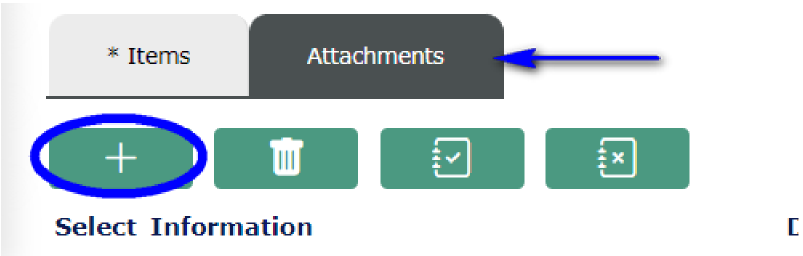
Step 12. Enter the amount on the **Debit** field. Click Save and Return.



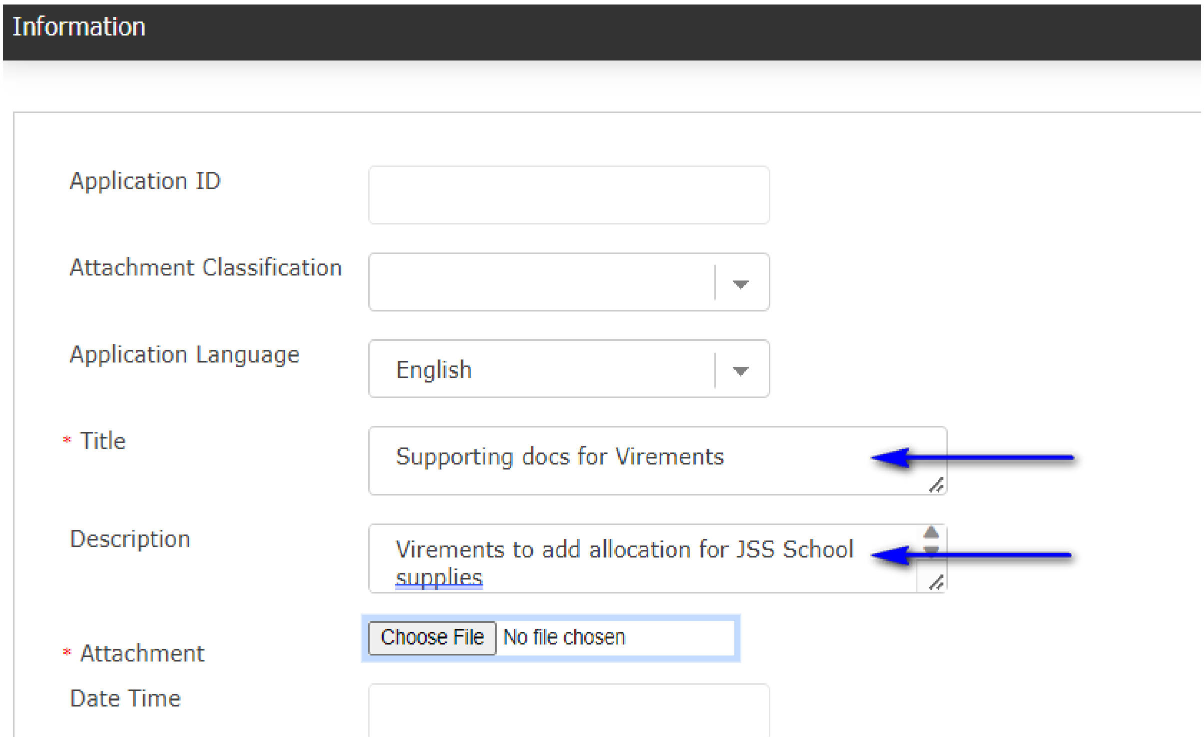
Step 13. Click the **Save** button from the main Voucher screen.



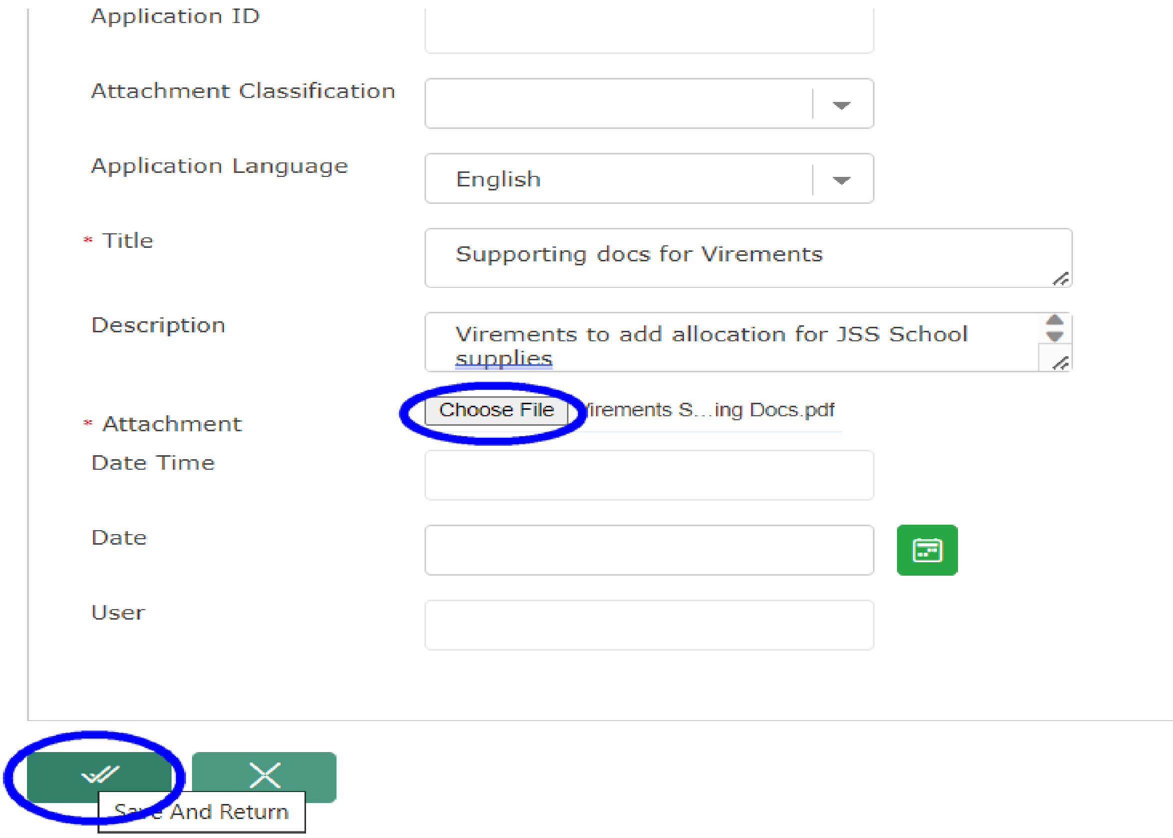
Step 14. Before sending for authorization or approval, click on the **Attachments tab**, and click **New**.



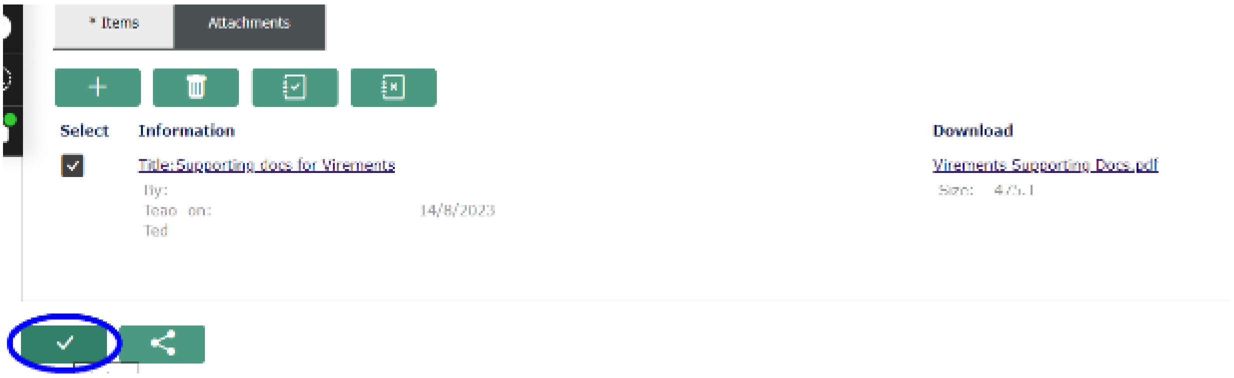
Step 15. From the Attachments screen, enter the Title and additional/detailed description of the document attached. Click on the **Choose File** button to select the document from the local folder.



Step 16. Click **Save and Return** to go back to the main voucher screen.

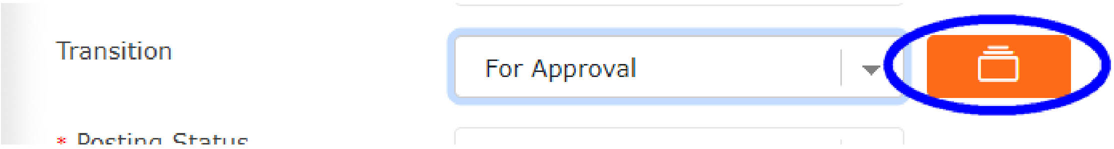


Step 17. Click the Update button to save all the changes made.

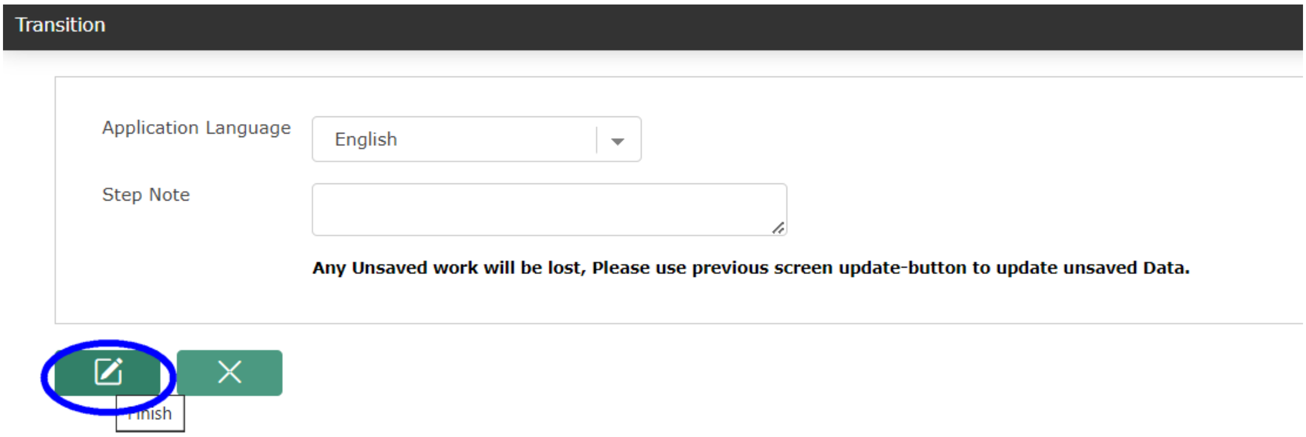


Step 18. Scroll up and go to the Transition dropdown field. Click and select “**For Approval**”

Step 19. Click the **Transition** button. Take note that the Transition process will not take place without doing this step.



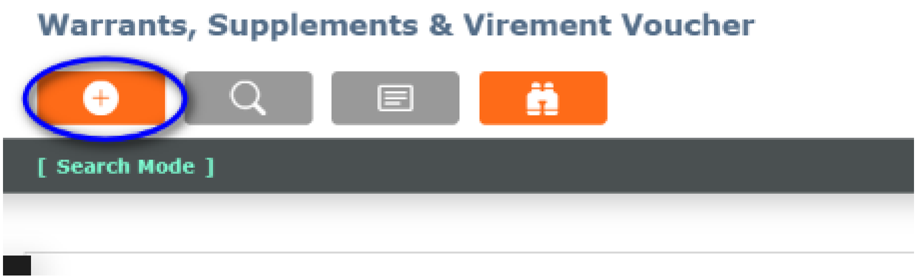
Step 20. Enter the required note or remarks to be addressed to the next approver. Click the **Finish** button.



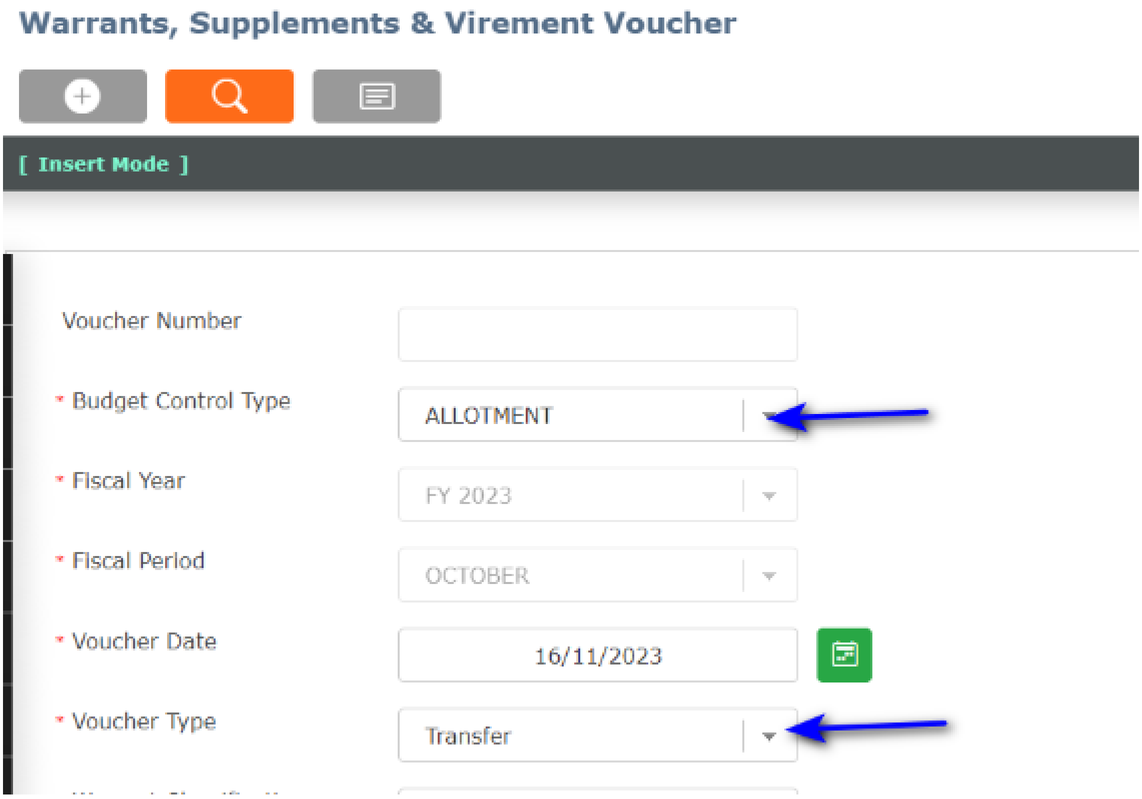
9.3 How to record Department Warrant – Location Transfers

Department Warrant are the authority given by the Mother Ministry to their branches in another location or another island. Tho process this in IFMIS, follow the steps below.

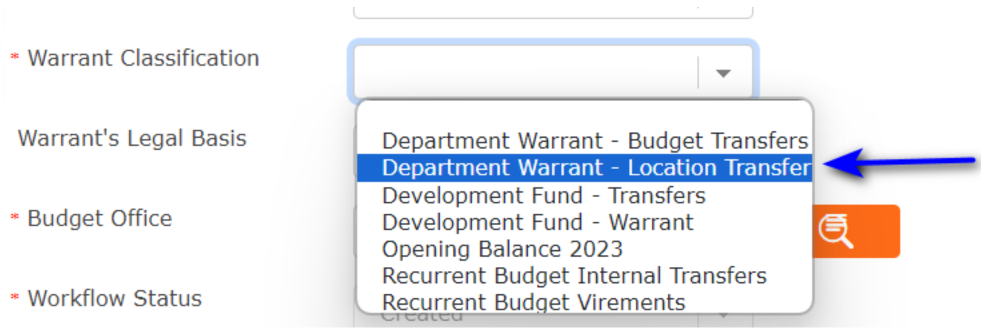
Step 1. Navigate the Menu > Budgeting and Appropriation > Warrants, Supplements & Virements Voucher. Click the New button.



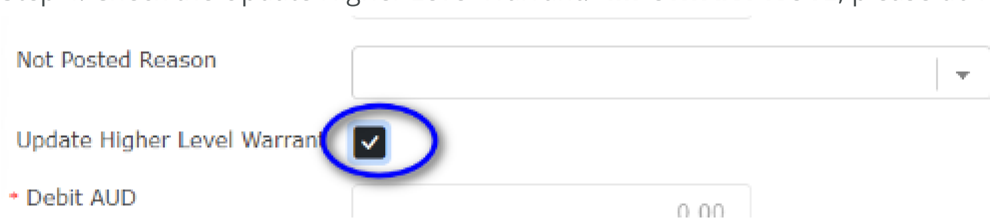
Step 2. Select the “**Allotment**” from the Budget Control Type, and the “**Transfer**” from the Voucher Type.



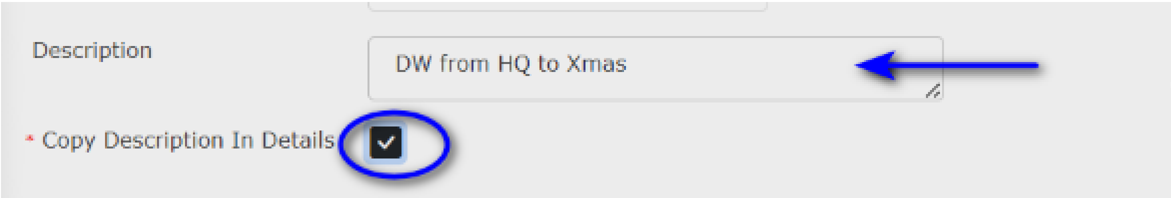
Step 3. Select the “**Department Warrant- Location Transfer**” from the Warrants Classification.



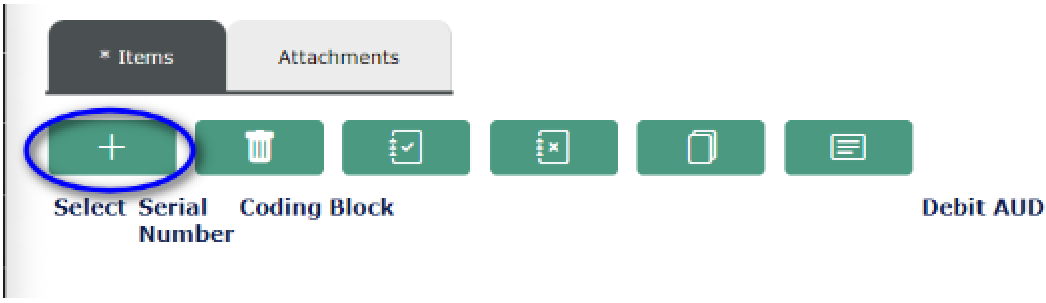
Step 4. Check the Update Higher Level Warrant. **IMPORTANT NOTE**, please do not forget to do this step.



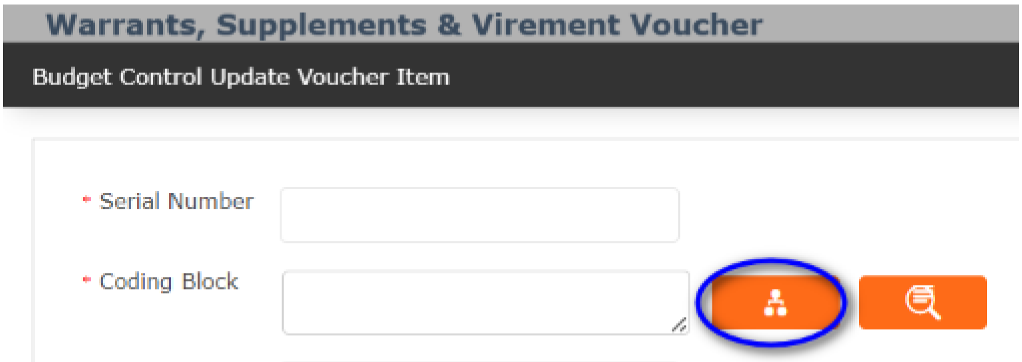
Step 5. Enter the Description of the DW and check the Copy description in details.



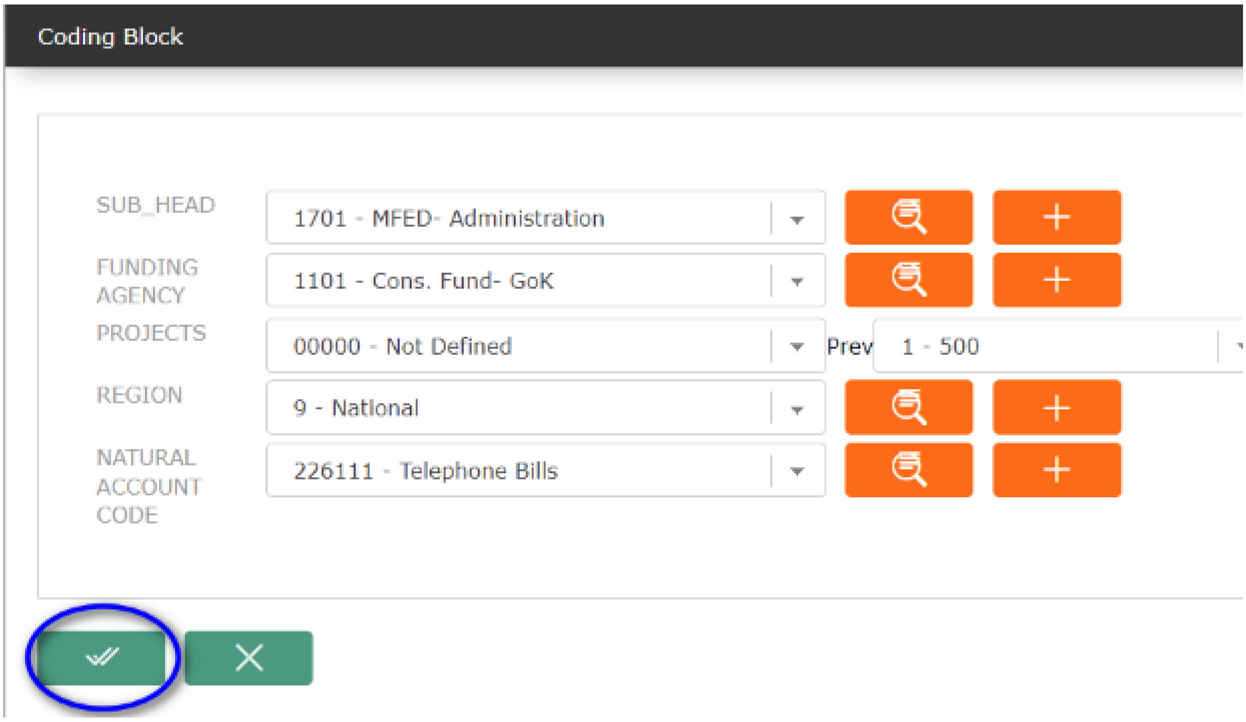
Step 6. Click the New button below the Items tab.



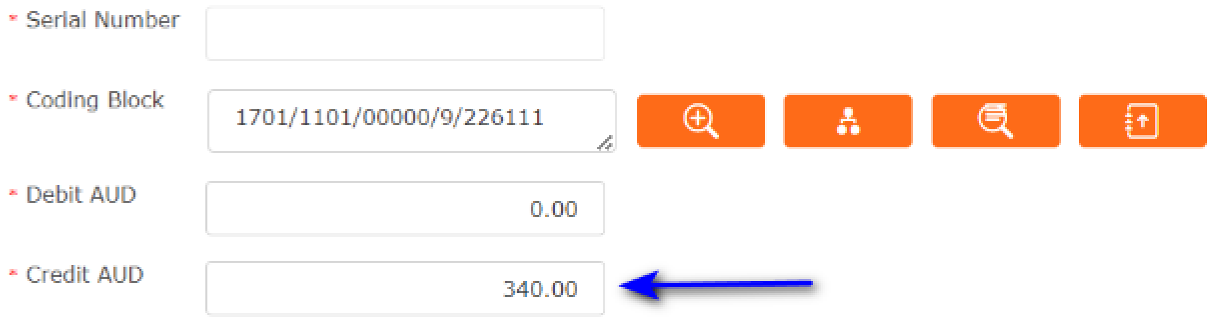
Step 6. Click the Elements View to add the allocations.



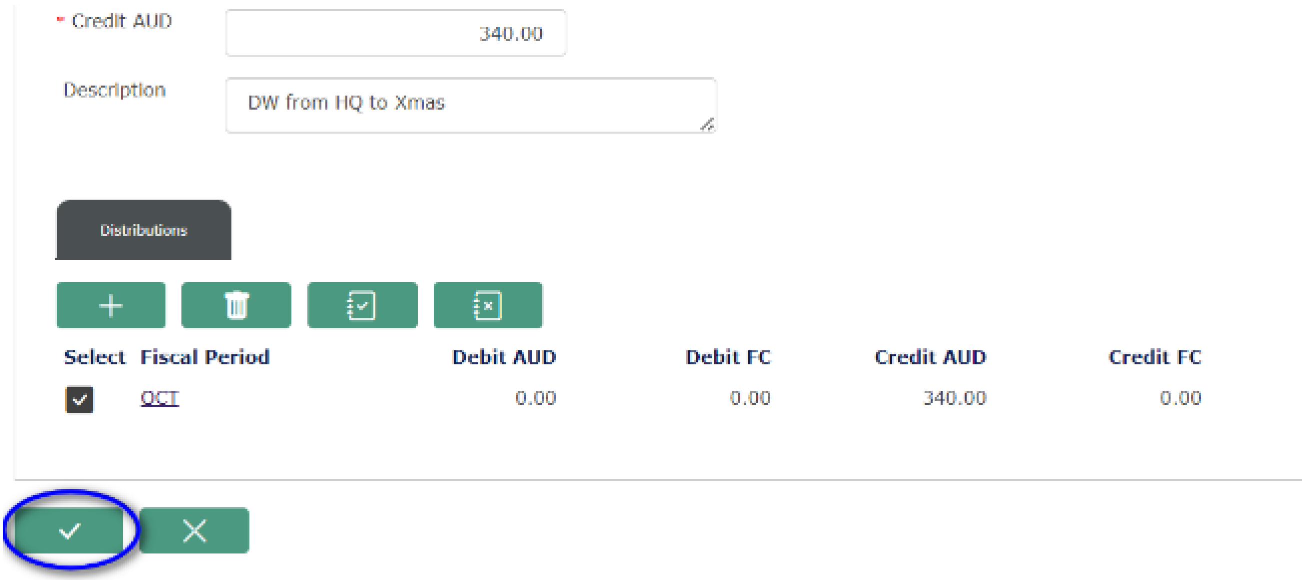
Step 7. Complete the coding block of the source allocation then click the Save and return button.



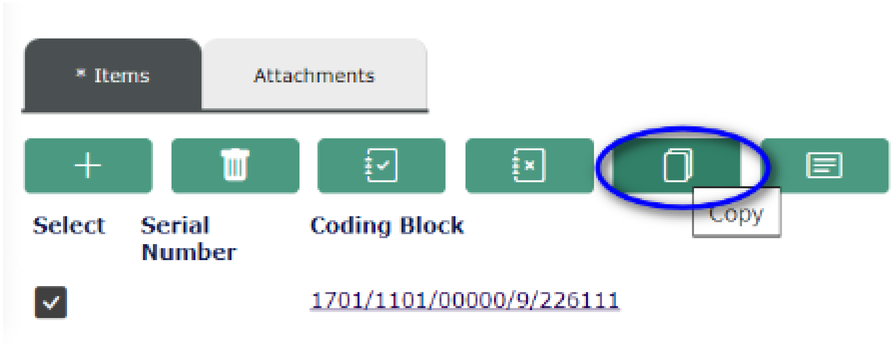
Step 8. Enter the amount. It is credited, this means this is the source and credit is decreasing the amount of the Coding Block Allocation.



Step 9. Click the Save and Return button.

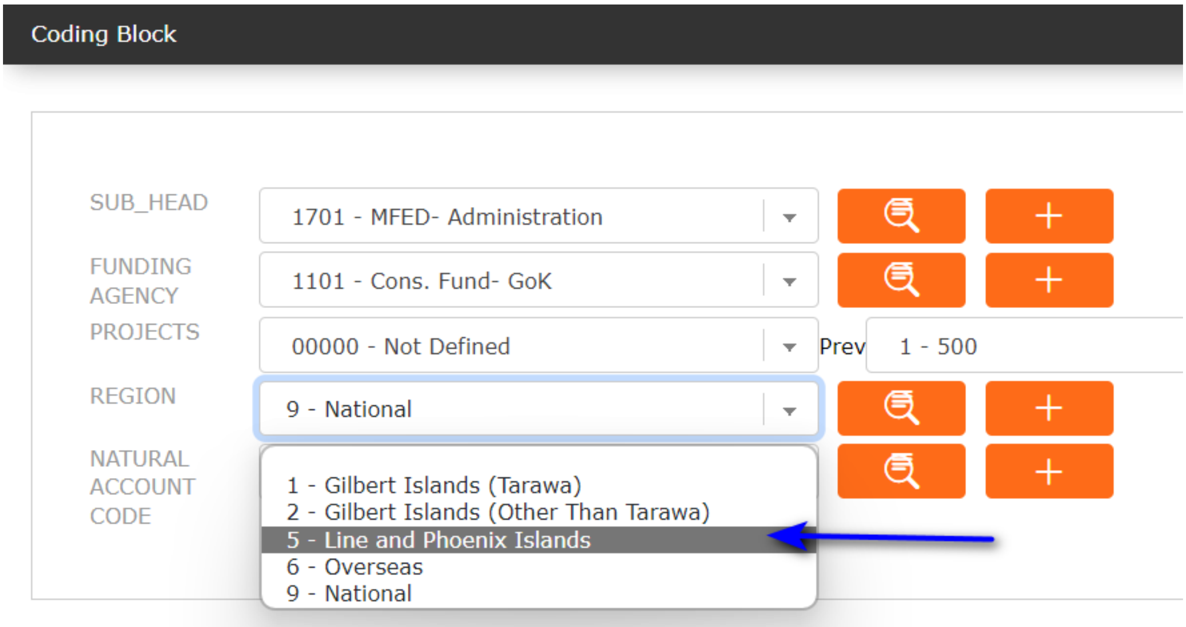


Step 10. Click the Copy button to add the recipient allocation.

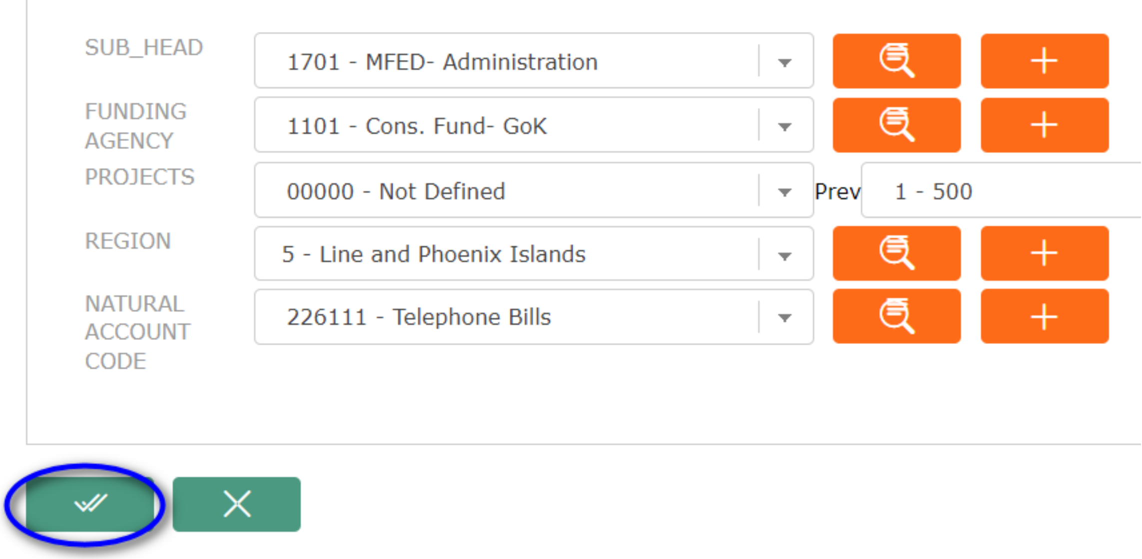


Step 11. Click the Elements View button to change the Location of the recipient allocation.

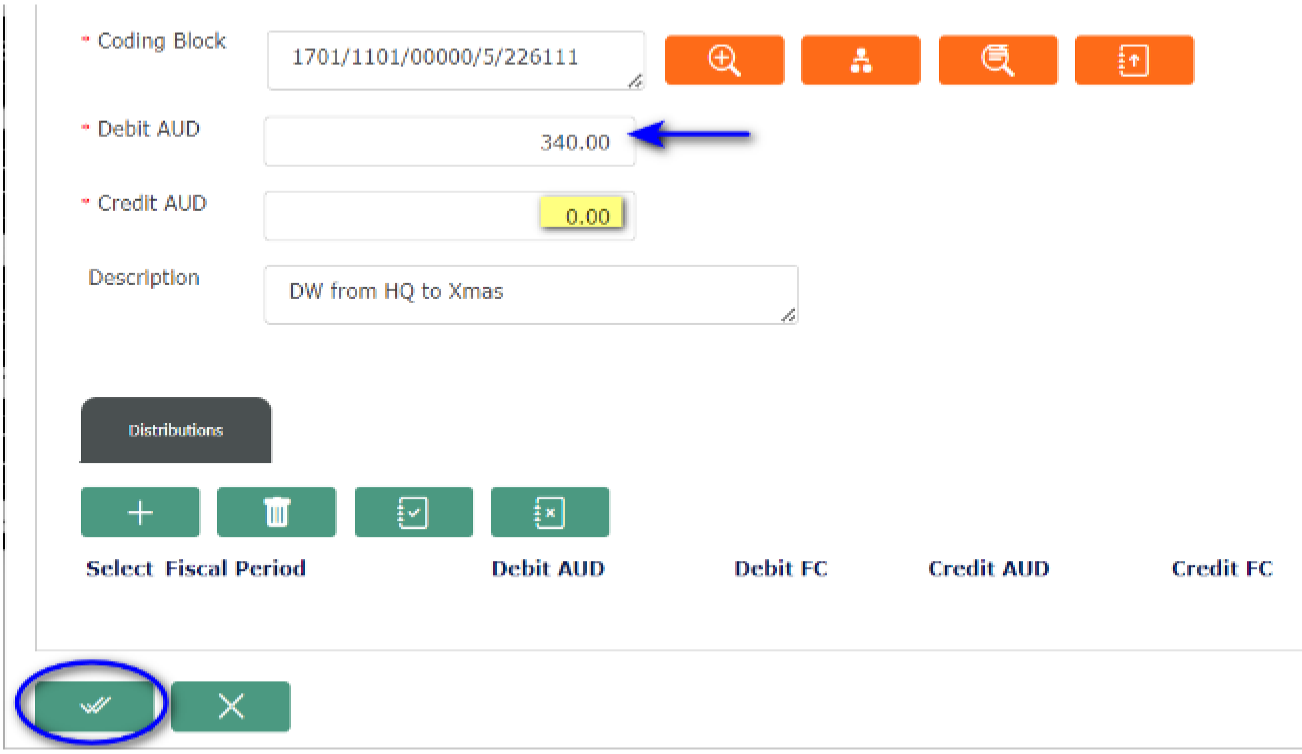
Step 12. Click on the dropdown on the Concept Region and select the application region from the list.



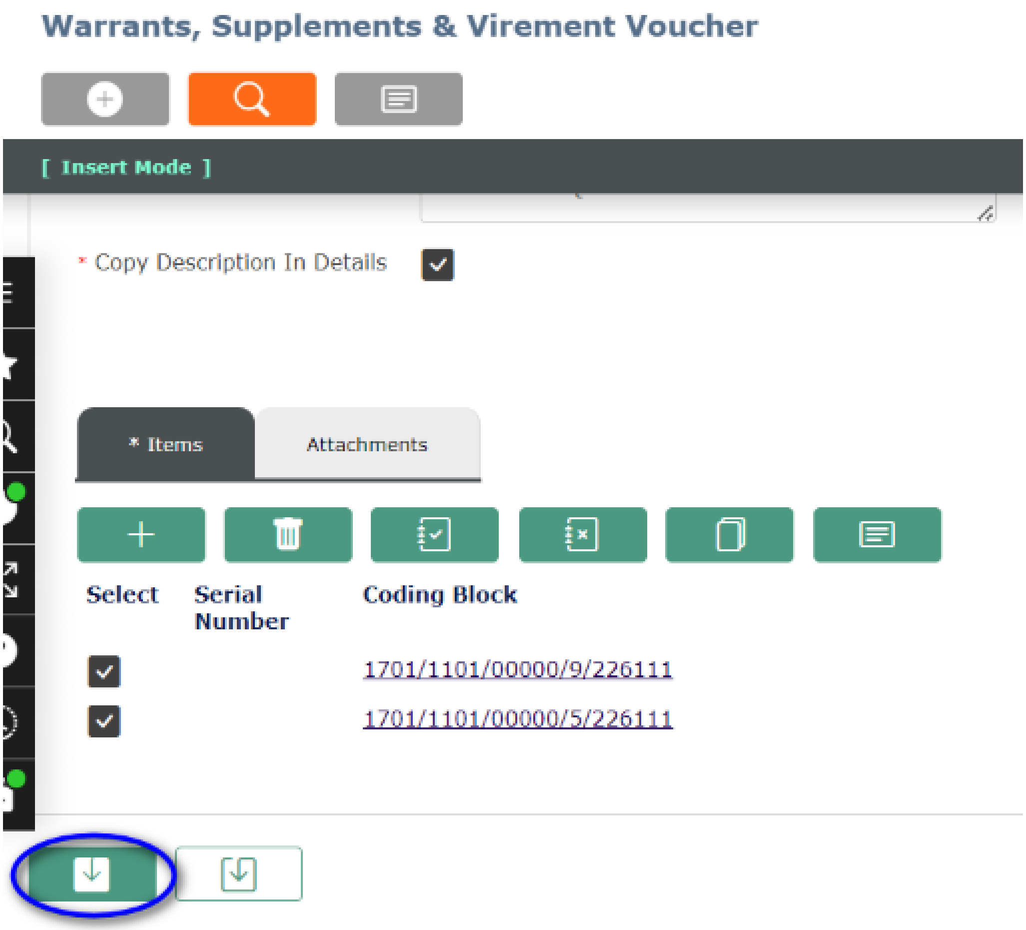
Step 12. Click the Save and Return button.



Step 13. Enter the Debit amount and type 0 on the credit amount field then click the Save and Return button.



Step 14. Click the Save button.



Step 15. Proceed with the transition of the DW.

9.4 How to record Department Warrant- Budget Transfers

Department Warrants are budget transactions authorizing the other ministry to spend and pay expenses on behalf of the other Ministry.

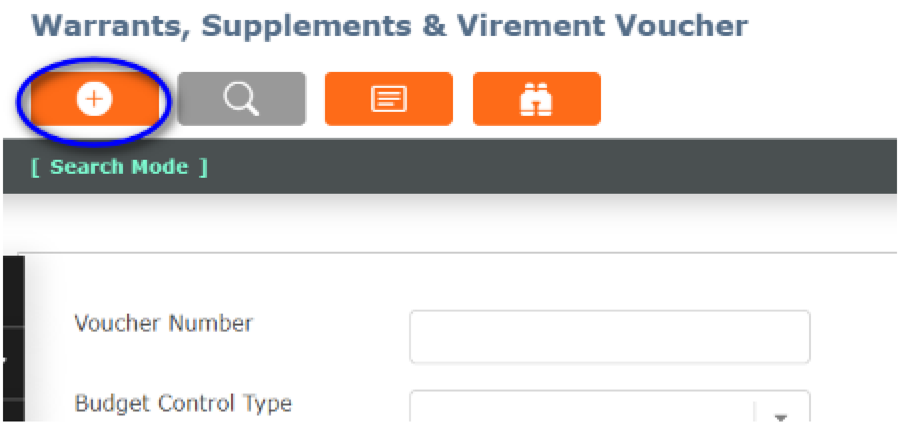
The process for this DW is

1. The Giving Ministry will initiate the request through creating a Warrant for DW- Budget Transfer in IFMIS. The details are to increase (debit) the code 9901/Expense Codes and decrease (Credit) the giving ministry budget.
2. The Giving Ministry will authorize the warrant transaction.
3. Once the Warrant is sent to NEPO, NEPO shall update the 9901 to the receiving Ministry Code.

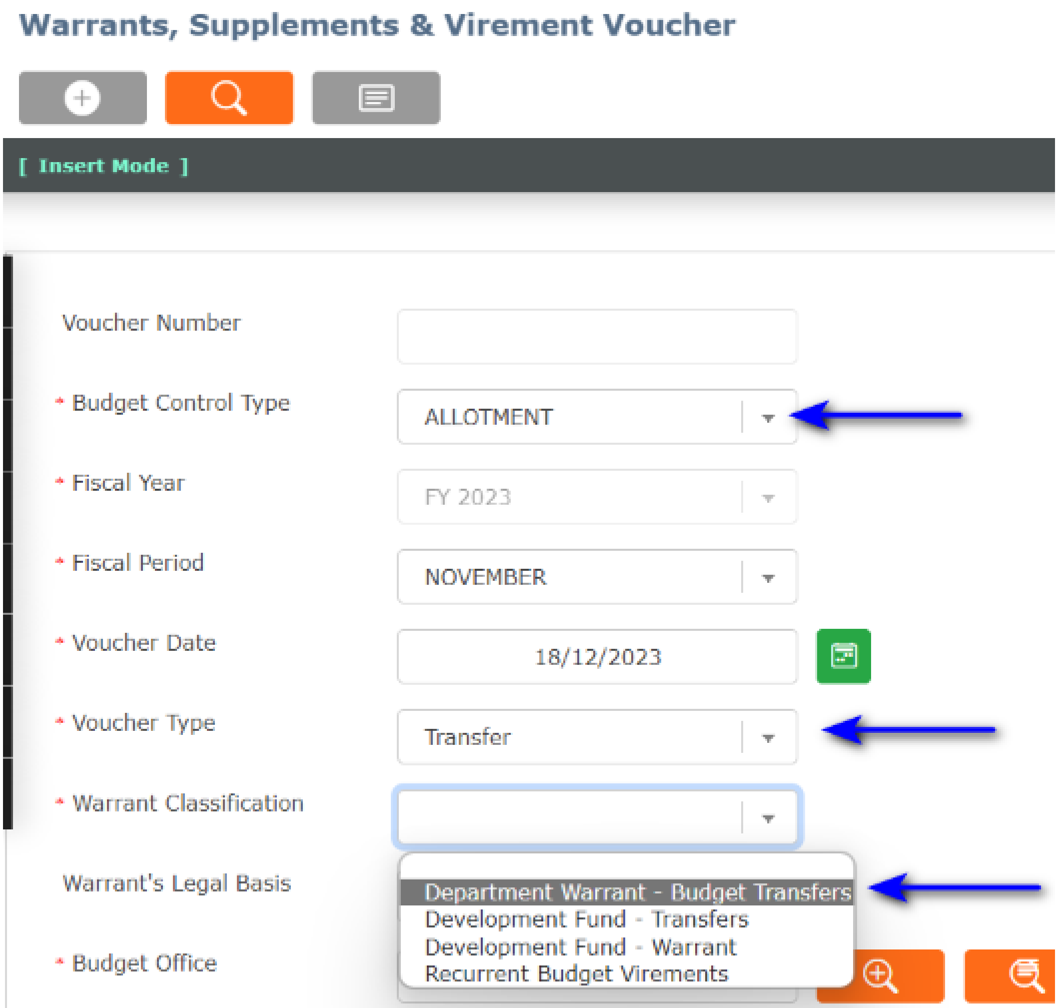
To prepare the Department Warrant, follow these steps.

Step 1. Navigate the Menu > Budgeting and Appropriation > Warrants, Supplements and Virement Voucher

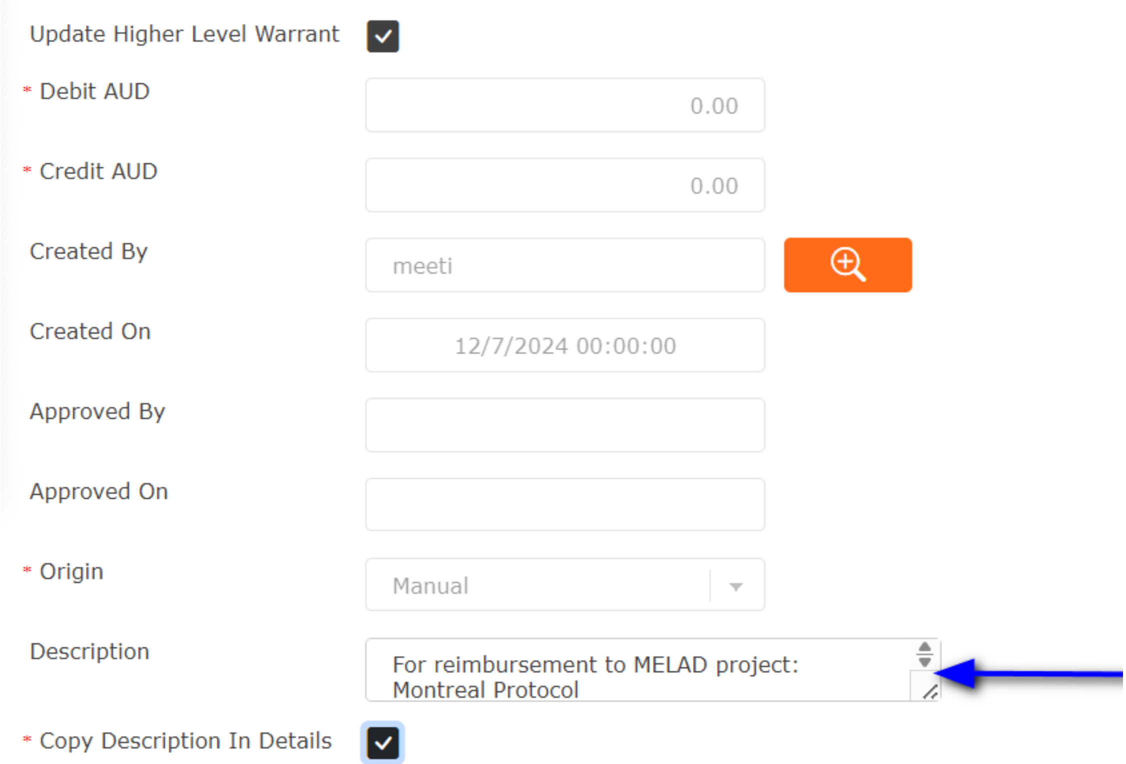
Step 2. Click the New button



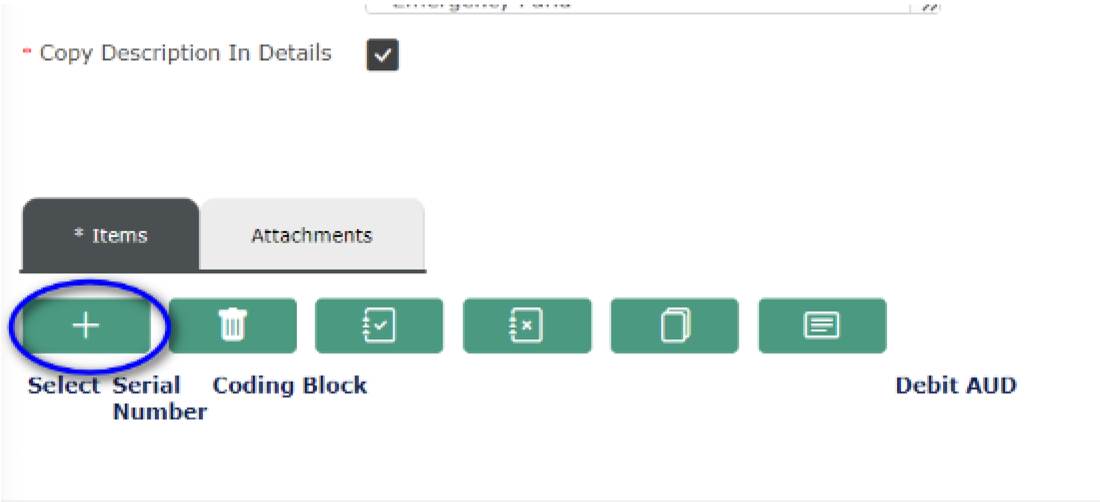
Step 3. Provide the details below.



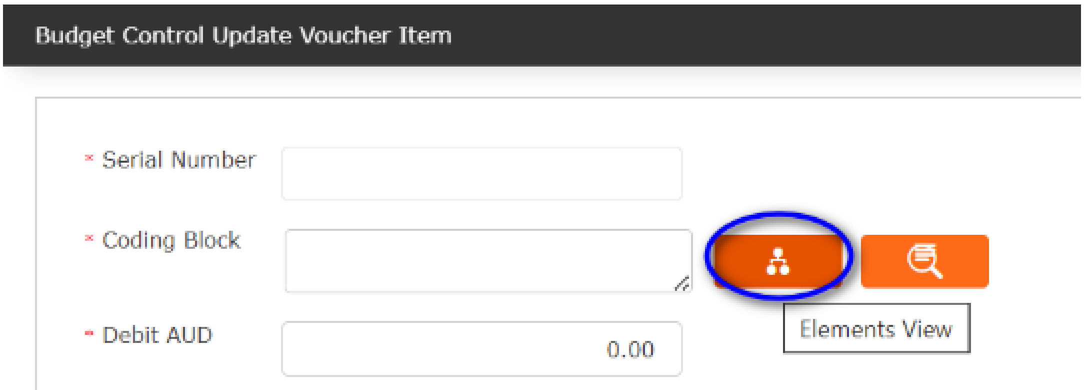
Step 4. Check the Update Higher Level Budget Control and enter the description



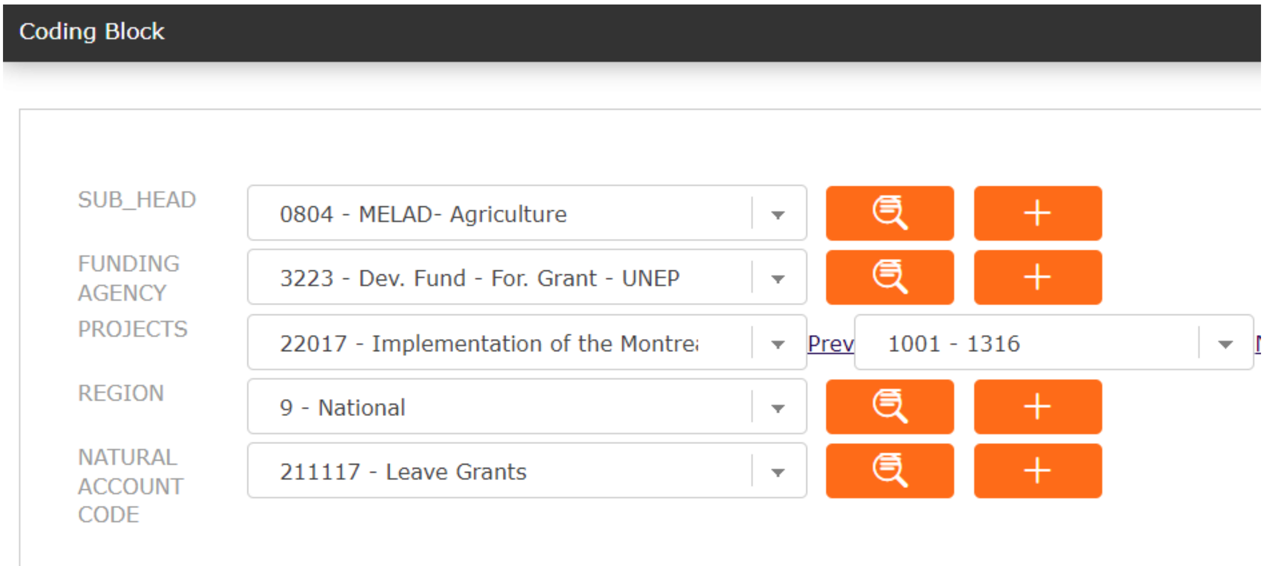
Step 5. Click the new button for the Line Item.



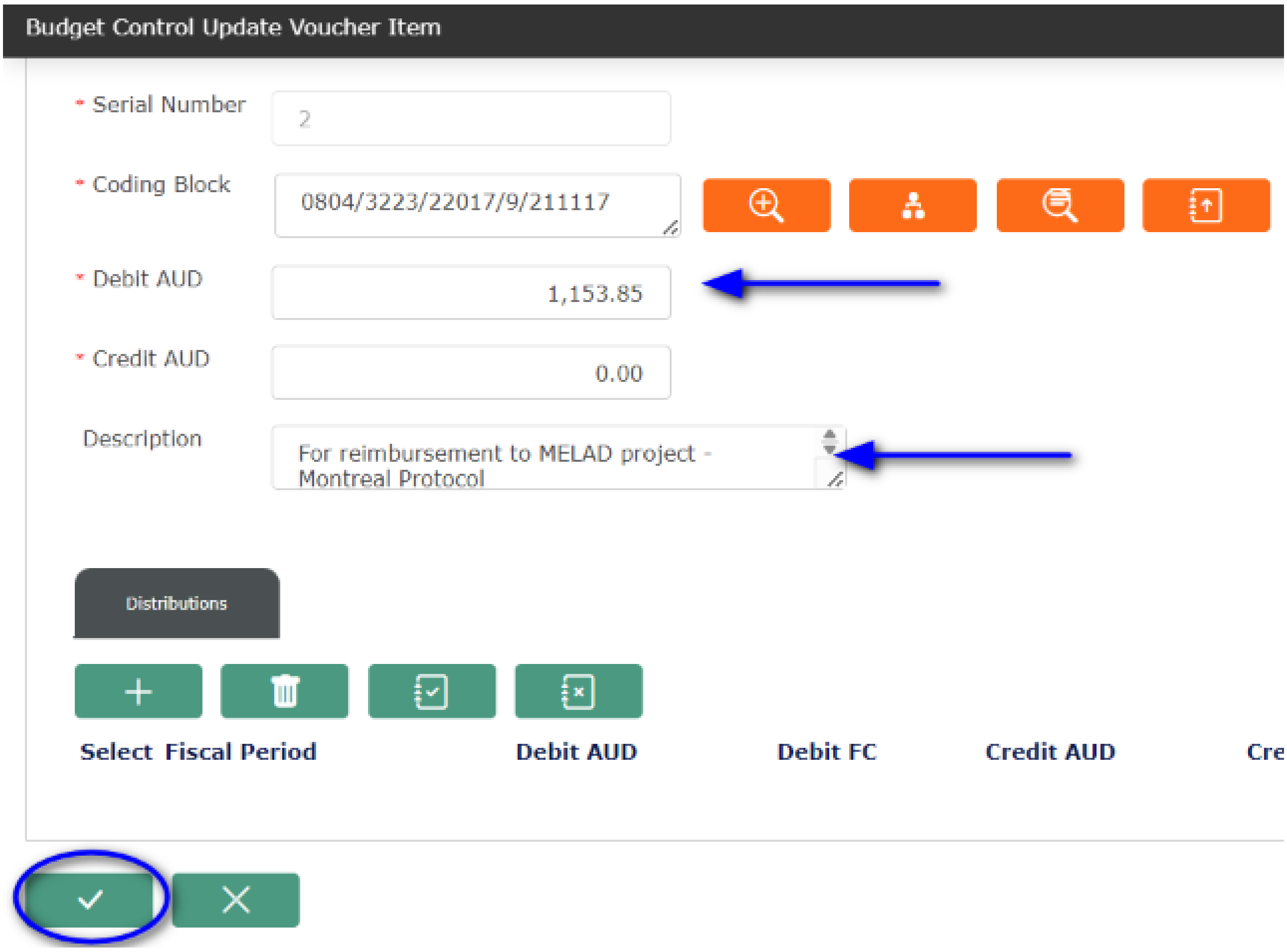
Step 6. Click the Elements view to add the details of the Coding Block.



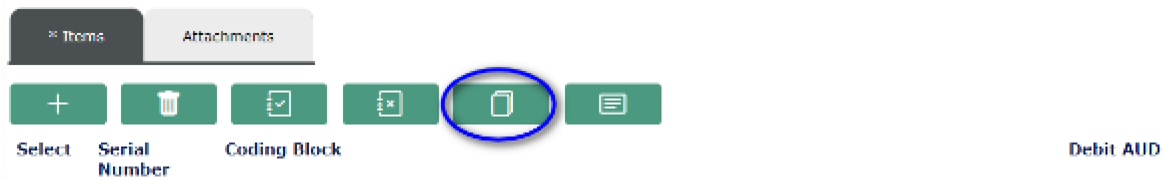
Step 7. Complete the details of the CB then click the save and return button.



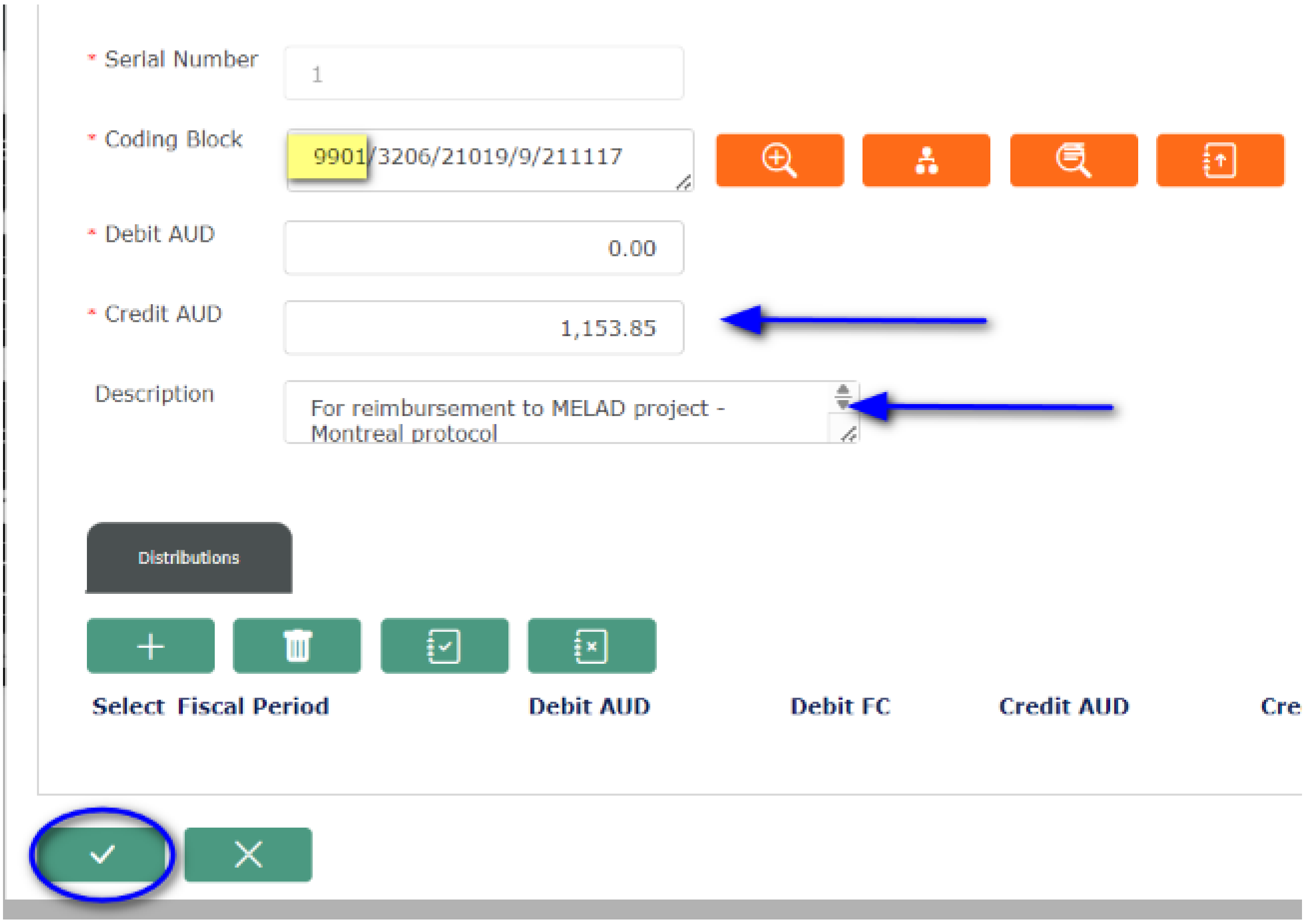
Step 8. Enter the amount then click the save and return button.



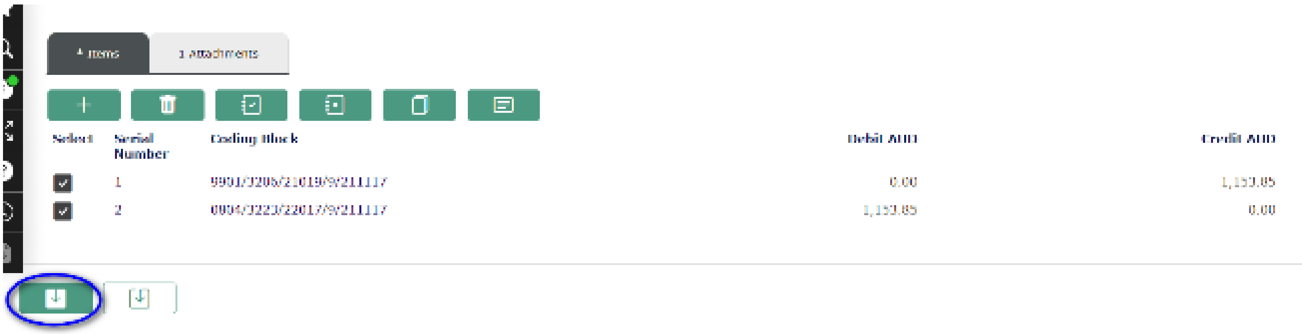
Step 9. Click the copy button to add the source.



Step 10. Change the Coding block of the source, then enter the amount in the credit. Click the save and return once done.



Step 11. Click the Save button.

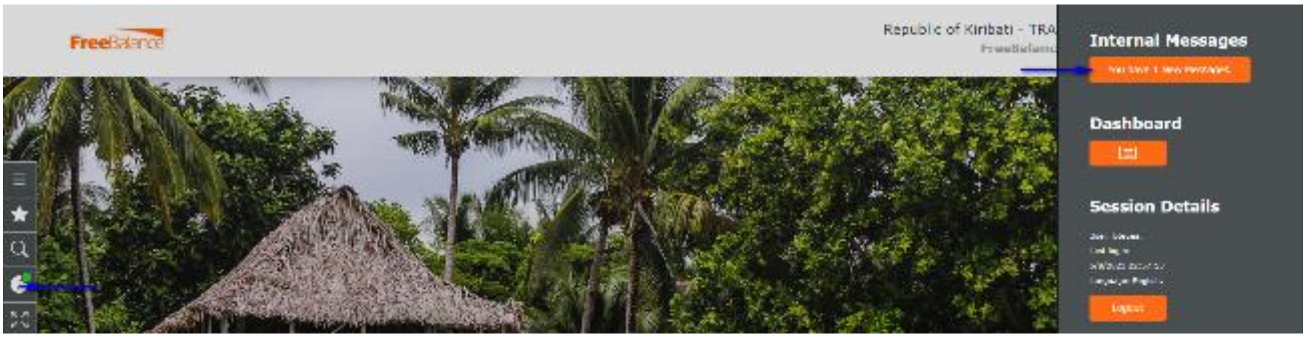


> ***Note:***
> *The approval process of Department Warrant – Budget Transfers shall follow the same process where NEPO will review it, NEPO Deputy Director will approve, then it will go to the MFED Secretary for approval. When done, it is routed to the Treasury for approval. After these are all completed, then the Line Ministries are now ready to use the transferred budget for their budget execution.*

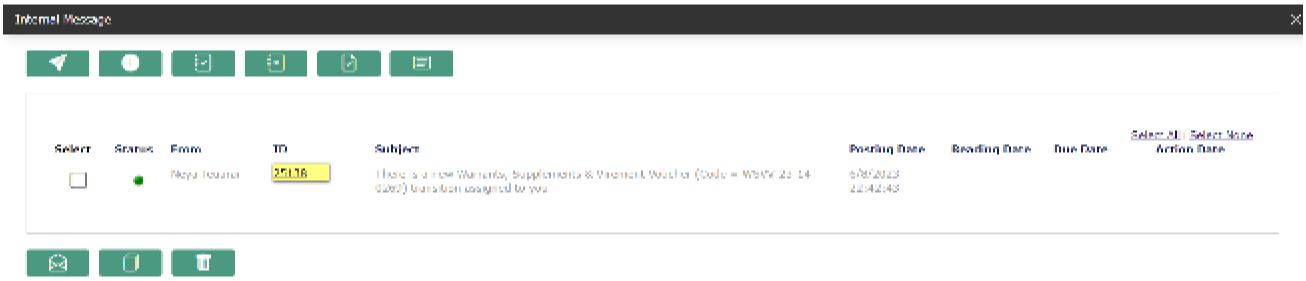
9.5 How to Approve Budget Transfers, and Virements

Internal Transfers and Virements are initially authorized by the SROs from each accountable Line Ministry. To process approval at this level, follow the steps defined below:

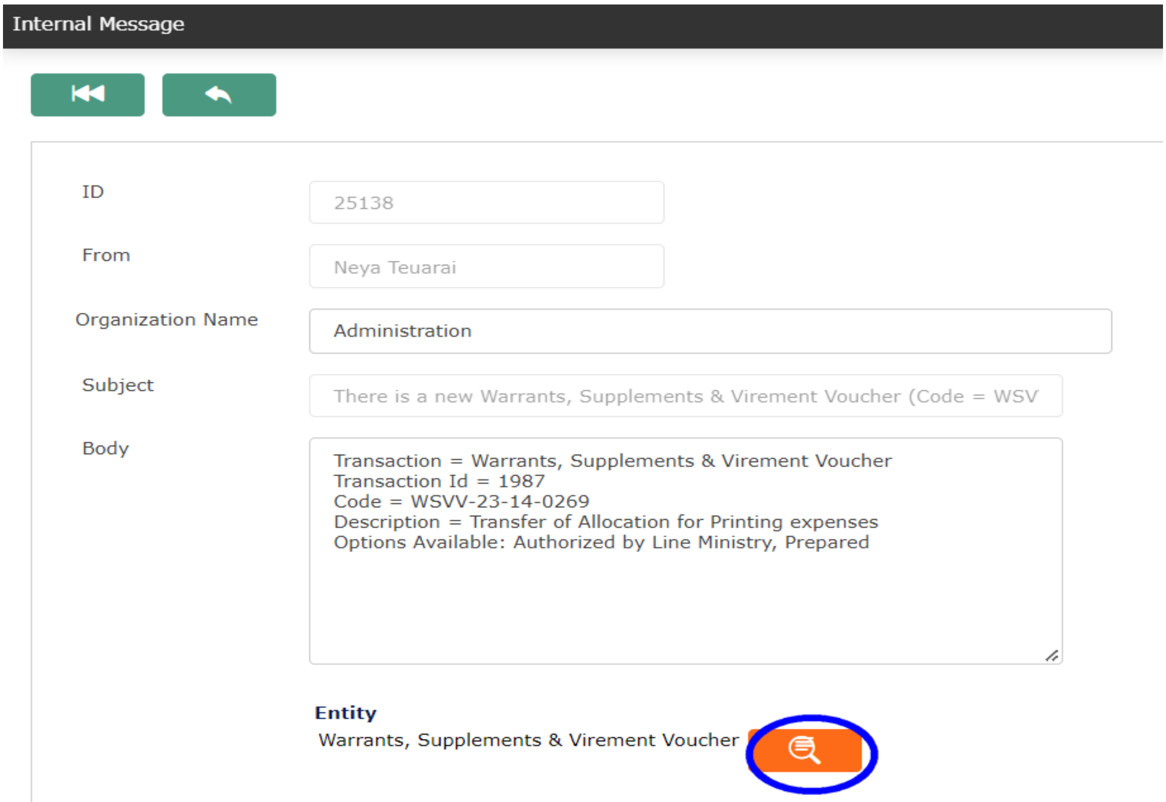
Step 1. After logging in, click the  to display the Internal Messages. Click the New messages box on the internal messages.



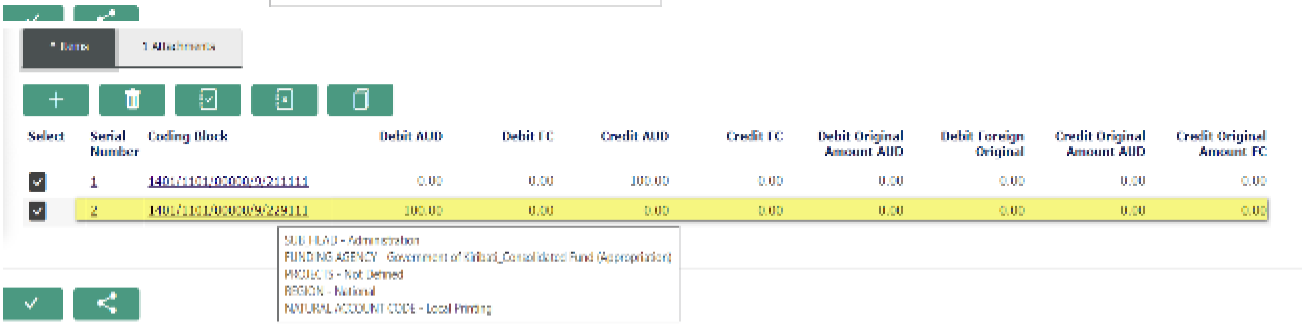
Step 2. The Internal Message will be opened and the list of all pending tasks and notifications for the user is displayed. Click on the ID of the notification for the Warrants, Supplements & Virements Voucher. This will open the details of the Voucher.



Step 3. Click on **Update Domain**  button on the displayed Internal Message screen. The system will open the screen for the Voucher for review.

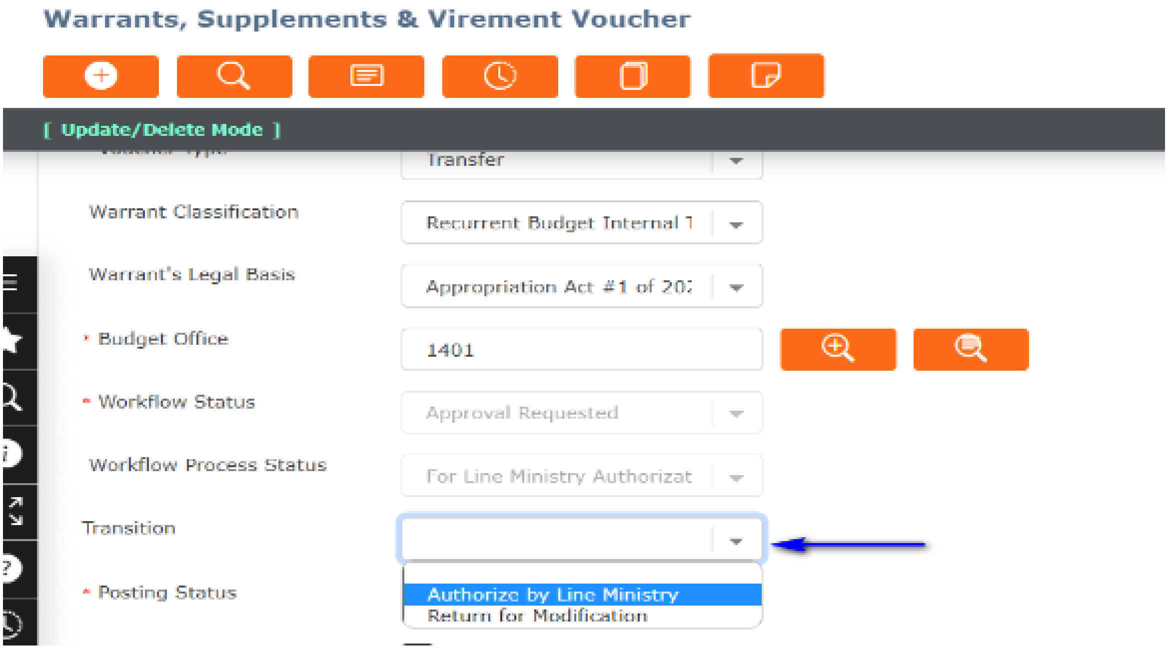


Step 4. Review the entries made for the transfers.



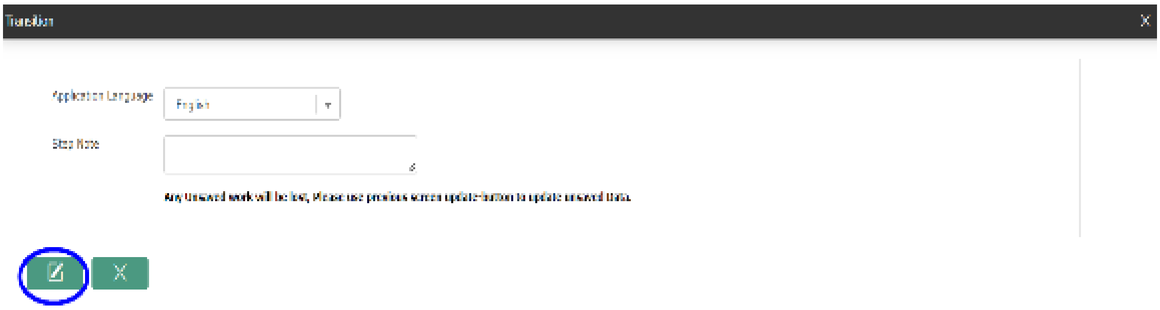
Step 5. To download the attached file/s, click on the Attachments tab and click on the file name to download.

Step 6. After the review, go up to the Transition field and select the "**Authorize by Line Ministry**" from the dropdown list. The Transition button is displayed. Click on it to proceed.



Note: In case, the 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.

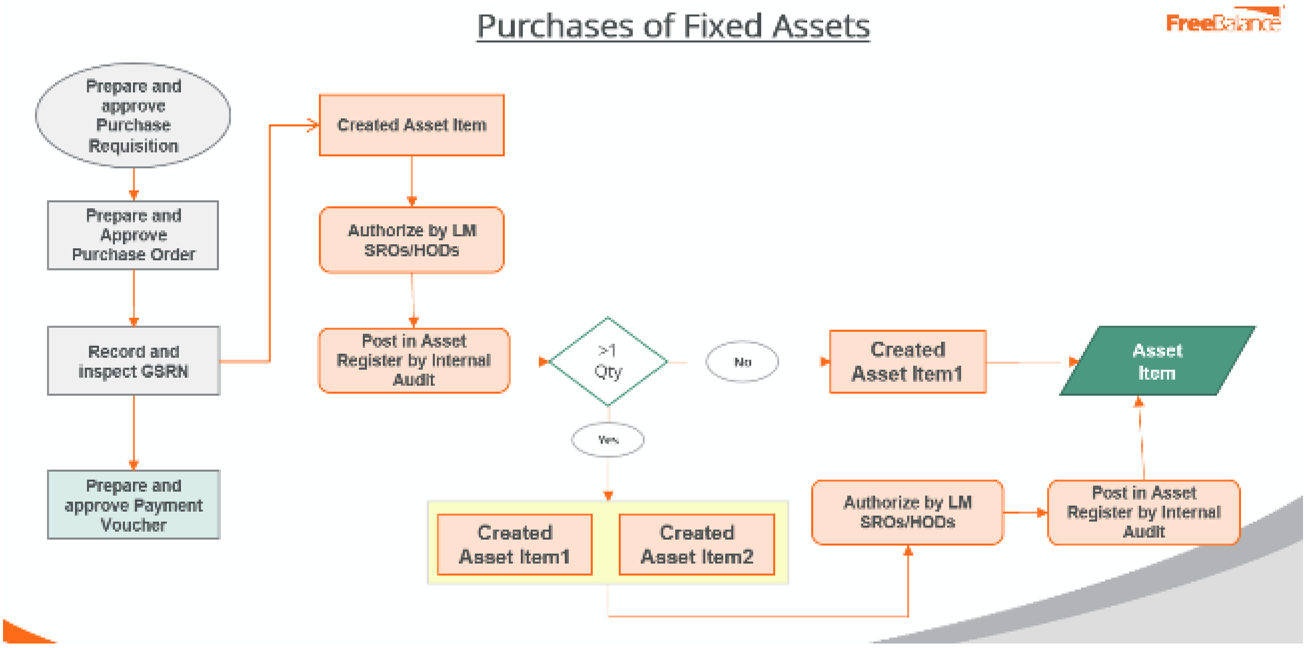
Step 7. Enter the step note as an instruction or information to the next approver user. And then click the Finish button



Users Procedures manual relating to Development Warrants are available in MFED Website
https://www.mfed.gov.ki/sites/default/files/IFMIS%20User%20Procedures%20Manual%20-%20IFMIS%20Warrant%20Processes_V1.pdf

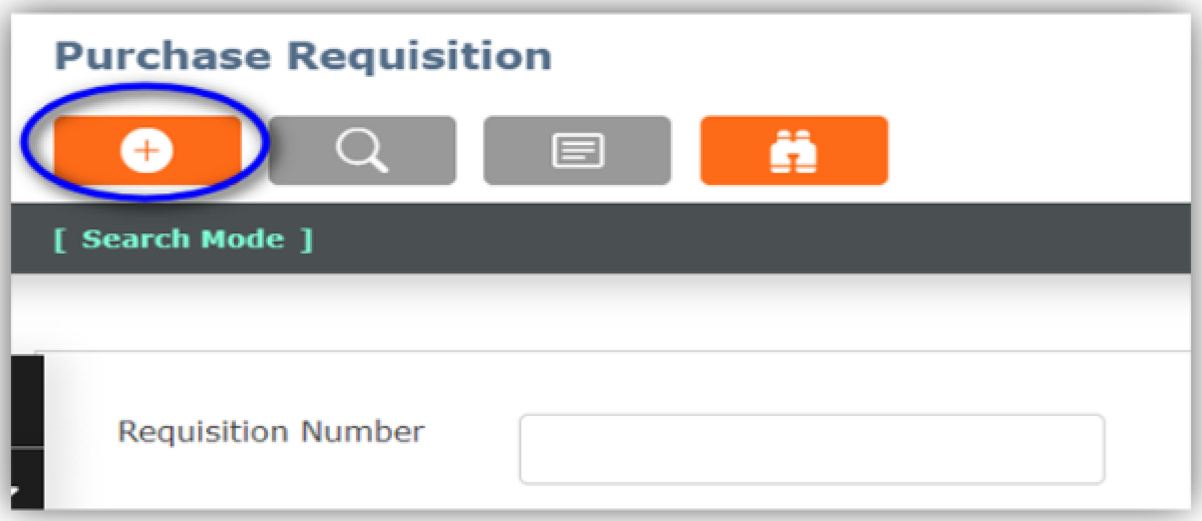
10 Fixed Asset Management

10.1 How to Register Fixed Asset

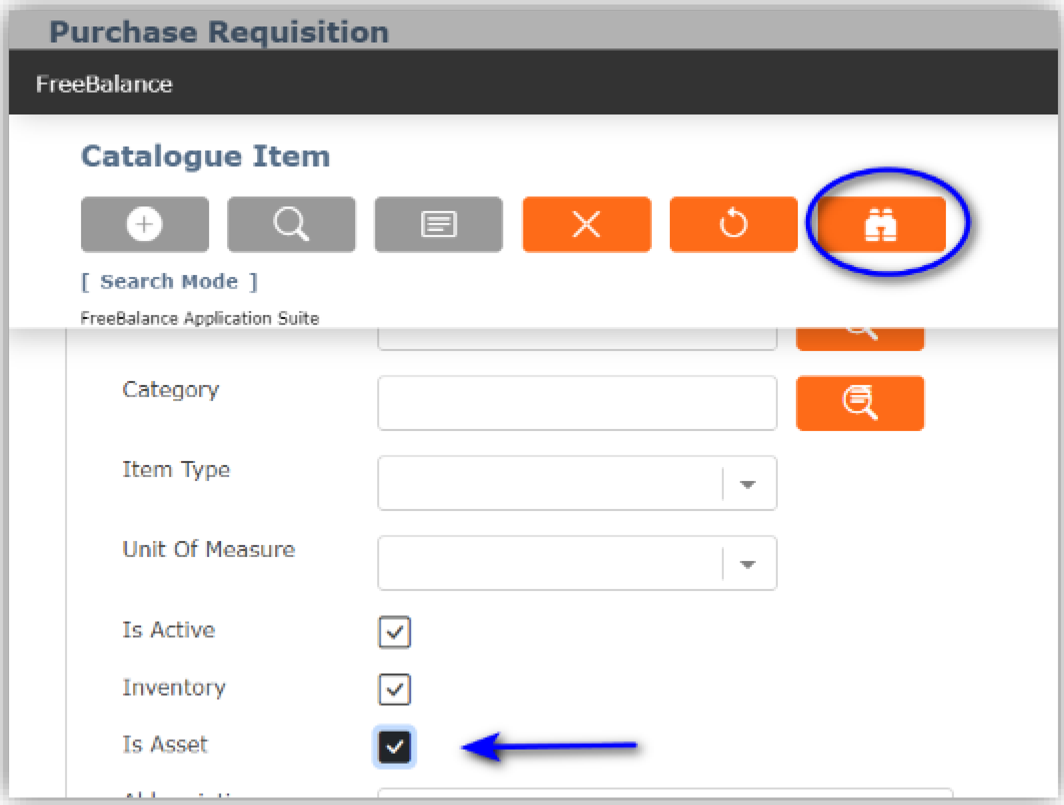


10.1.1 How to Register Fixed Assets from Received Purchases

Step 1. Create a new PR for Asset and populate all required fields. Follow normal PR procedures.



Note: When creating a PR for Asset purchase, **ensure to tick the “Is Asset” field.**



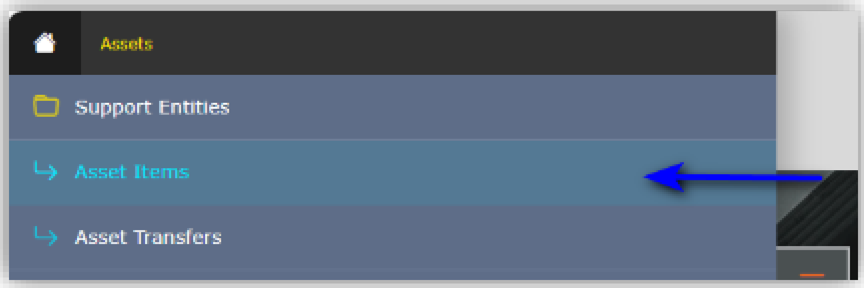
Step 2: provide the details required: procurement threshold and encode details.

Step 3: When complete, click Save button and navigate to the Transition field and select for endorsement. Transition until PR is fully approved.

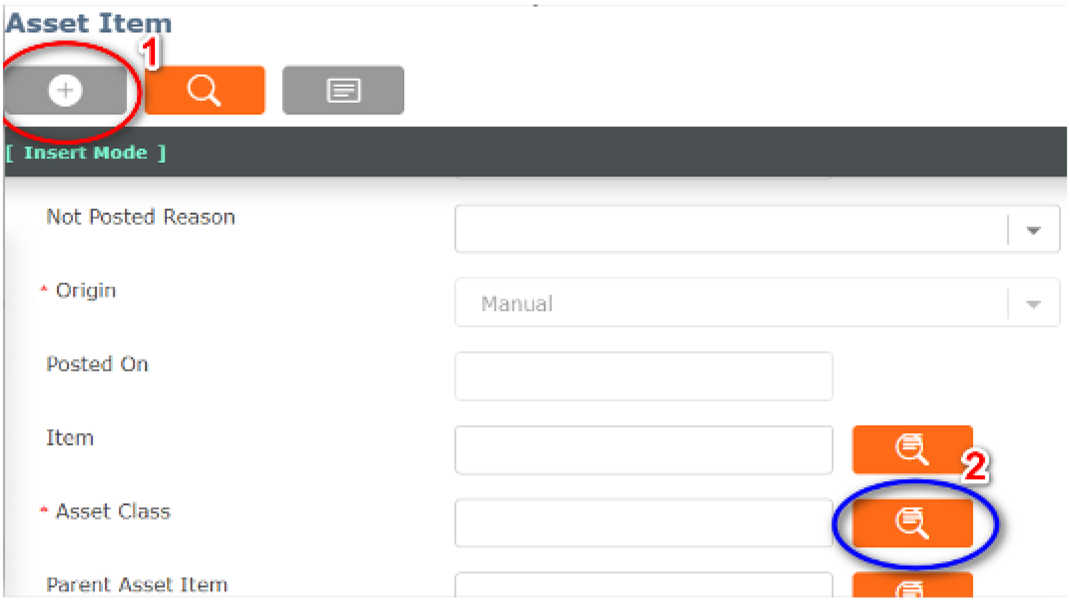
Step 4: Proceed with PO and GSRN ensuring that the **“Is Asset” field is ticked.** Follow How to create PO and How to create GSRN available on pages 80 and 94.

Step 5: Create a PV per the procedures on page 121.

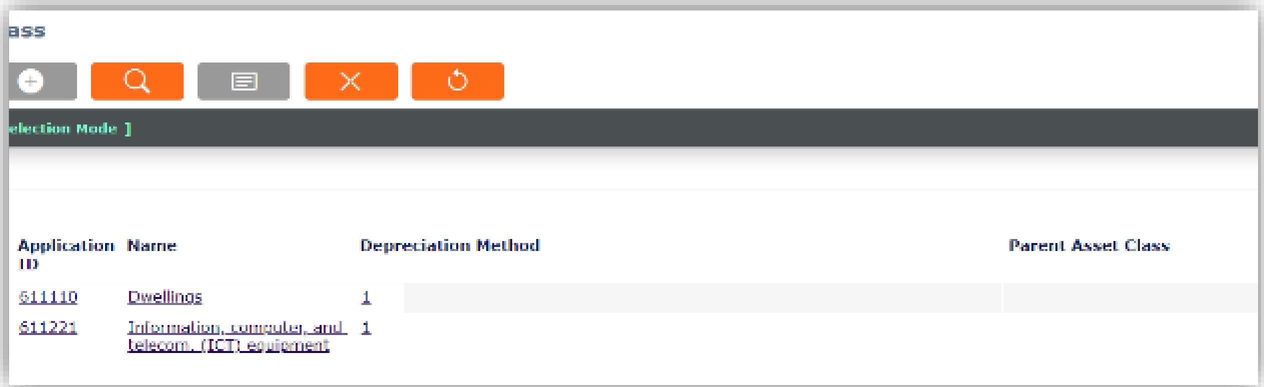
Step 6: Once Asset is acquired navigate to the Menu tab, find Assets, and click on Asset Items.



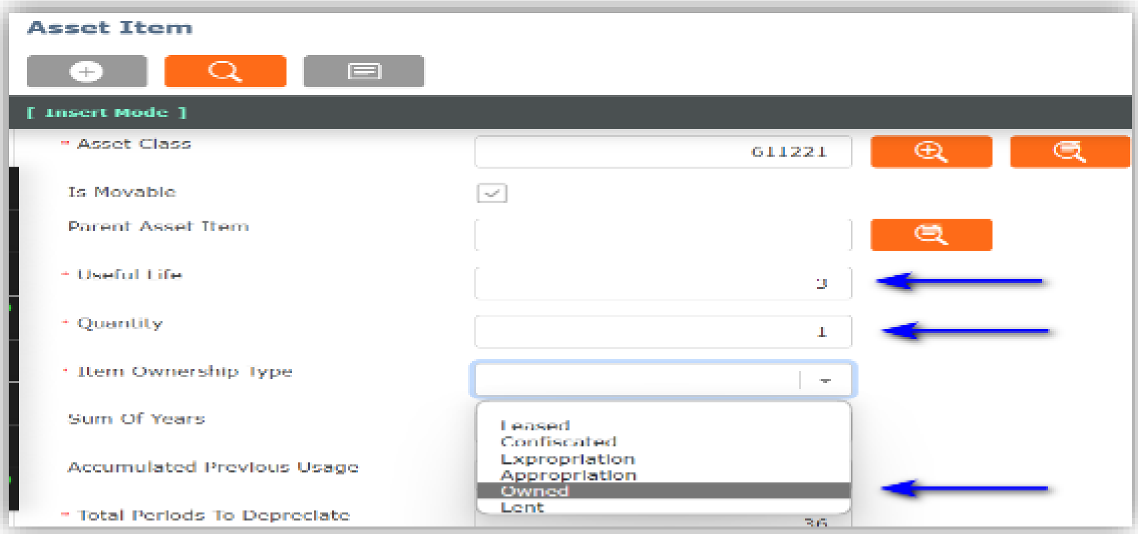
Step 4: Click add new and click on the look up button on the Asset Class and find.



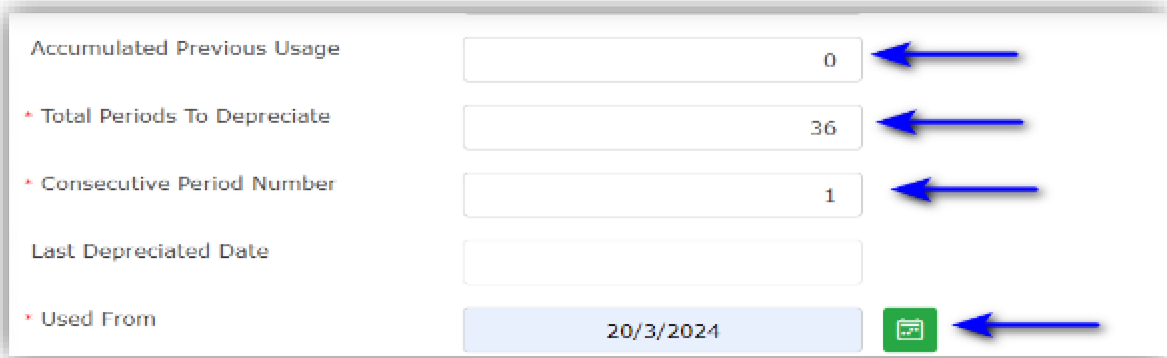
Step 5: The list of Asset Class is displayed. A list of all asset classes will be available. Click to select the applicable Asset class.



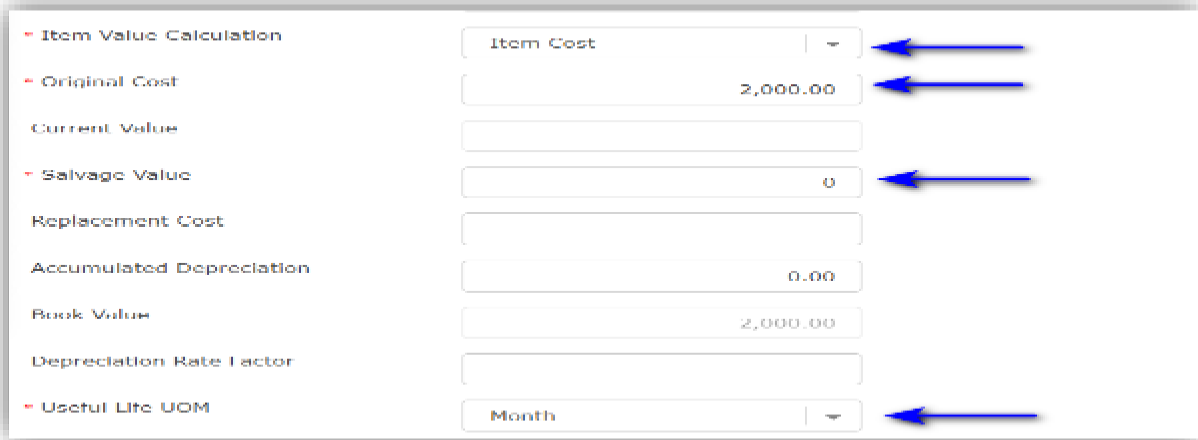
Step 6: Select the applicable value from the Item Ownership type and enter the date in the used from field, this date will be used as the start date of the depreciation.



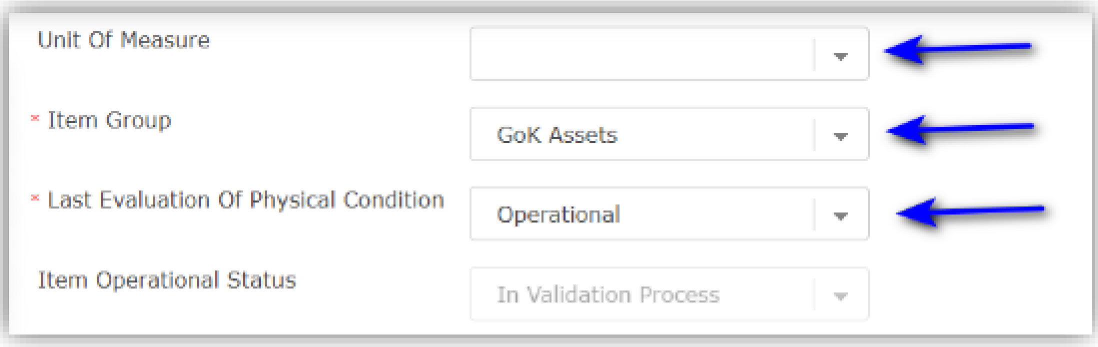
Step 7: Add the details on the amounts and add the Useful life to depreciate as Month.



Step 8: Enter the original cost or the book value of the asset, then add the details for the useful life , Unit of measure, and item group.



Step 9: Select the applicable items for the field below:

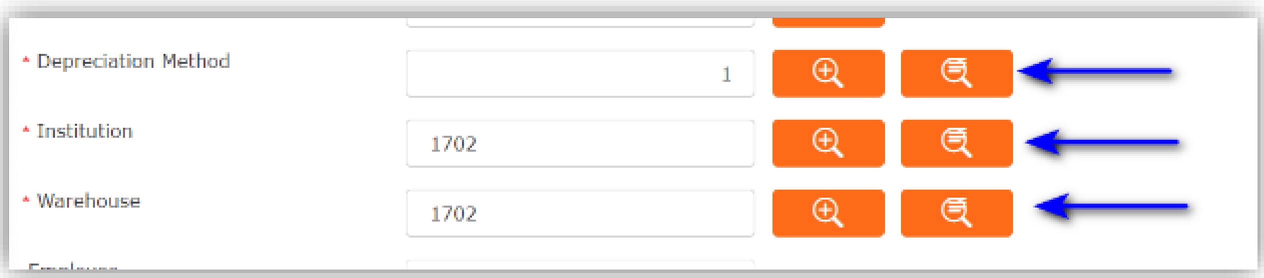


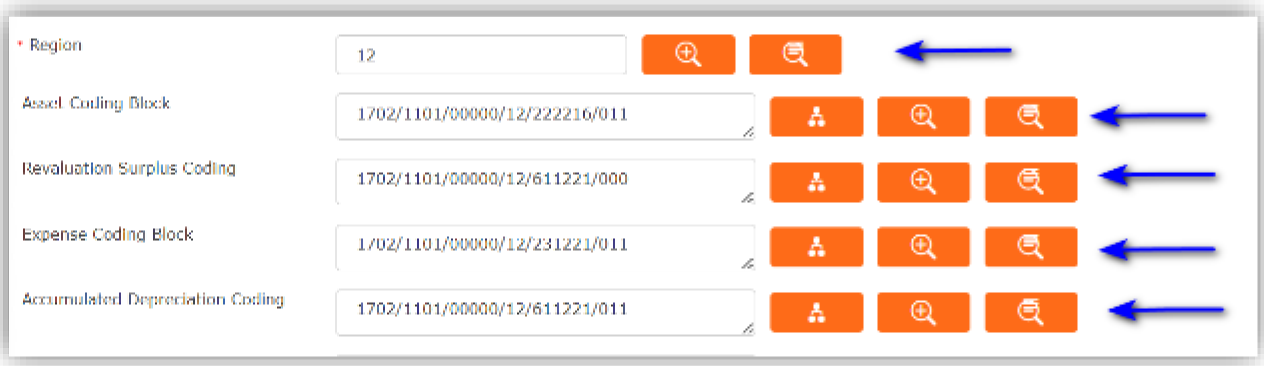
Step 10: Complete the details below and the coding block of the Asset.

<u>Note:</u> The **"institution"** should be the Division of the recording Ministry.

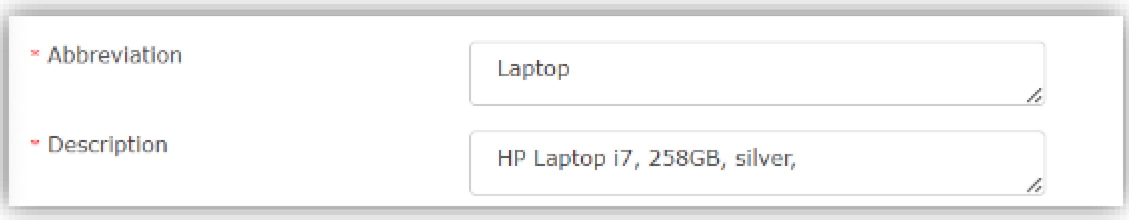
The **"warehouse"** is where the Asset is stored and kept

The **"region"** is where the asset is located

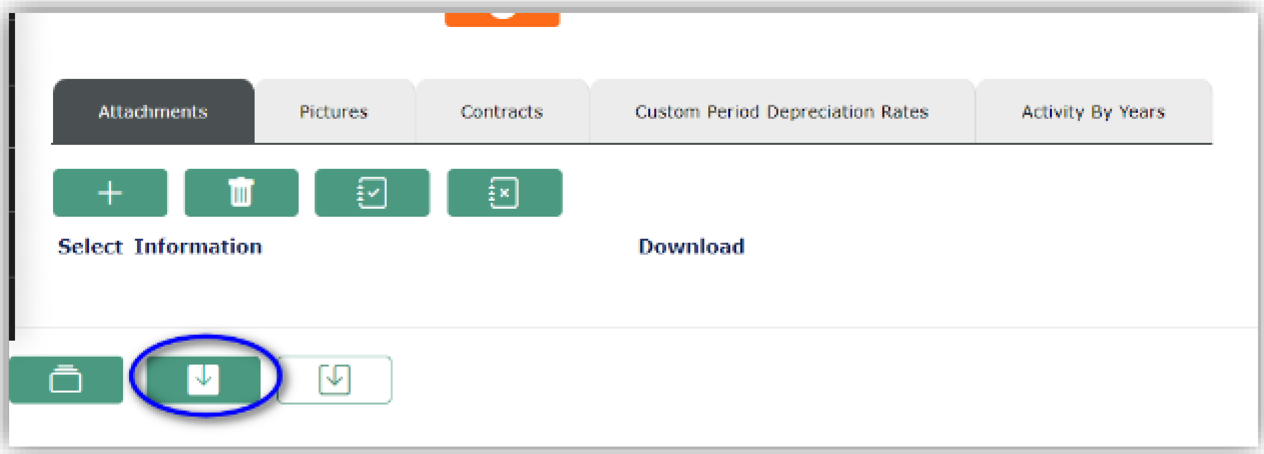




Step 11: Provide the specifications of the Asset.

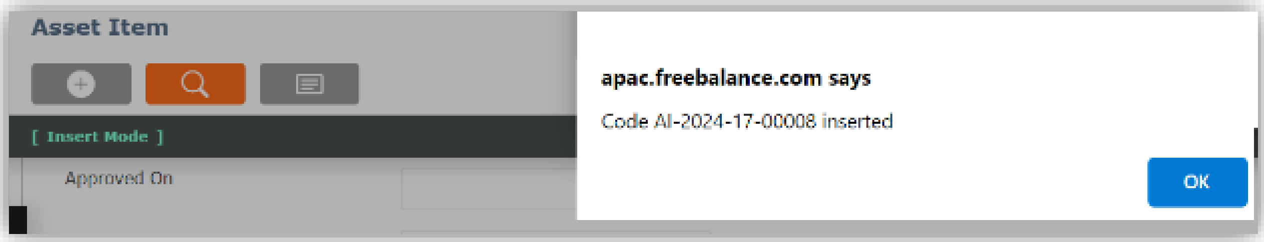


Step 12: Click to the Save button.

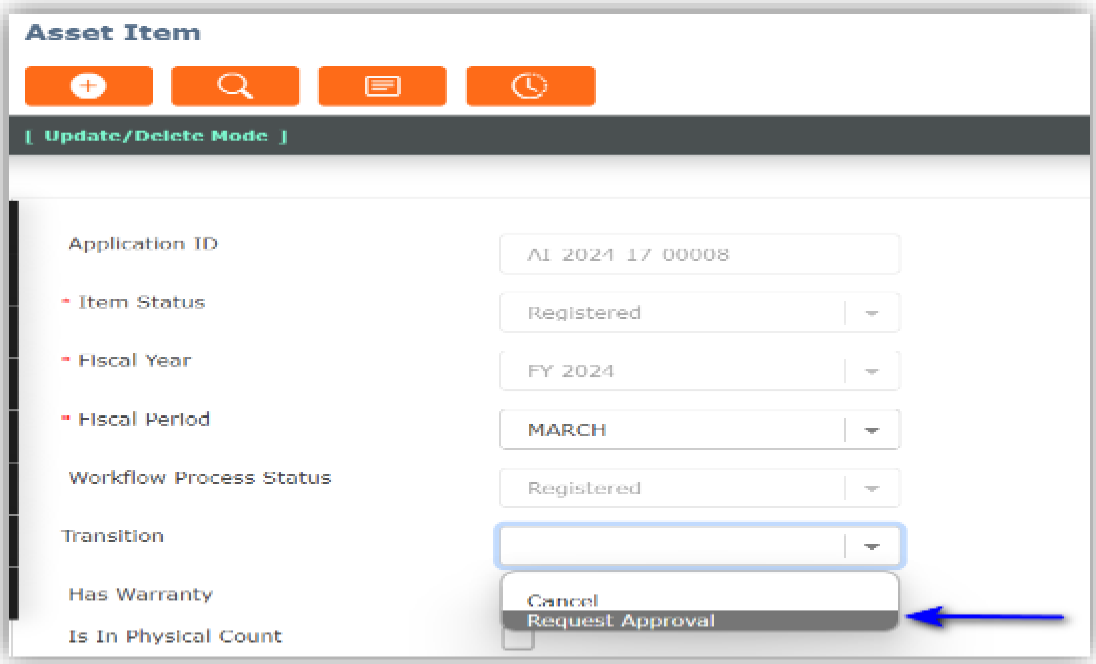


Step 12: Click ok on the displayed message.

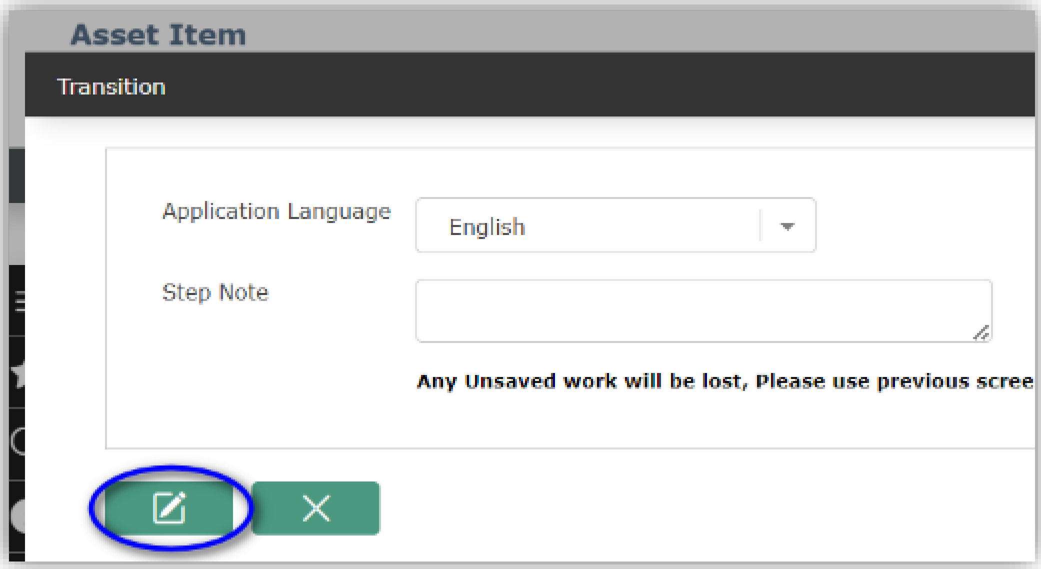
Step 13: Click OK on the asset item number.



Step 14: Go to the transition button and select the applicable transition from the dropdown field and transition it.



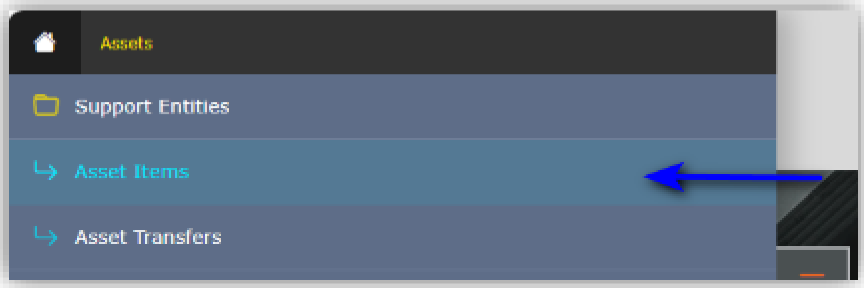
Step 15: Click the Finish button to complete the transition of the Asset.



10.1.2 How to Register Fixed Assets from Donations

To record Assets donated to the Government of Kiribati,

Step 1: Navigate the Menu > Assets > Asset items.



Step 2: Click the New button to add the Asset Item and complete required information. Follow steps in registering a fixed asset as provided on pages 216 – 222: steps 1 to steps 15.

Step 3: Click save button when complete, then go to the Transition field and select for review.

10.1.3 How to Transition Fixed Asset

10.1.3.1 How to Authorize Fixed Asset Registration

Step 1: Navigate the (i) and click on the Dashboard.

Step 2: Click the Asset Item from the list, and select the Asset Item number to transition.

User Dashboard

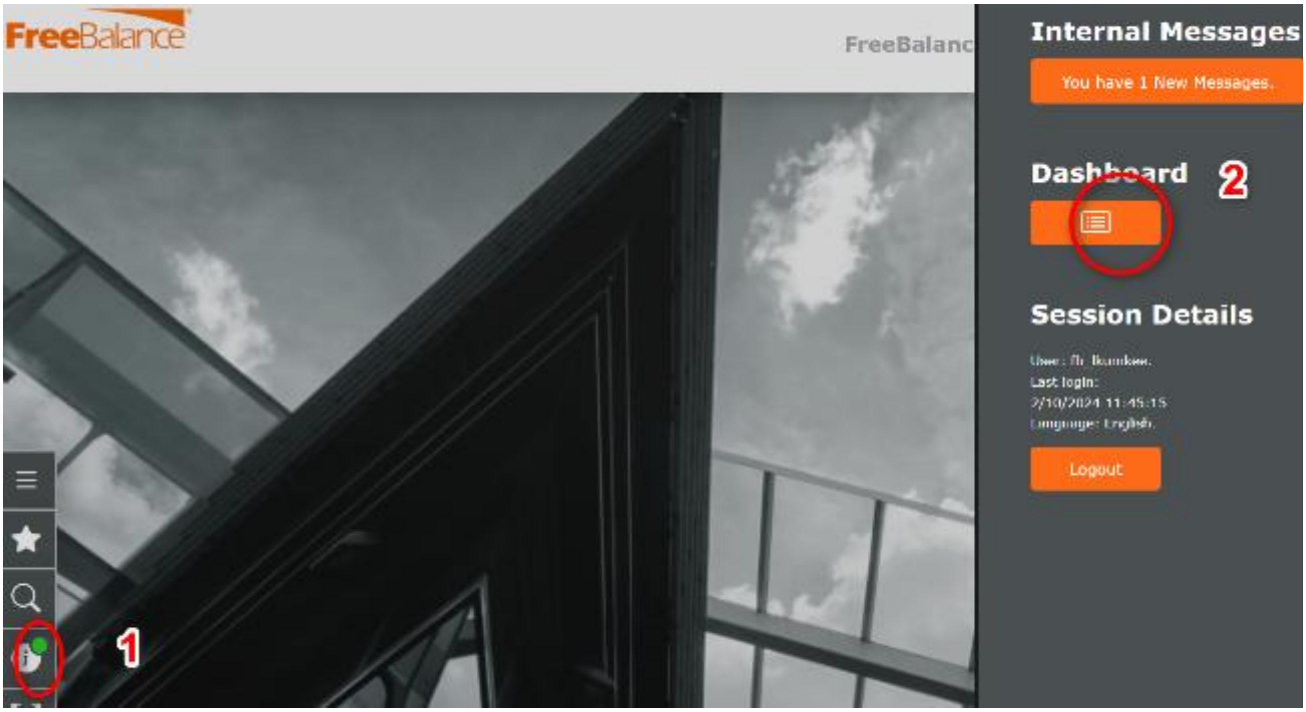
Transaction Type	Pending Tasks	Deadline Reached Tasks
Asset Item	1	0
Payment Voucher	411	411
Journal Voucher	3	3
Commitment	29	29
Payment Extract Payment	8	8
Purchase Order	16	16
Purchase Requisition	16	15
Revenue Voucher	1594	1593

Step 3: Review the details and go to the Transition field, select the Authorize by LM SRO/HOD transition from the list, and click the Transition button.

Step 4: Enter the Step note and click the Finish button.

10.1.3.2 How to Post the Fixed Asset to the Registry

Step 1: Once the registered Asset item has been transitioned, the approver will navigate the (i) then click on the dashboard.



Step 2: Click the Aset Item from the list and select the Asset item number to transition.

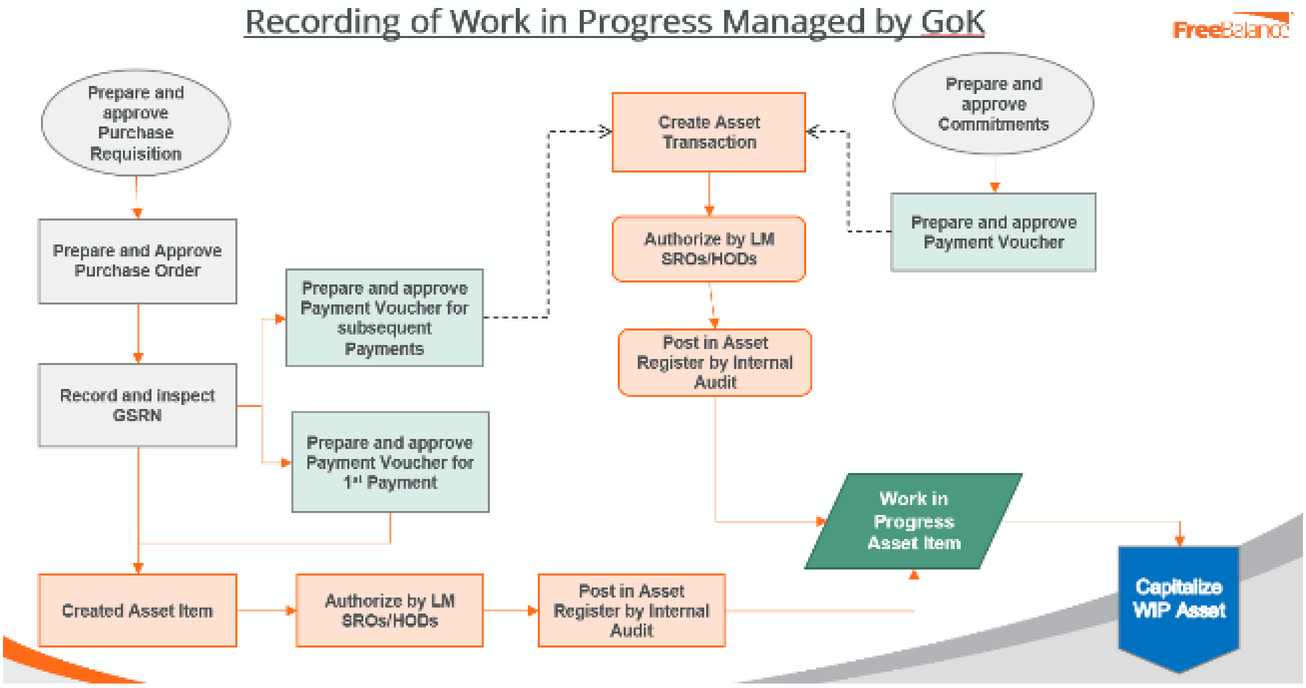
User Dashboard

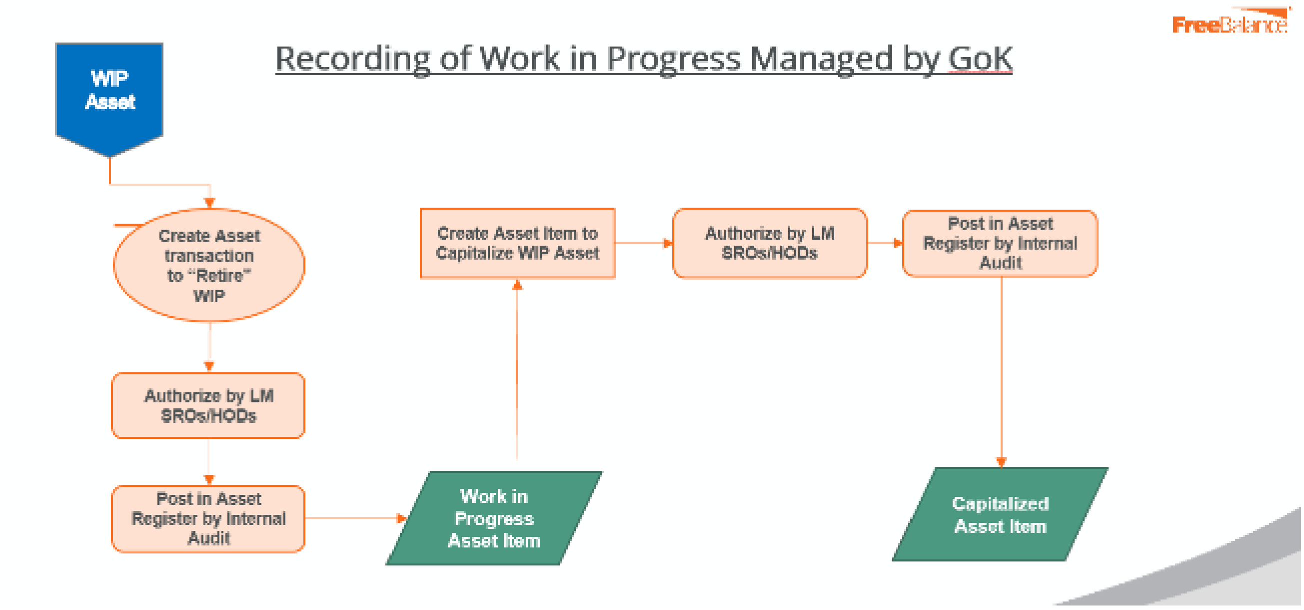
Transaction Type	Pending Tasks	Deadline Reached Tasks
Asset Item	1	0
Payment Voucher	411	411
Journal Voucher	4	3
Commitment	29	29

Step 3: Review the details and go to the Transition field, select the Post Asset Item transition from the list and click the transition button.

Step 4: Enter the step note and click the finish button.

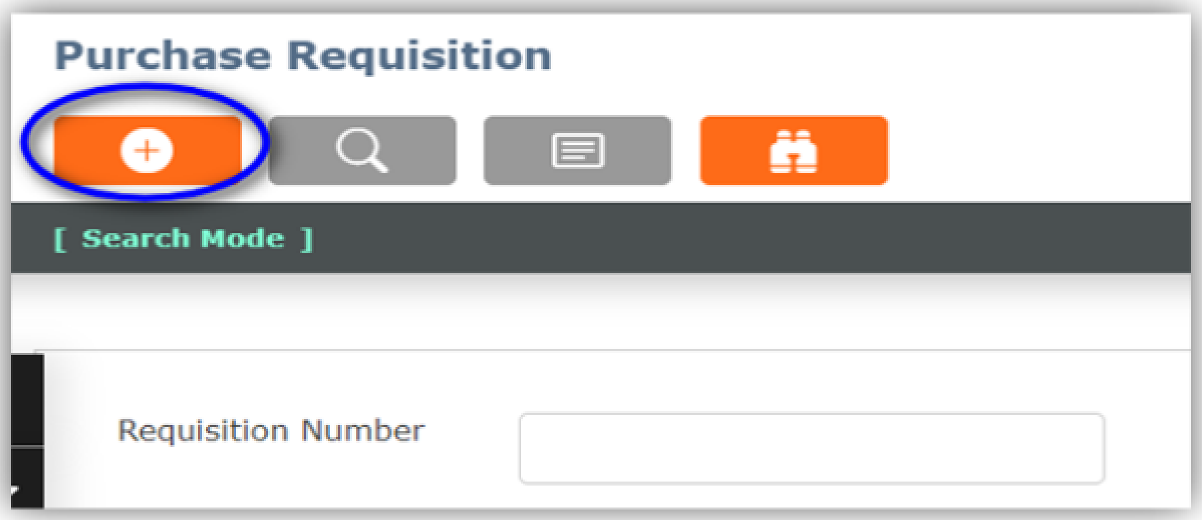
10.2 How to Manage Work in Progress (WIP) Assets





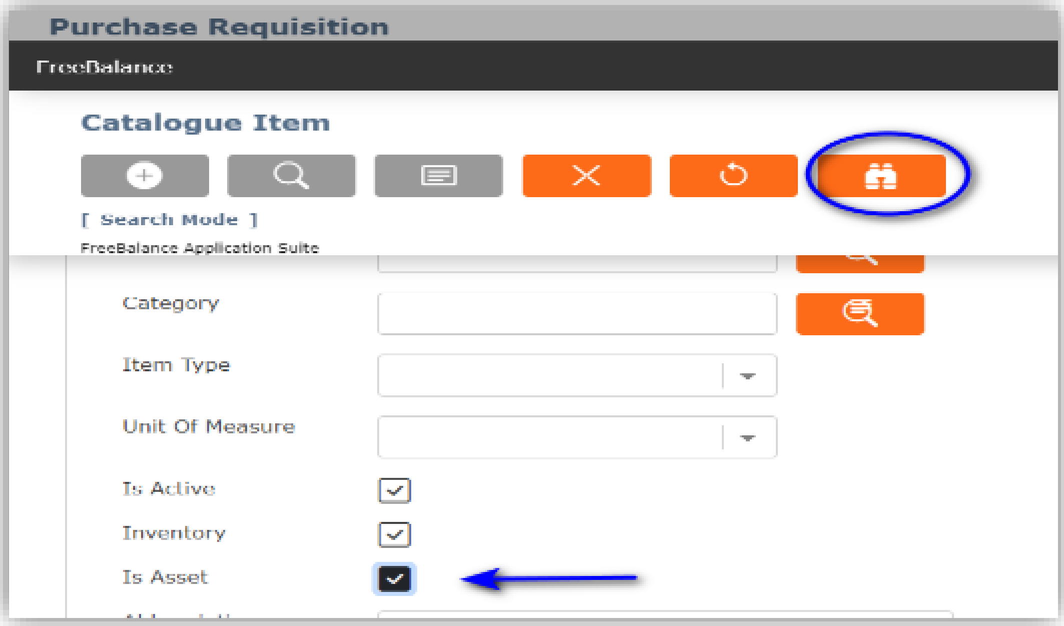
10.2.1 How to Register Fixed Asset for Work in Progress

Step 1: Navigate Menu > Purchasing > Purchase Requisition.



Step 2: Complete the PR steps providing the required information. Refer to How to register a fixed asset on page 216. Follow procedures till competition of PR.

Note: Remember to tick **"Is Asset"** tick box.



Step 3: Complete all required information and then Transition for approval.

Step 4: Create a PO and follow the procedure on how to record a purchase order available on page 80.

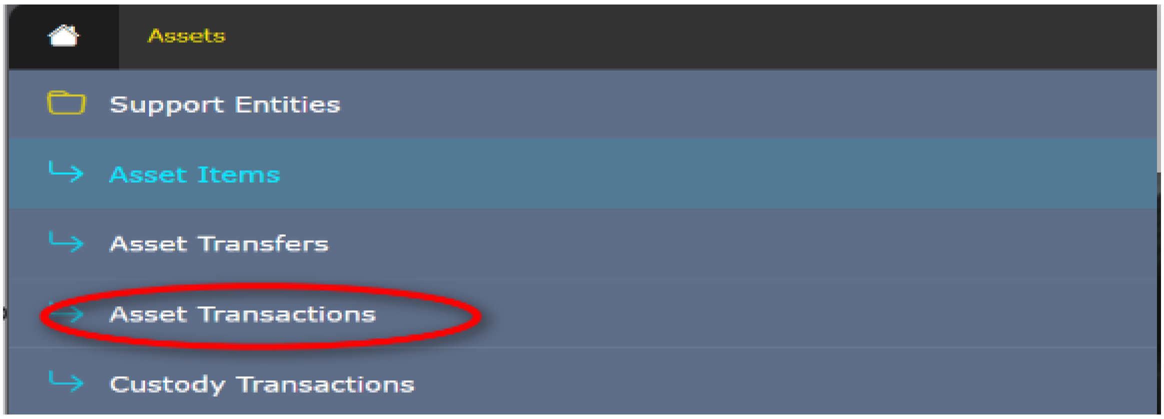
Step 5: Create a GSRN following the GSRN procedure on how to record a GSRN available on page 94. Follow procedures until the transaction is fully approved.

Note: Make sure that the **"Is Asset"** box is ticked.

Step 6: Endorse and approve transition process.

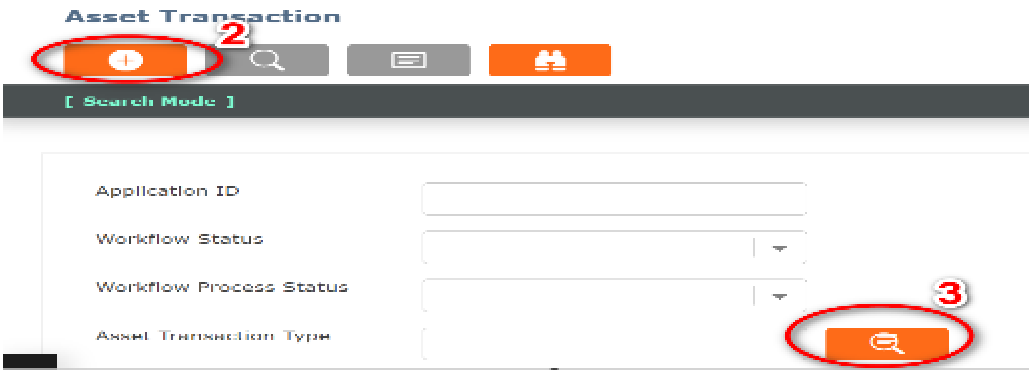
10.2.2 How to Record Work in Progress Incremental Cost

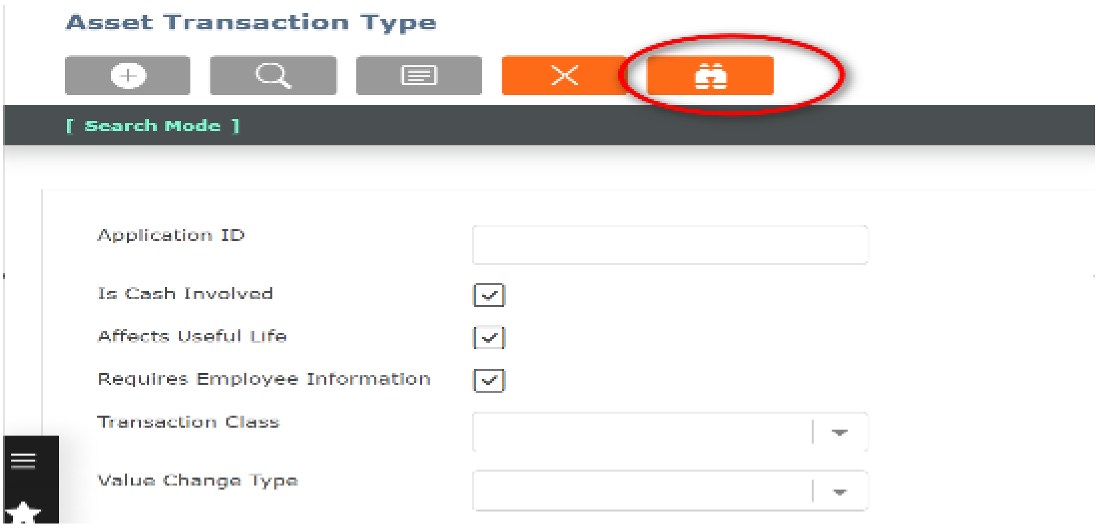
Step 1: Navigate the Menu, go to Asset and click on Asset Transactions.

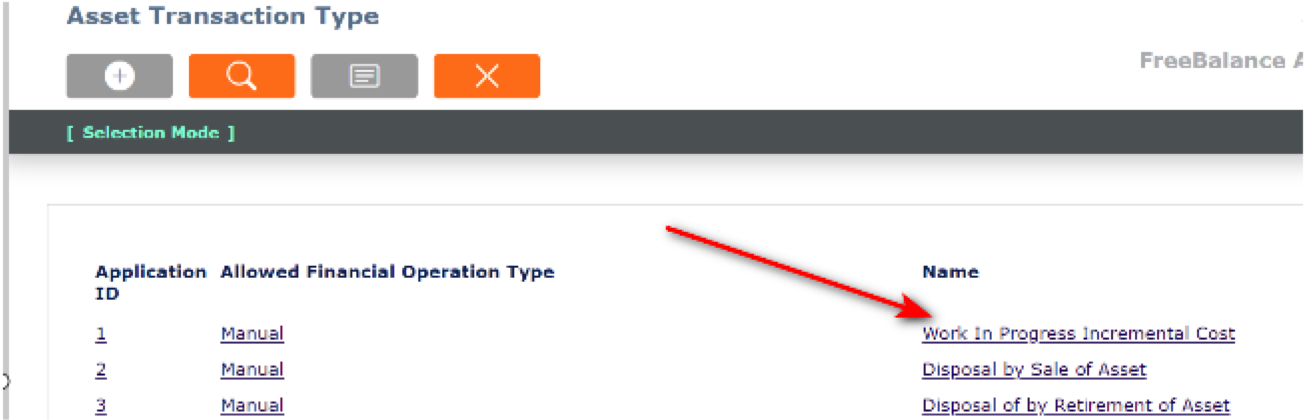


Step 2: Click the add new button on the screen to add a new transaction.

Step 3: Click the Lookup button on the field Asset Transaction type. It will take you to a new screen, then click the find button on the displayed screen and click to select the **"Work In Progress Incremental Cost"** from the list.

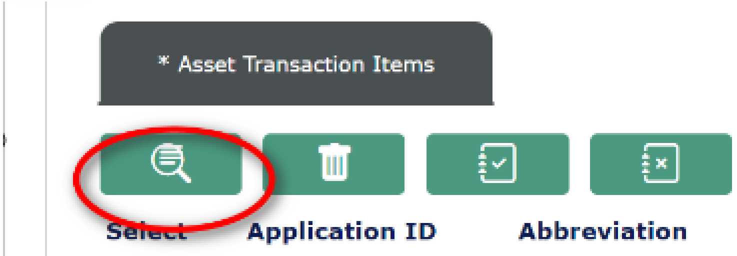






Step 4: Enter the reason for the asset transaction and enter the remarks if needed.

Step 5: Click the lookup on the Asset Transaction items tab and then click the Find button.

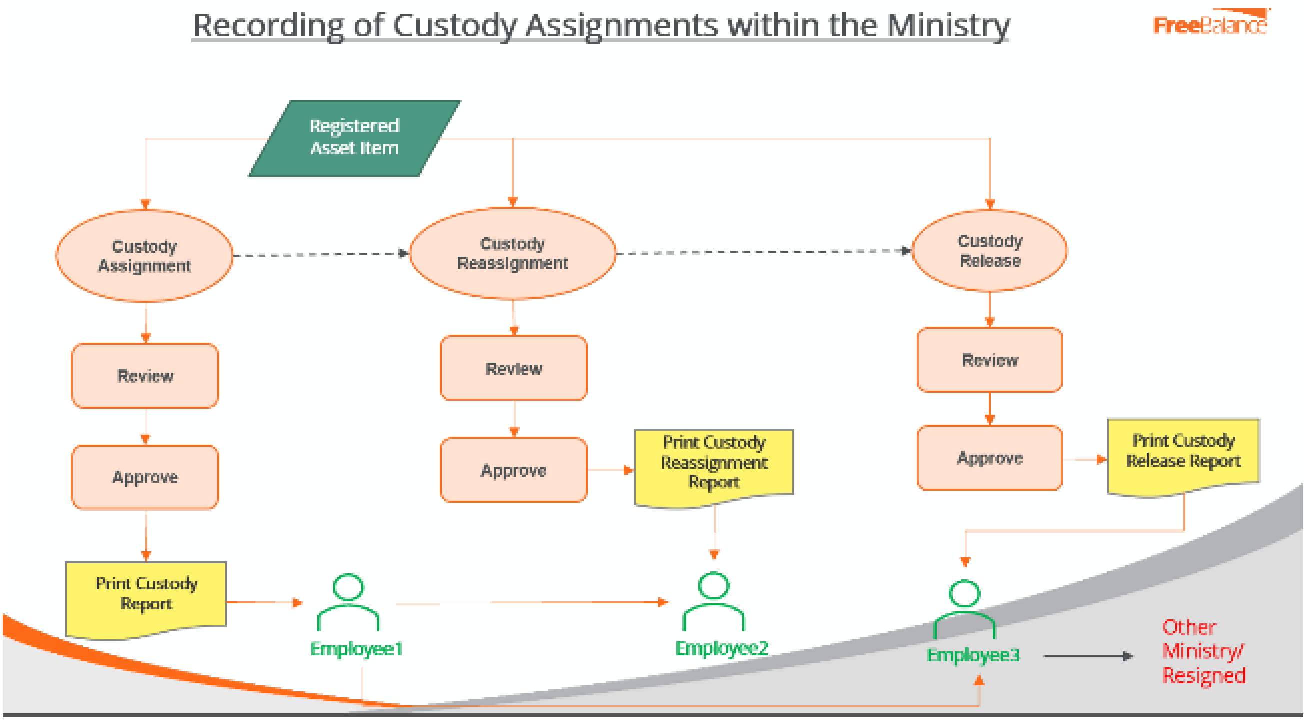


Step 6: Click to select the WIP asset item to increase the amount of and click the return button once done.

Step 7: Click the save button when completed

Step 8: Go to the transition field and select the For Authorization from the transition. Then click the transition button and enter the step note and click the finish button.

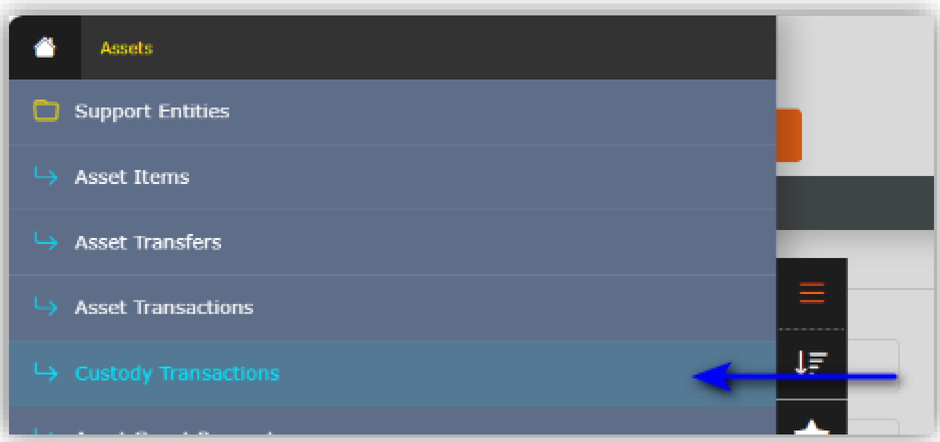
10.2 How to Manage Fixed Asset Custody Assignments



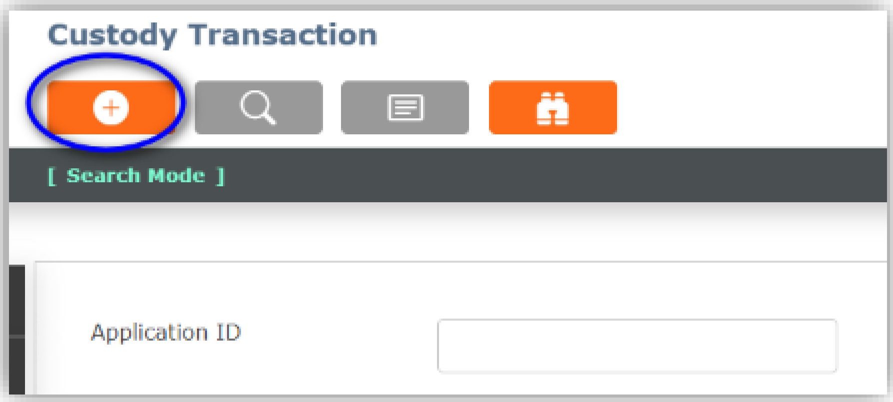
10.2.1 How to record Custody Assignment

Custody transaction is where the assets are assigned to the accountability of the Employee or the Division.

Step 1: Navigate the Menu > Assets > Custody Transactions

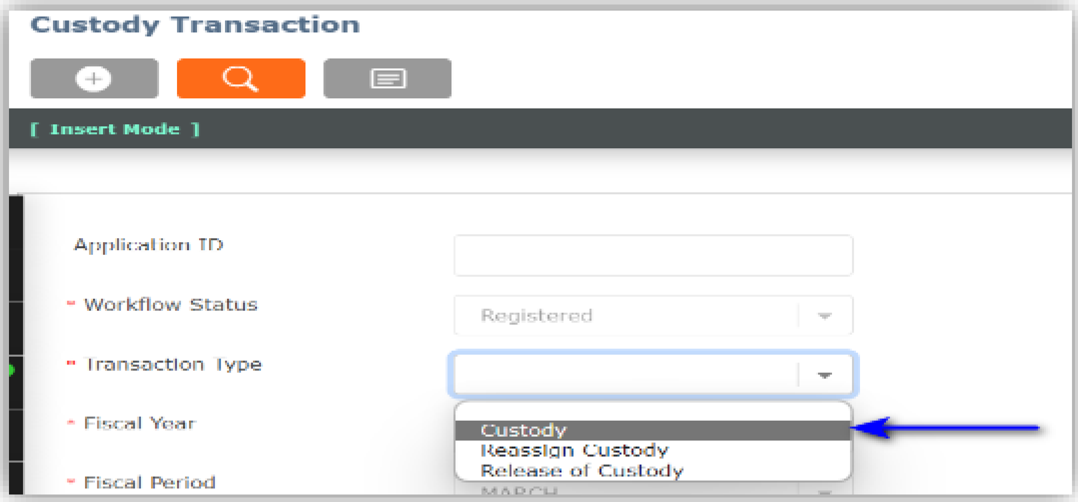


Step 2: Click the new button



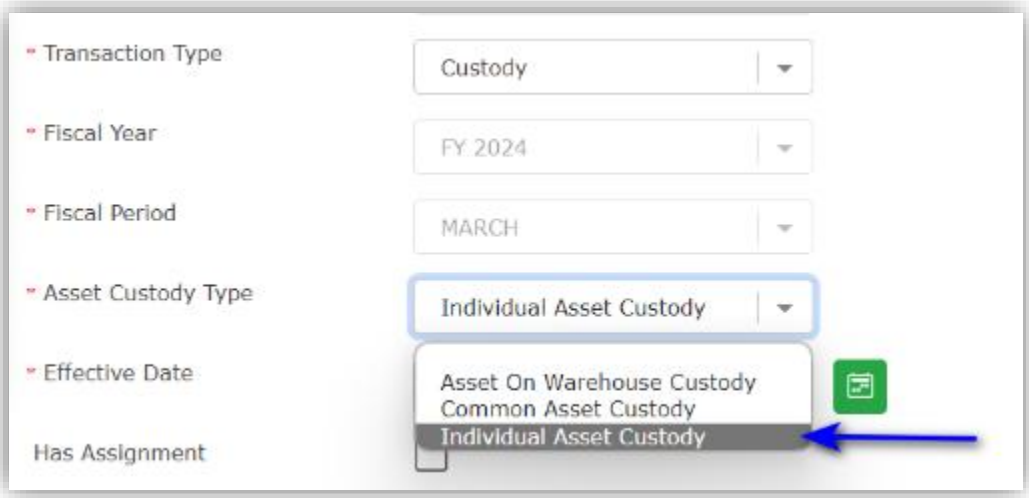
Step 3: Select the applicable transaction type from the list.

- **Custody:** This is to assign the Asset initially.
- **Reassign Custody:** This is to transfer the assignment of the Asset. This usually happens when an employee transfers to a different Ministry and the assigned asset will be reassigned to the replacement employee.
- **Release Custody:** This is used when a user leaves the Ministry and the assigned assets are released from their assignment.

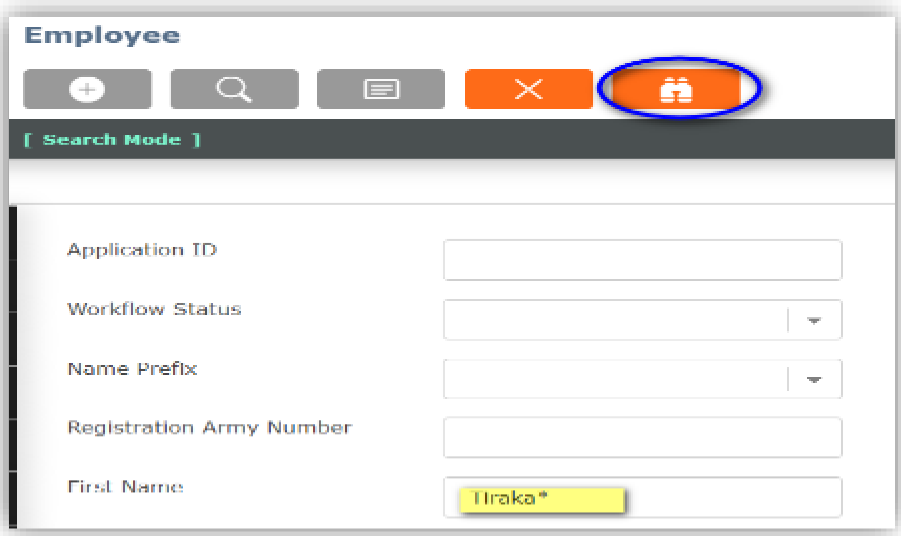


Step 4: Select the appropriate item from the dropdown list.

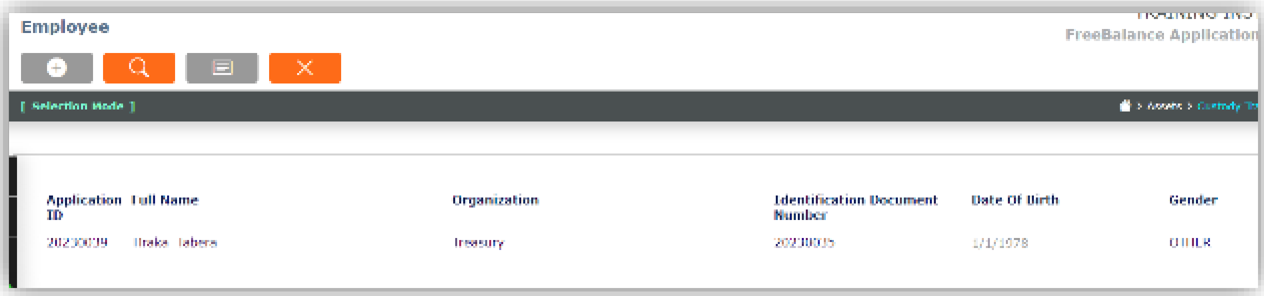
- Asset on Warehouse Custody: When the asset is assigned to a Division.
- Common Asset Custody: When an asset is assigned to an employee belonging to a division.
- Individual Asset Custody: When an asset is assigned to a specific employee.



Step 5: Click the Lookup in the Employee and add the name of the employee for filter then click the Find button in the employee screen.

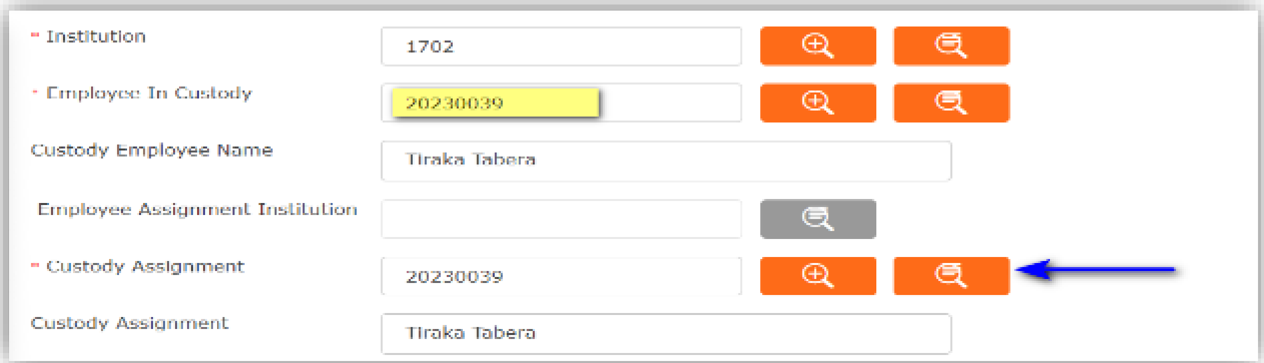


Step 6: Click to select the Employee to assign to.

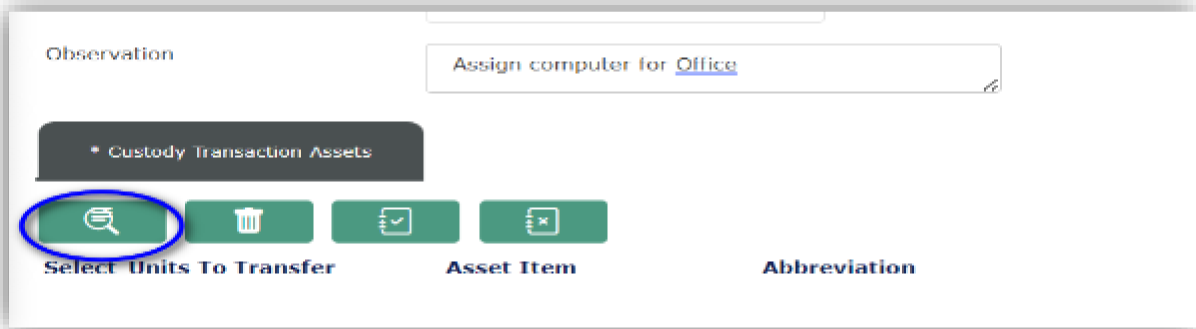


Step 7: Complete the Employee in Custody and Custody Assignment.

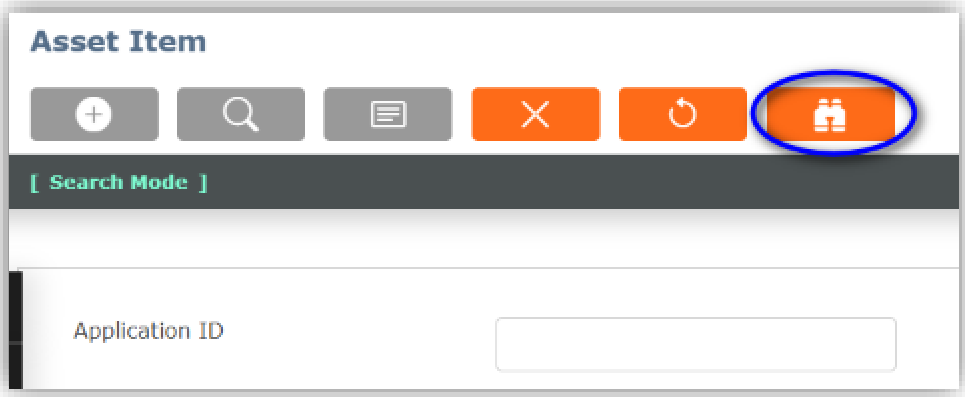
Type	Employee in Custody	Custody Assignment
Custody	Employee that will be assigned to the Asset	Same
Reassign Custody	Employee that is currently assigned to the Asset	The Employee where the assignment is transferred to
Release Custody	Employee that is currently assigned to the Asset	Same



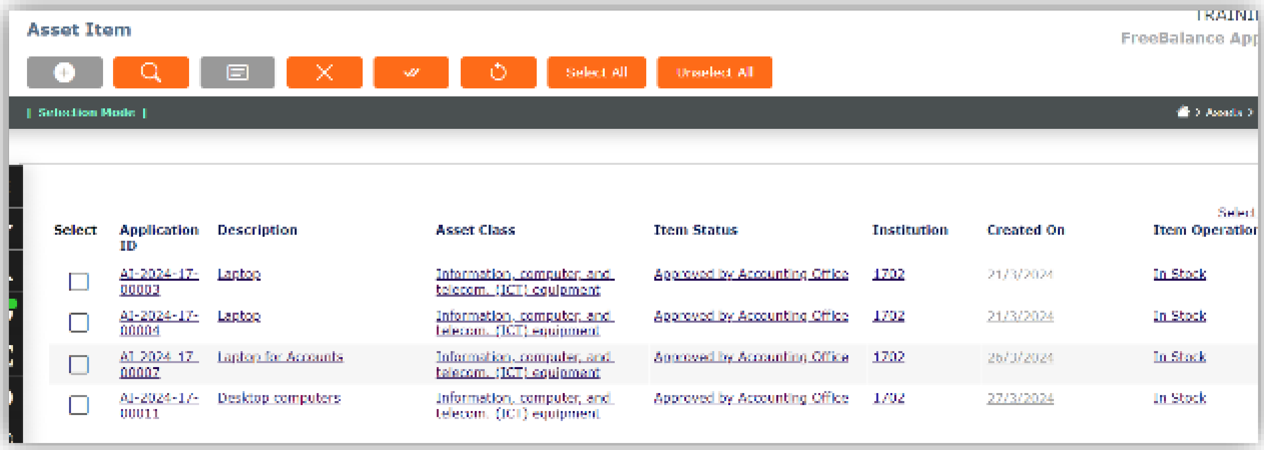
Step 8: Click the Lookup button on the Assets to assign.



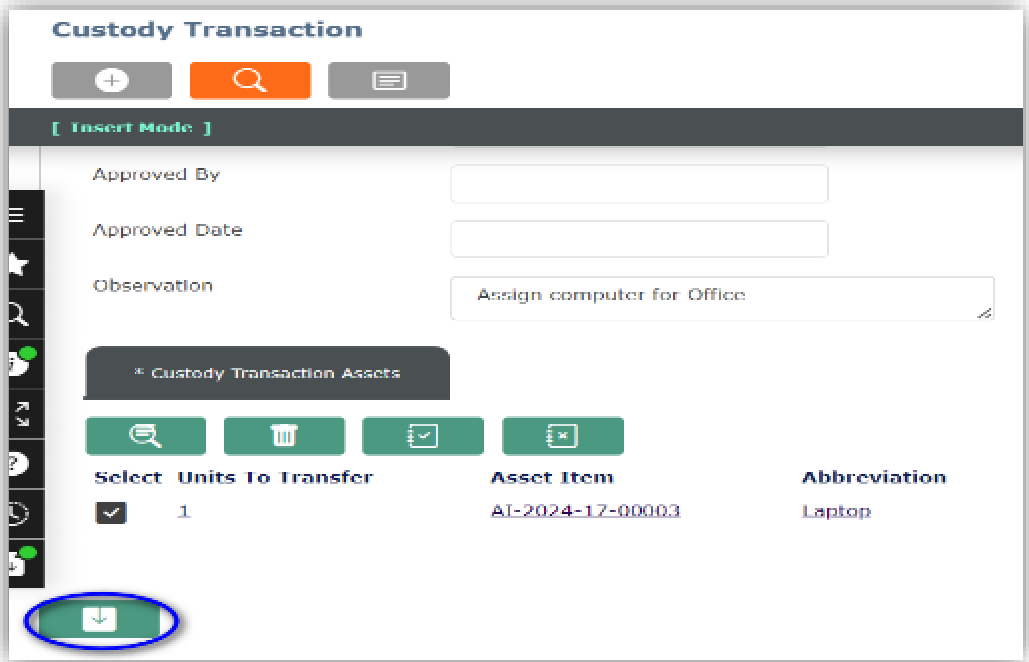
Step 9: Click the Find button on the displayed screen.



Step 10: Click to select the asset to assign.

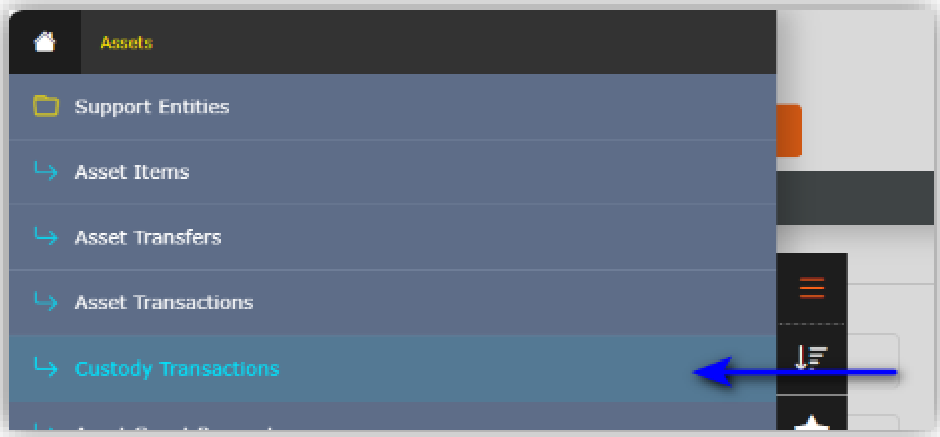


Step 11: Click the save button.

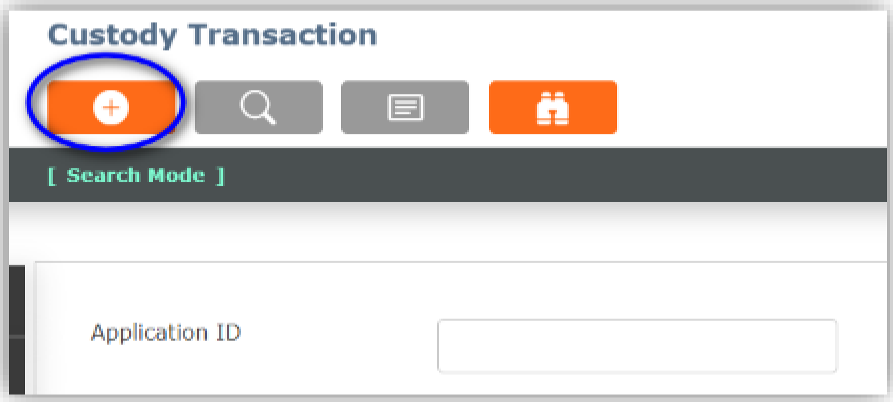


10.2.2 How to record Custody Reassignment

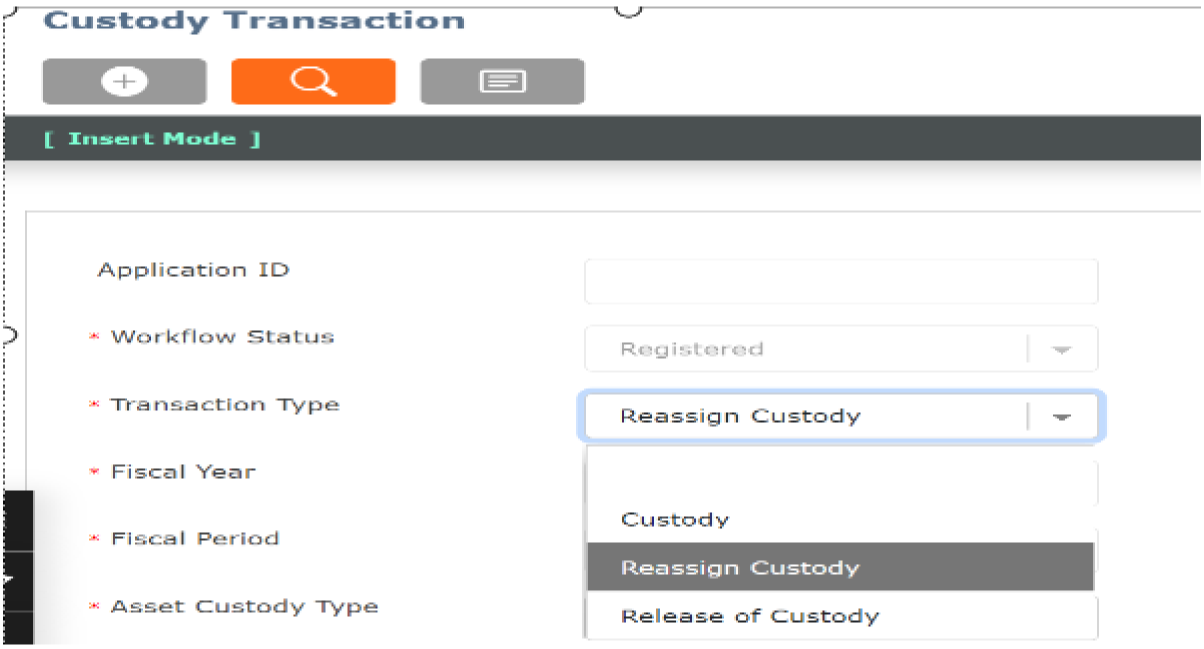
Step 1: Navigate the Menu > Assets > Custody Transactions



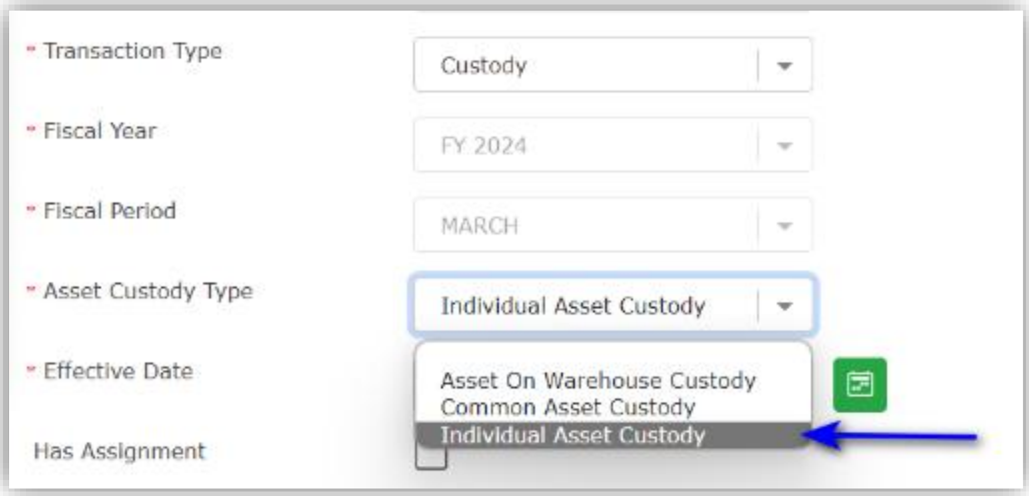
Step 2: Click the new button



Step 3: Select the applicable transaction type from the list

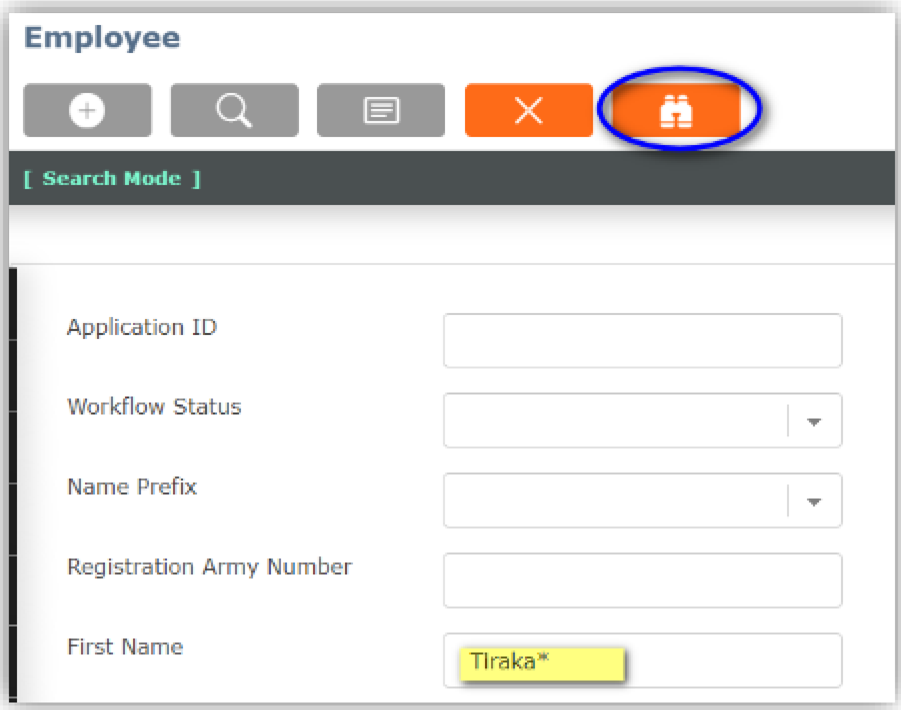


Step 4: Select the appropriate Asset custody type from the dropdown list

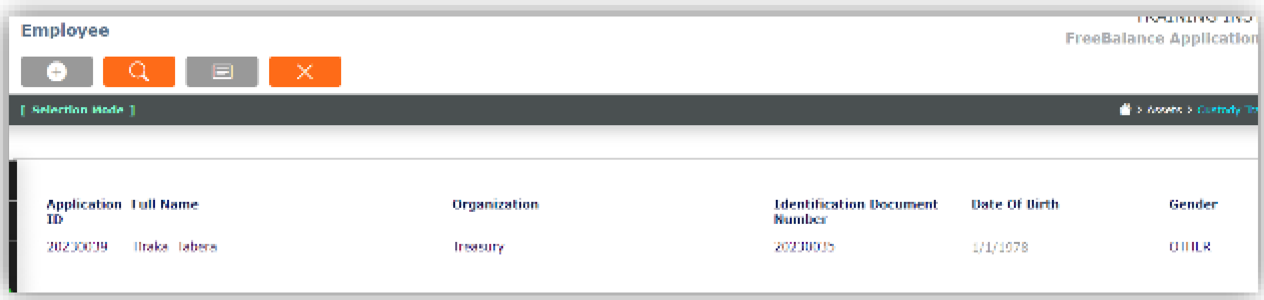


Step 5. Click the Lookup in the Employee.

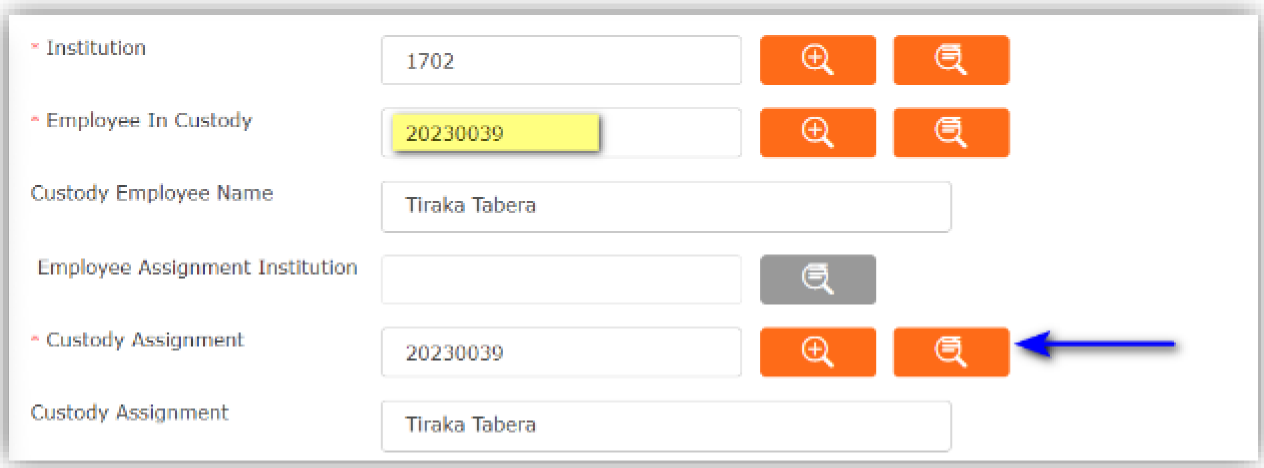
Step 6. Add the name of the employee for filter then click the Find button in the employee screen.



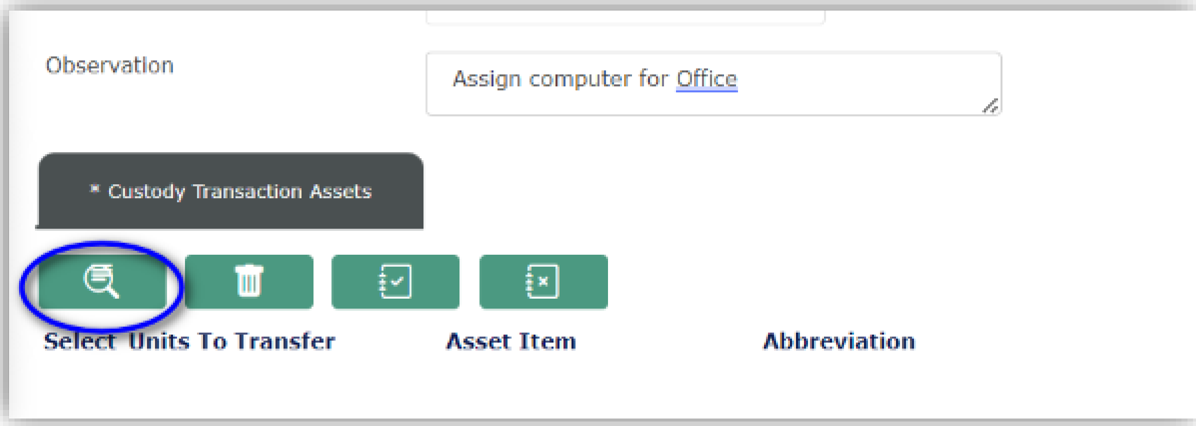
Step 7. Click to select the Employee to assign to.



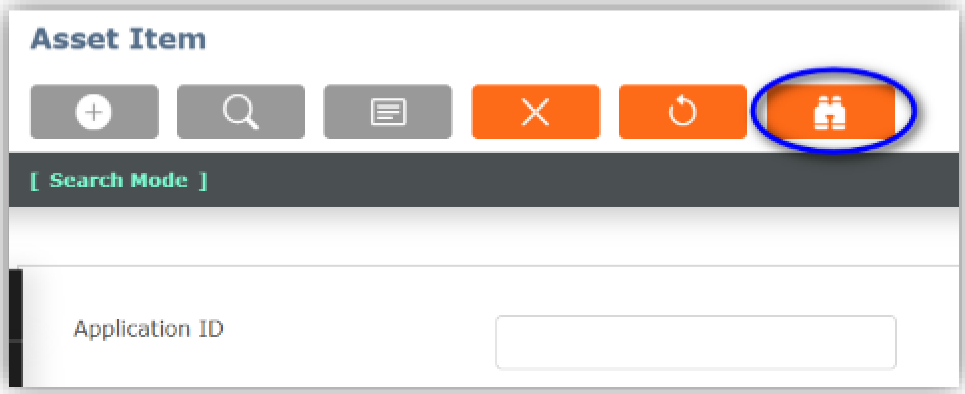
Step 8. Complete the Employee in Custody and Custody Assignment



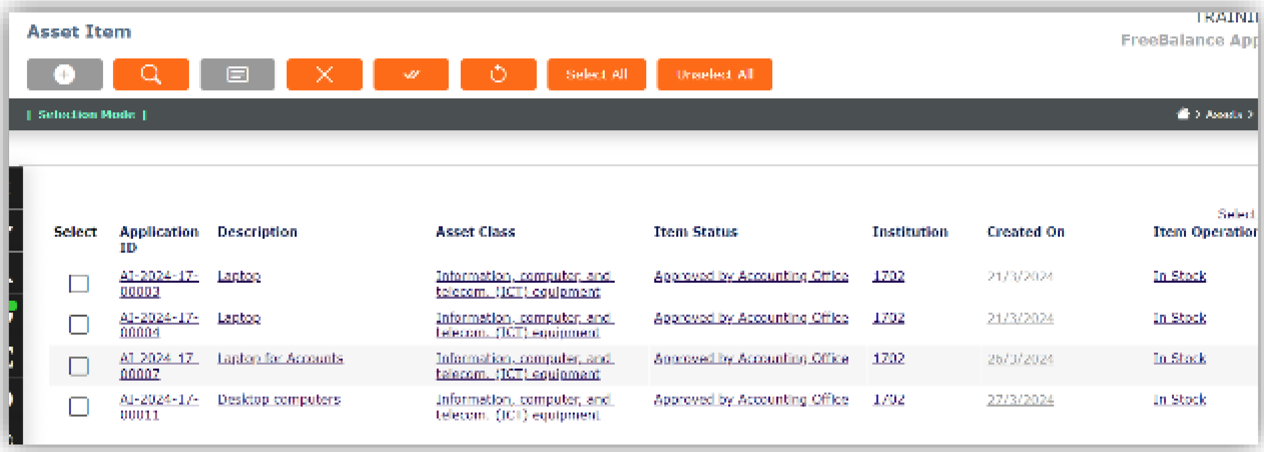
Step 9. Click the Lookup button on the Assets to assign.



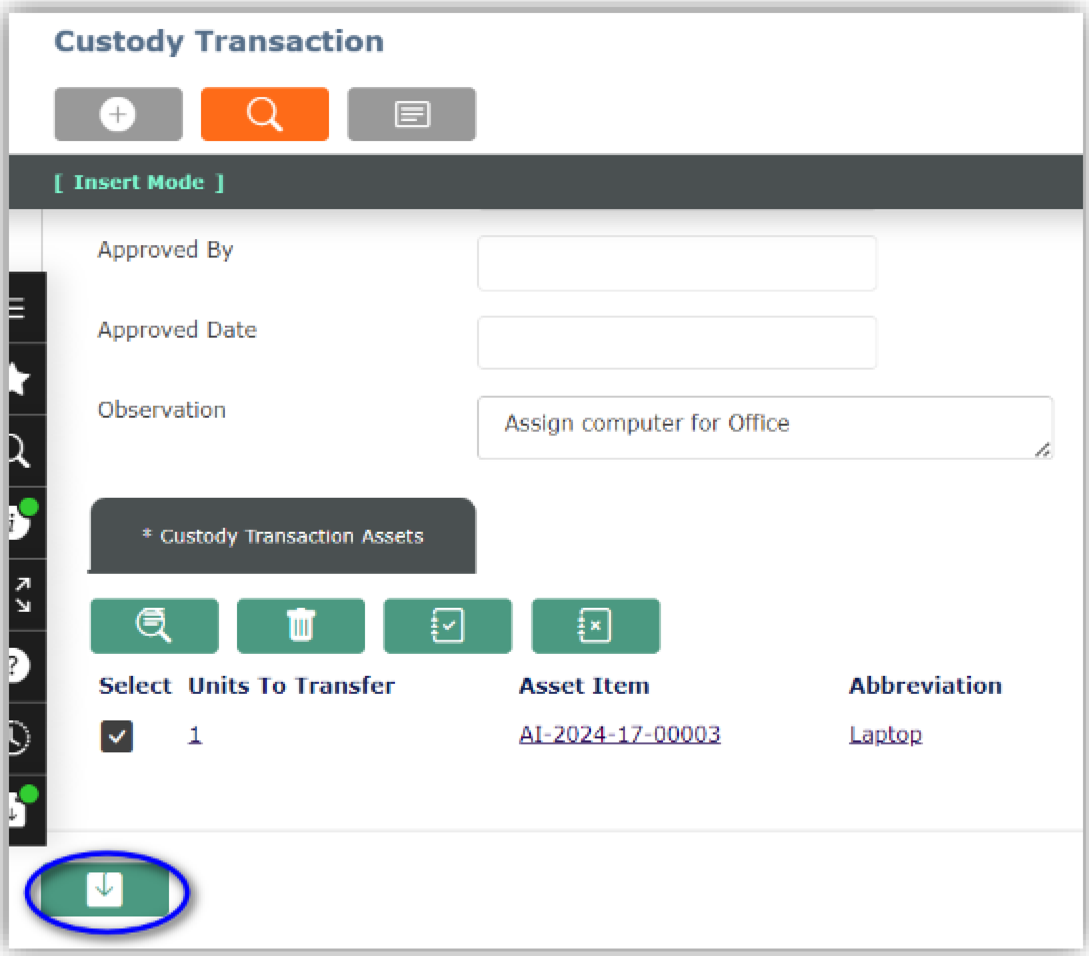
Step 10. Click the Find button on the displayed screen.



Step 11. Click to select the asset to assign.

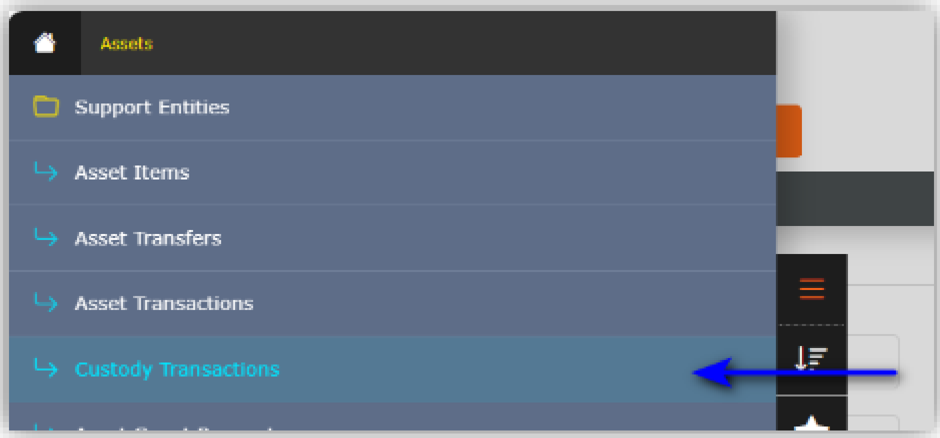


Step 12. Click the save button.

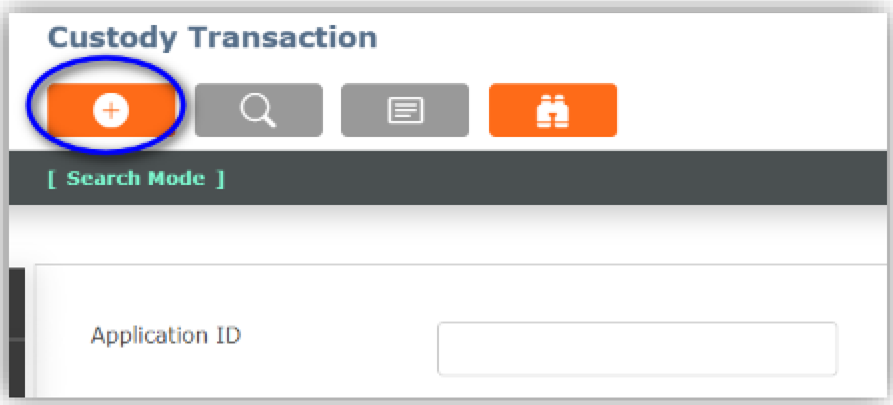


10.2.3 How to record Custody Release

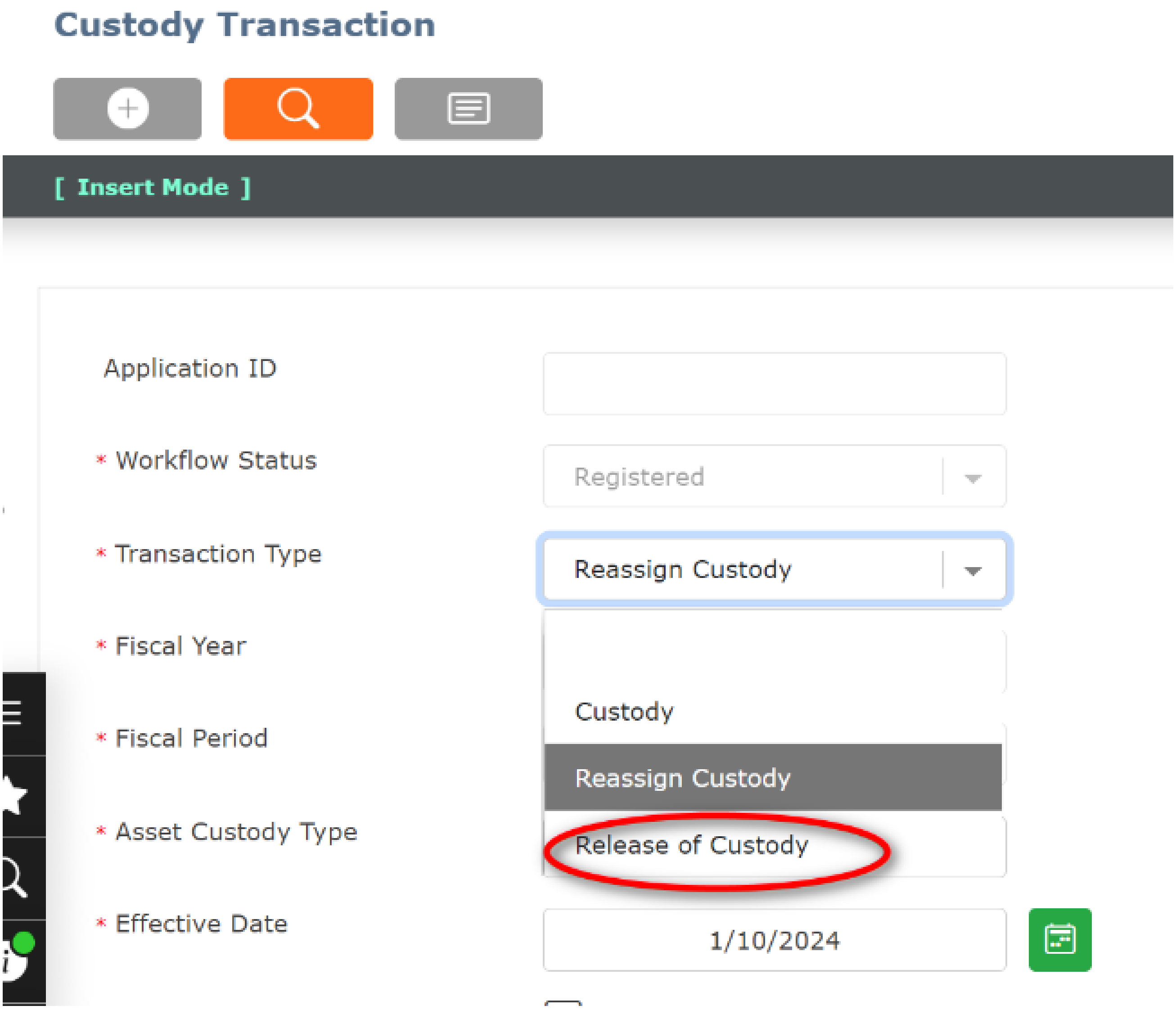
Step 1: Navigate the Menu > Assets > Custody Transactions



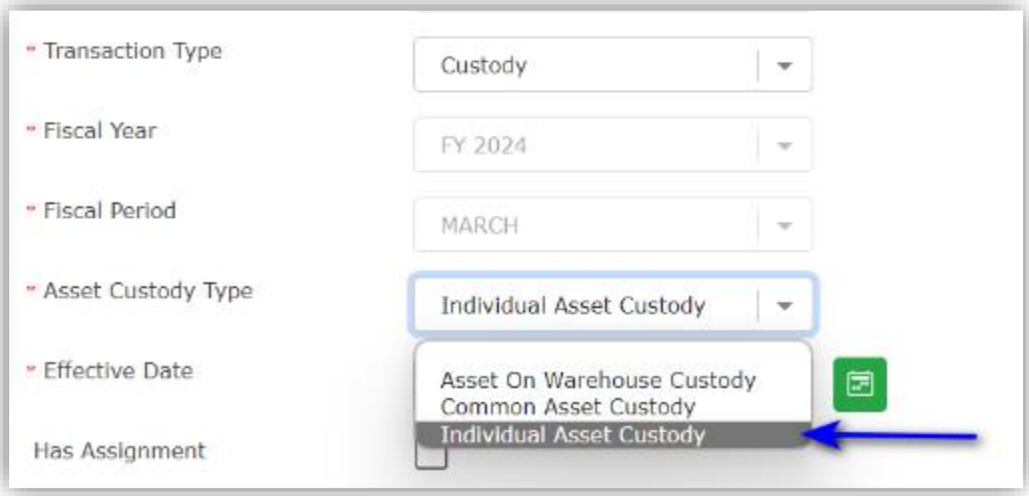
Step 2: Click the new button



Step 3: Select the applicable transaction type from the list

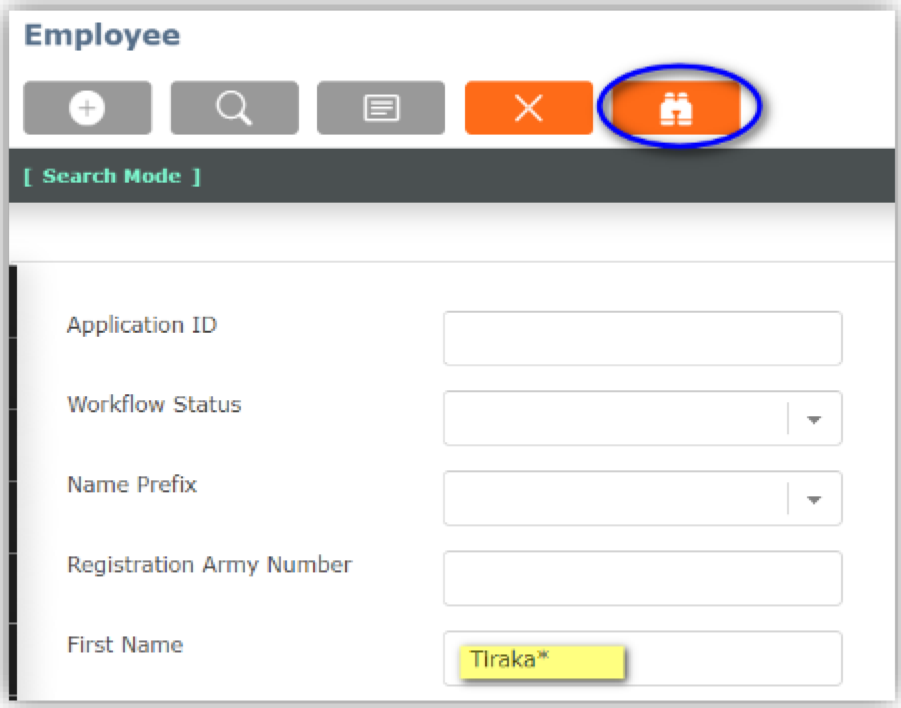


Step 4: Select the appropriate Asset custody type from the dropdown list



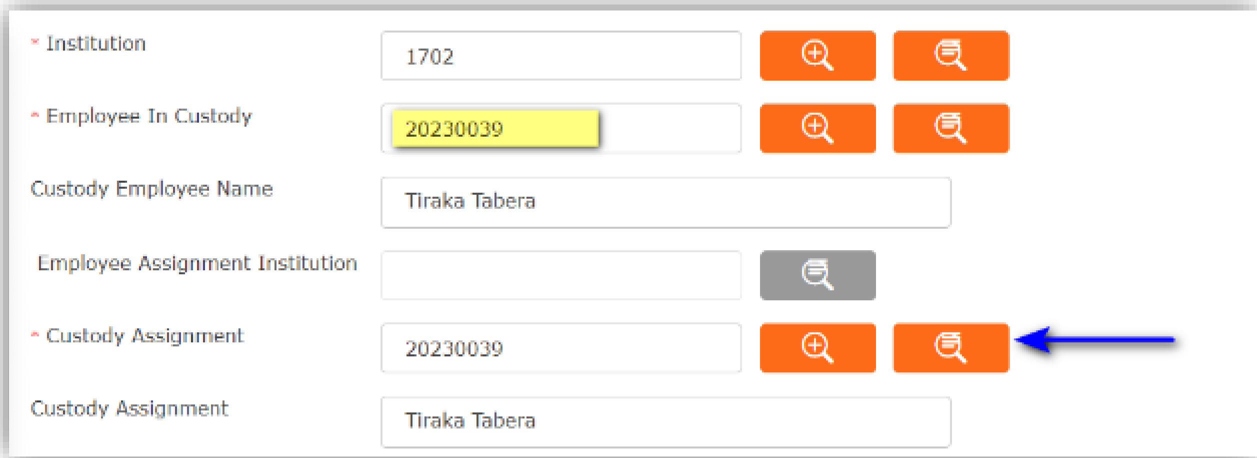
Step 5. Click the Lookup in the Employee.

Step 6. Add the name of the employee for filter then click the Find button in the employee screen.

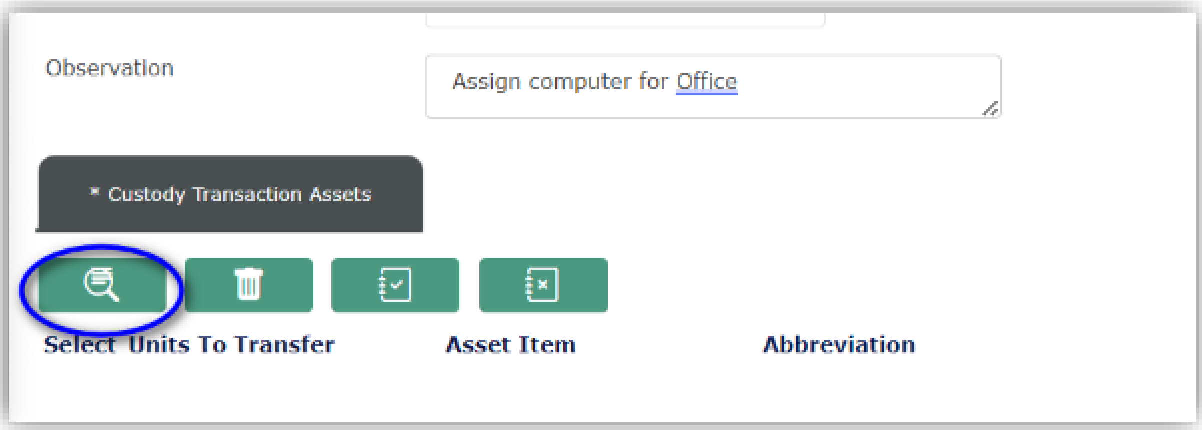


Step 7. Click to select the Employee to assign to.

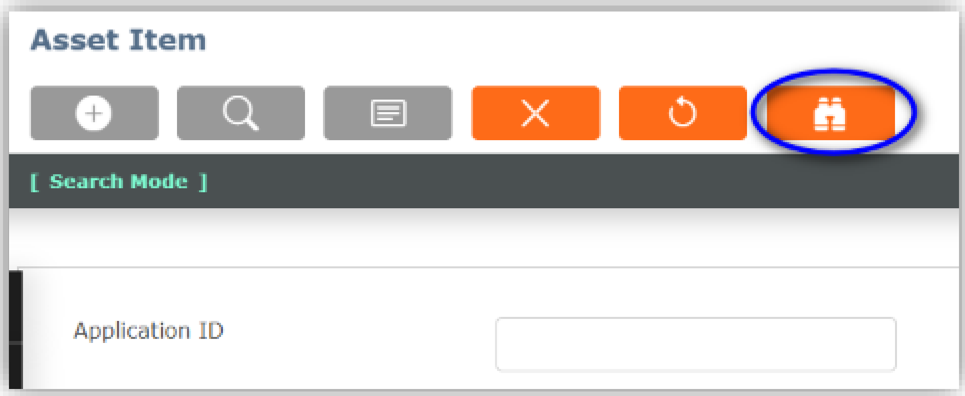
Step 8. Complete the Employee in Custody and Custody Assignment



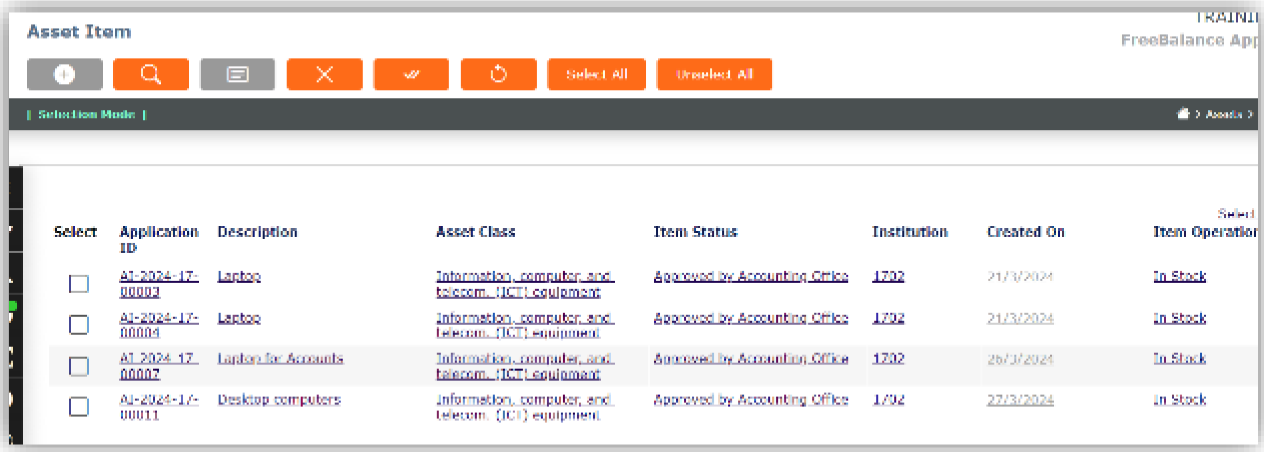
Step 9. Click the Lookup button on the Assets to assign.



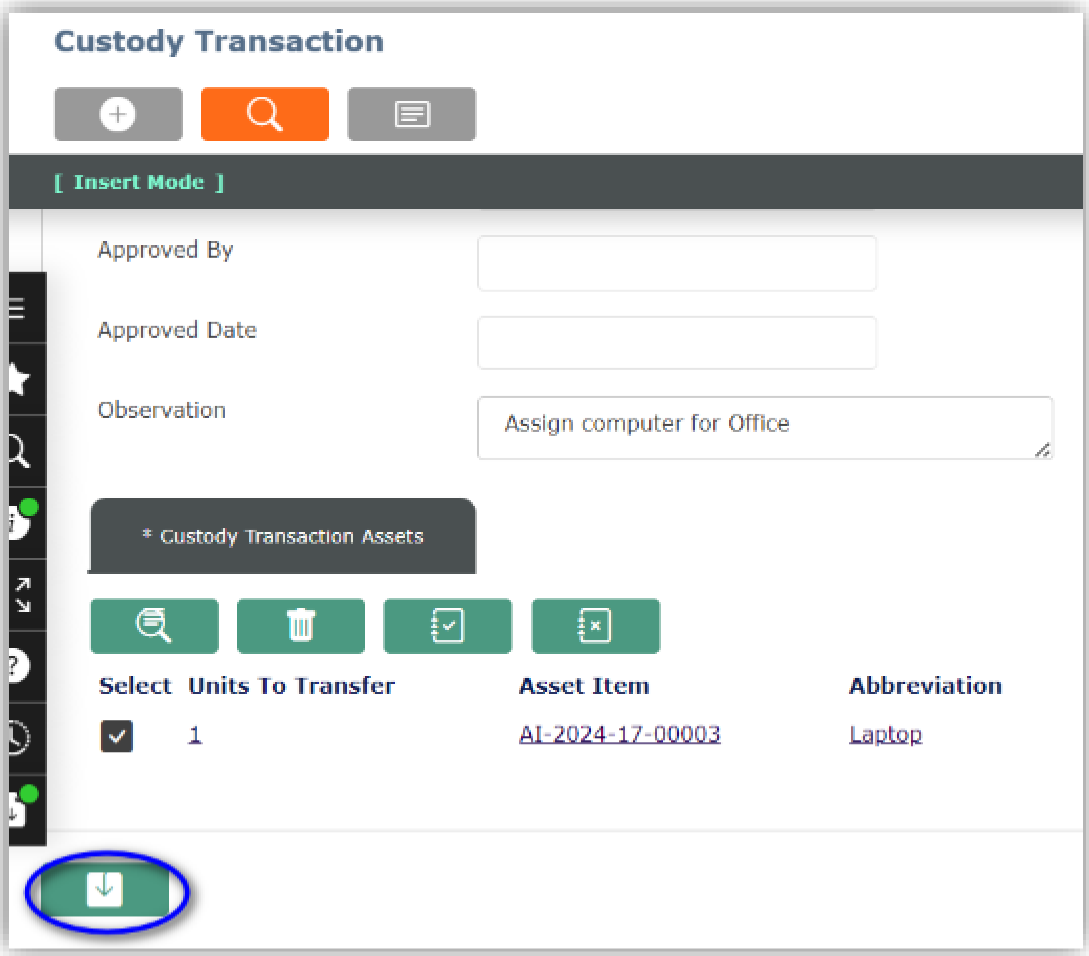
Step 10. Click the Find button on the displayed screen.



Step 11. Click to select the asset to assign.

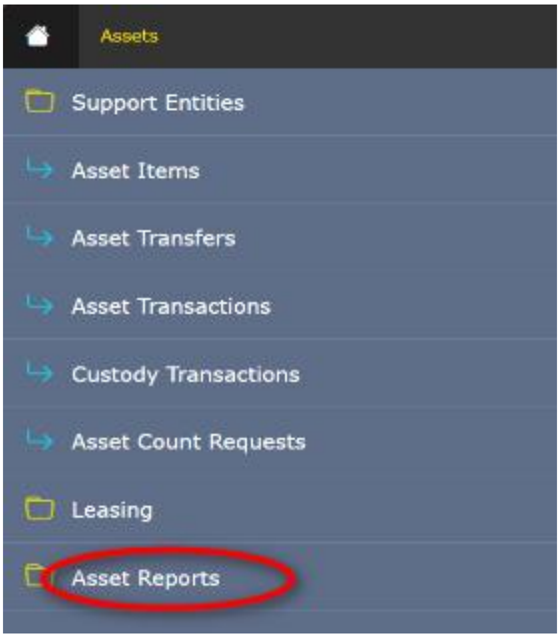


Step 12. Click the save button.

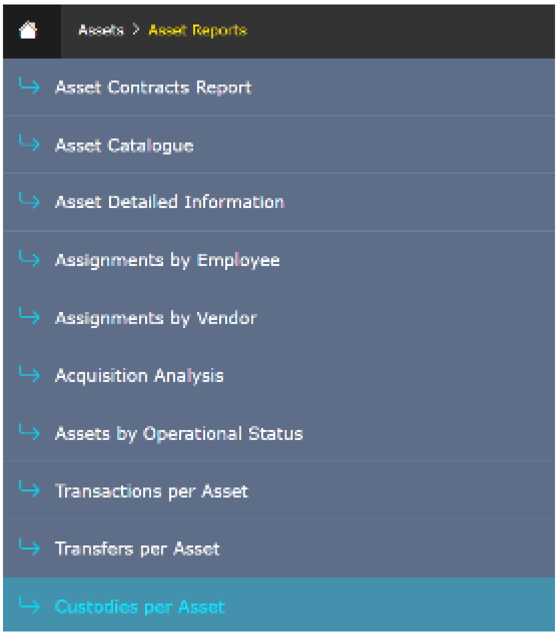


10.2.5 How to print Custody reports

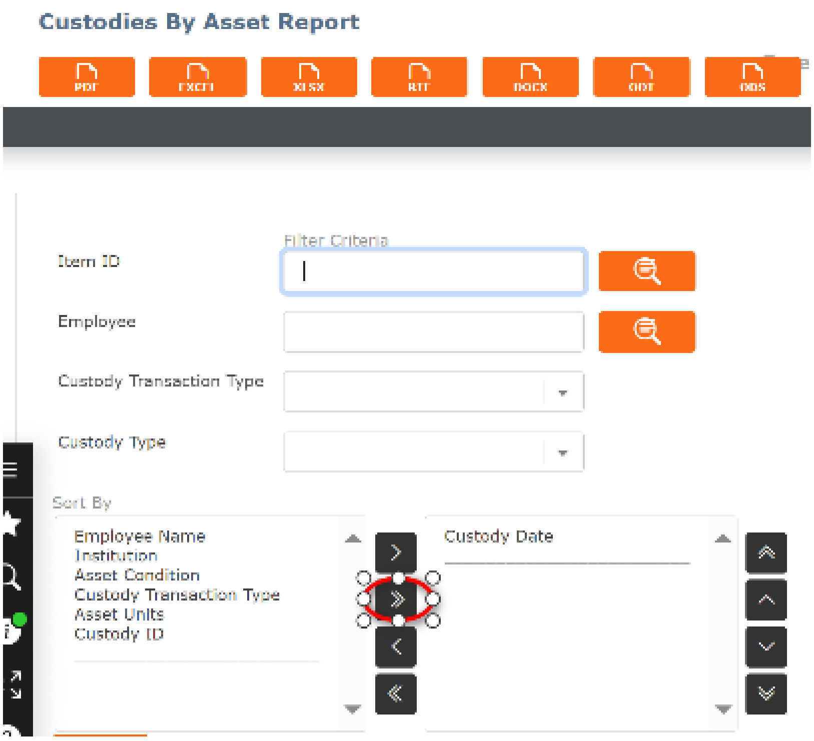
Step 1: Navigate Menu > Asset > Asset Reports



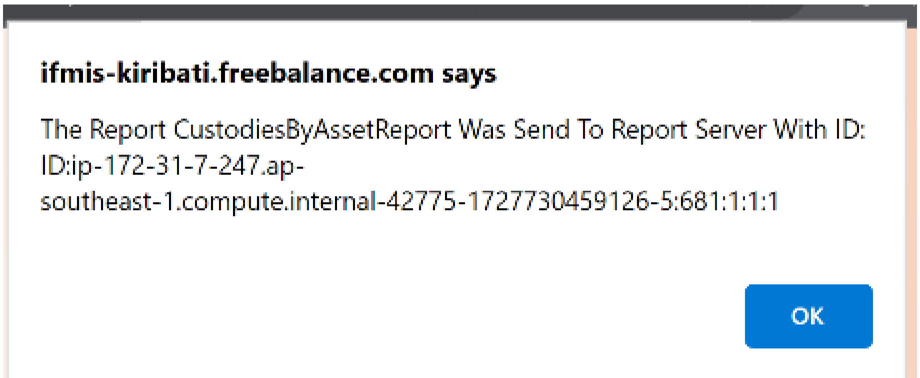
Step 2: Open Asset reports and click on Custodies per Asset



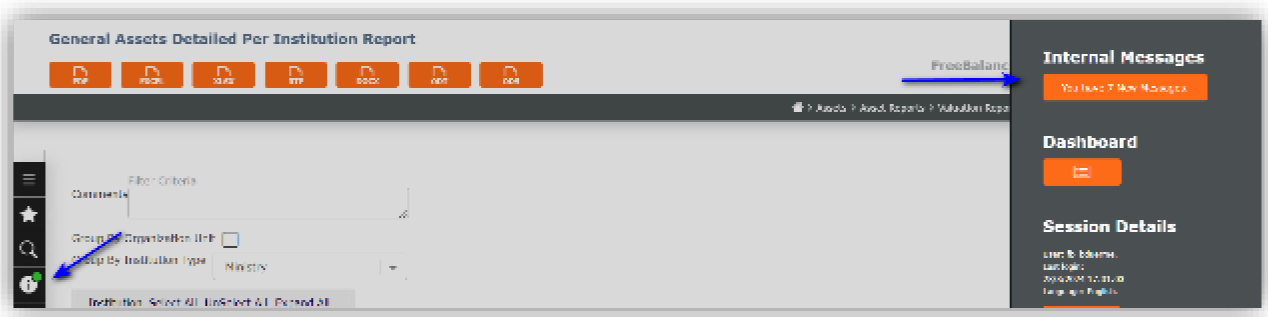
Step 3: Encode details needed either by employee name or by custody transaction type, or by custody type and then click on PDF or excel to generate report.



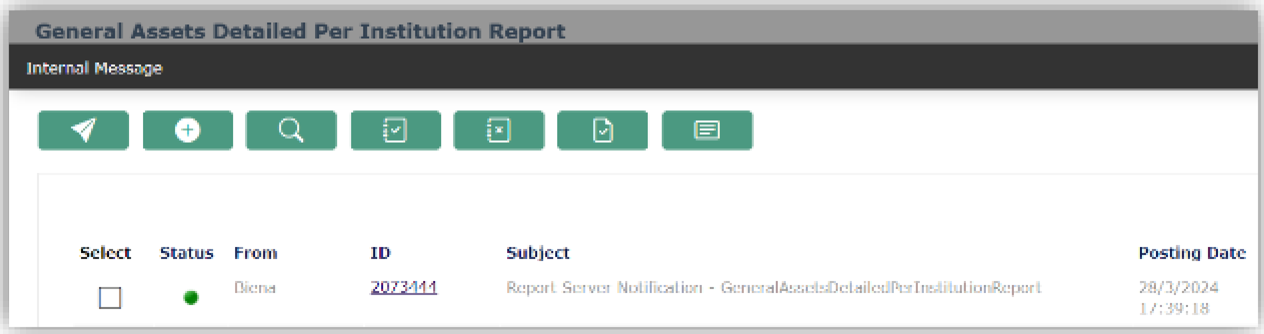
Step 4: Click OK on the displayed message.



Step 5: Click on the (i) to go to the Internal message



Step 6: Click the linked ID of the generated report and click the link of the file to download.

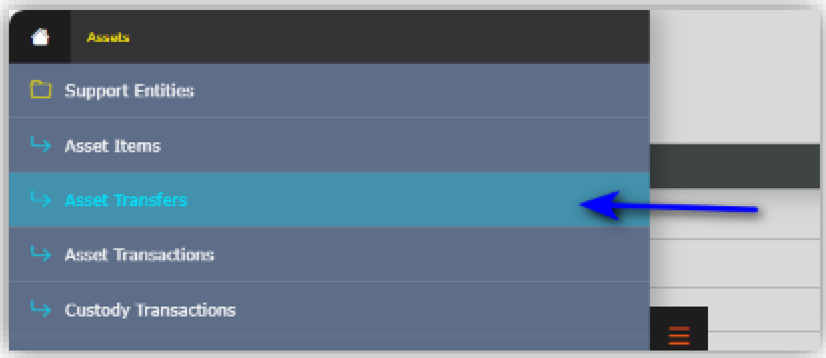


10.3 How to Manage Fixed Asset Transfers

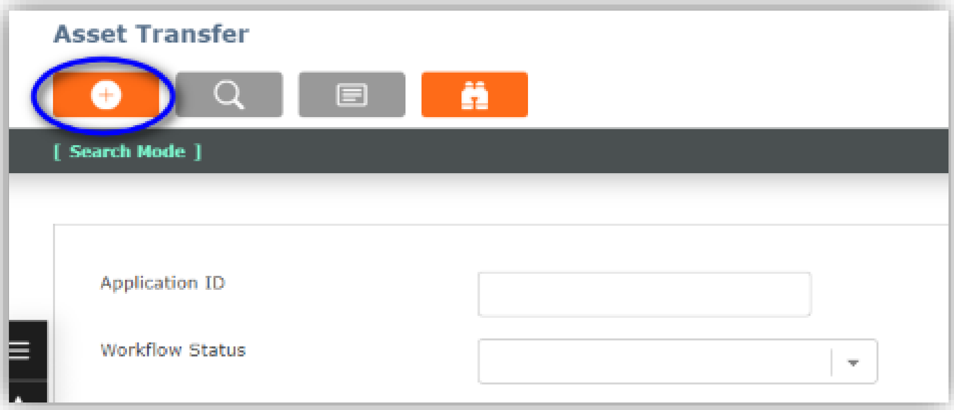
10.3.1 How to record Asset Transfers

Transfers are changing of warehouse (Division) record an asset or assets.

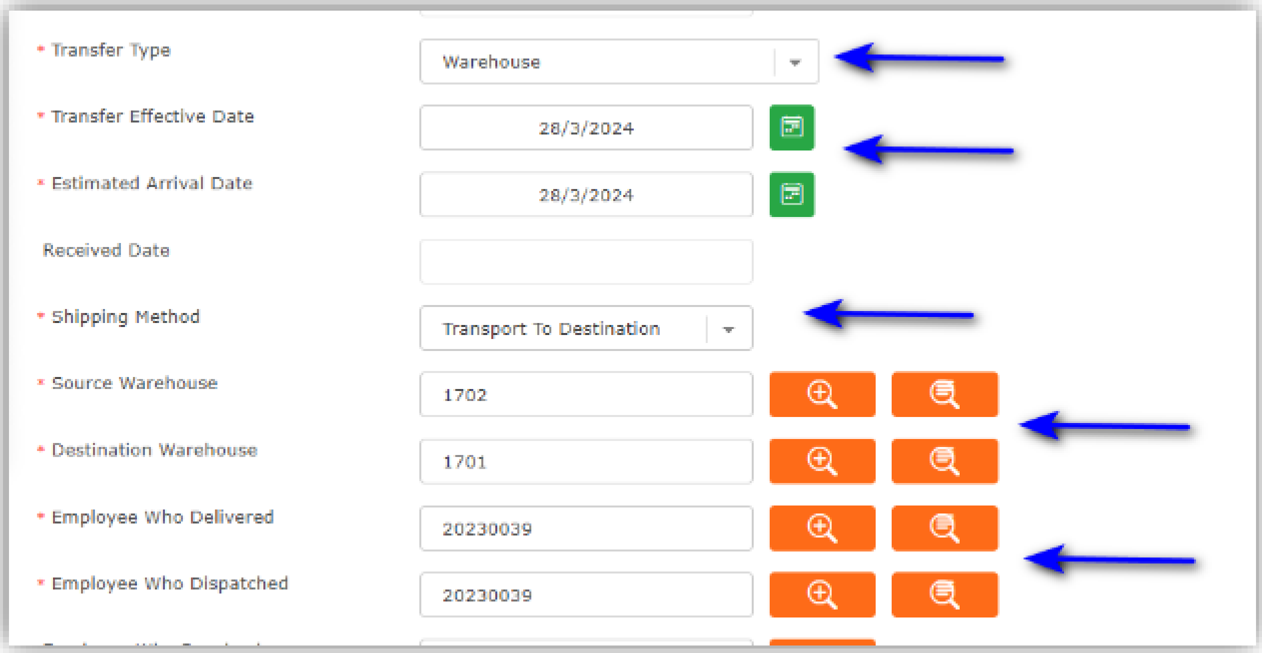
Step 1: Navigate the Menu > Assets > Asset Transfers.



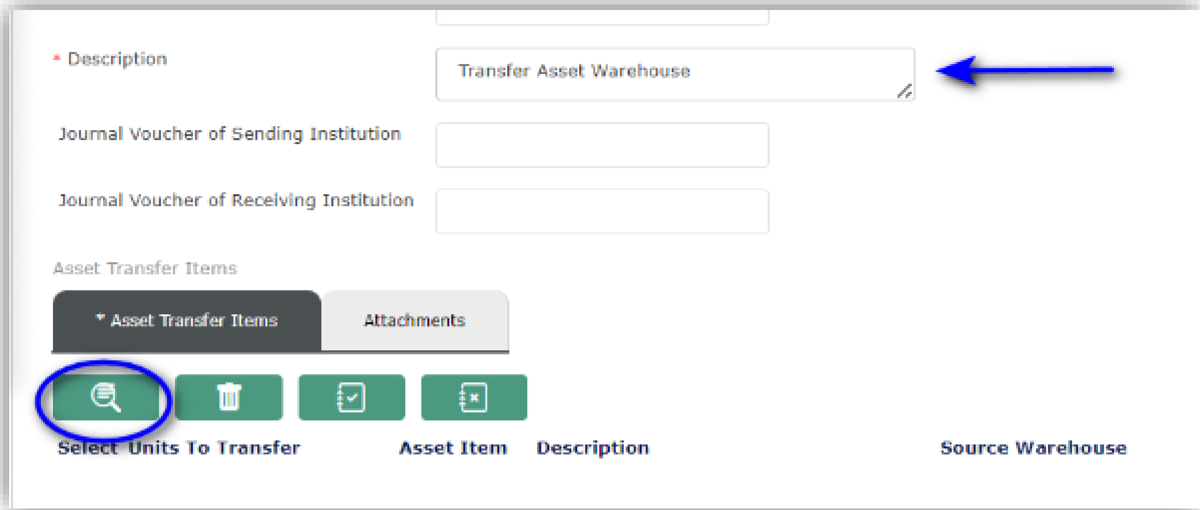
Step 2: Click the New button



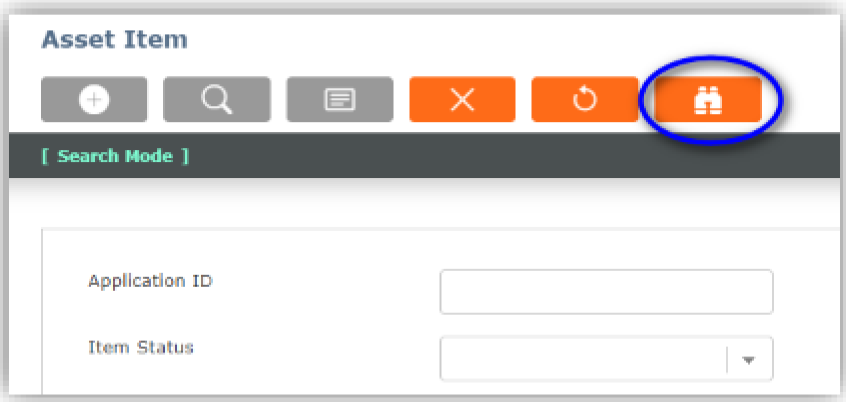
Step 3: Complete the details below



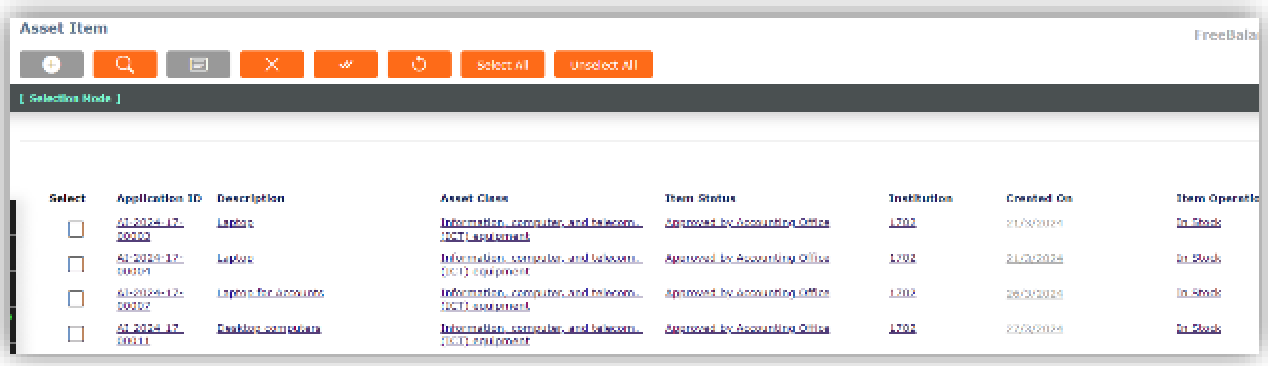
Step 4: Add the description of the transfer and then click the lookup button on the Asset item.



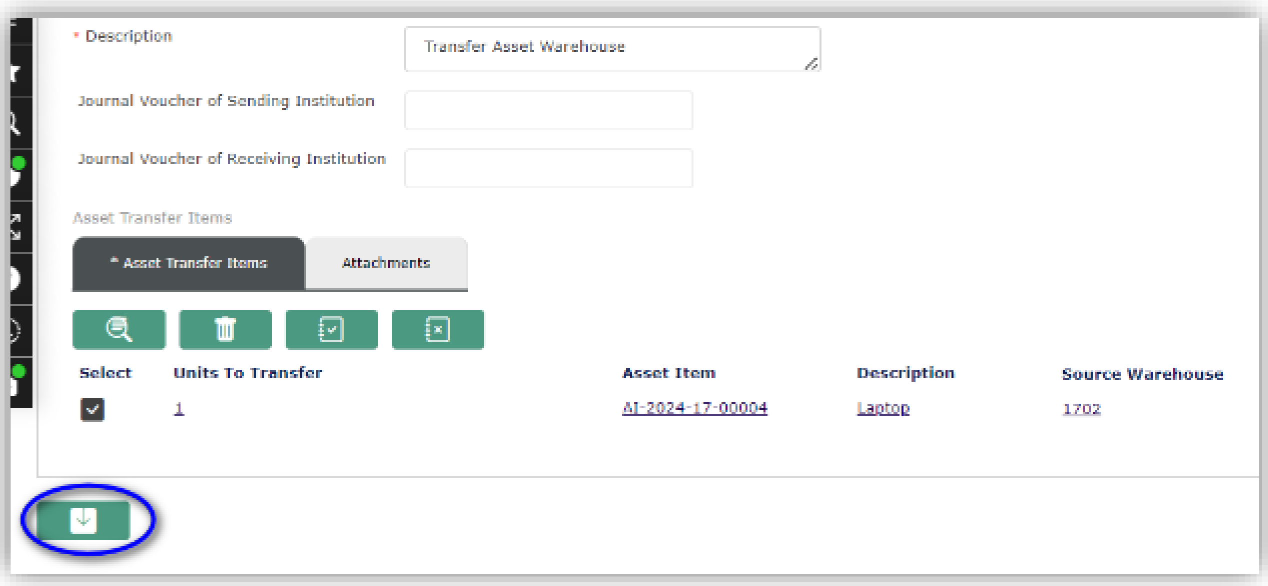
Step 5: Click the Find button on the displayed screen.



Step 6: Click to select the Asset

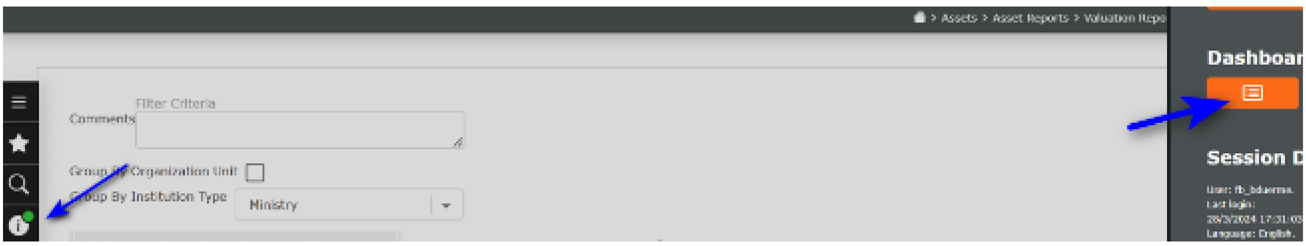


Step 7: Click the Save button once done.



10.3.2 How to transition Asset Transfers

Step 1: Navigate the (i) then the right-side pane is displayed. Click on the dashboard.



Step 2: Click the Asset Transfer from the list.

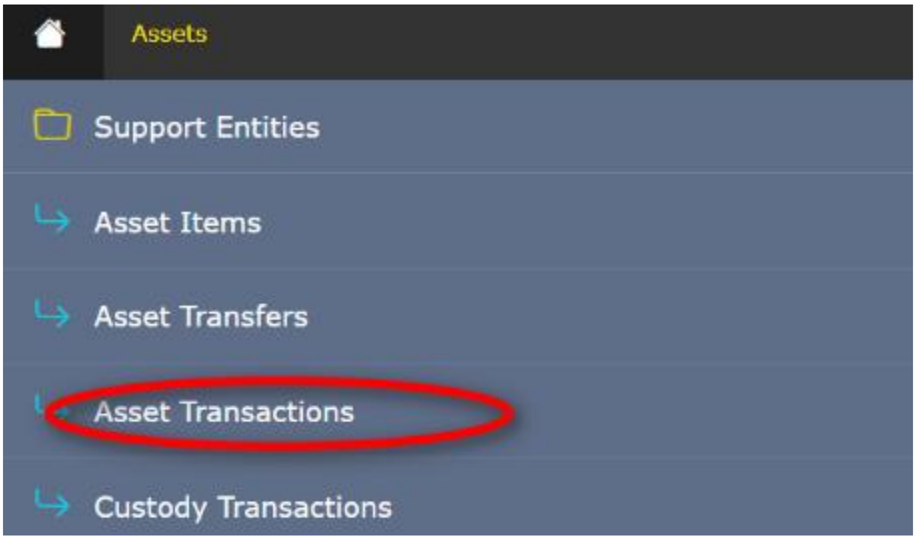
Step 3: Click to select the Asset Transfer number to transition.

Step 4: Review the details and go to the transition field, select the “Review” from the list and click the transition button.

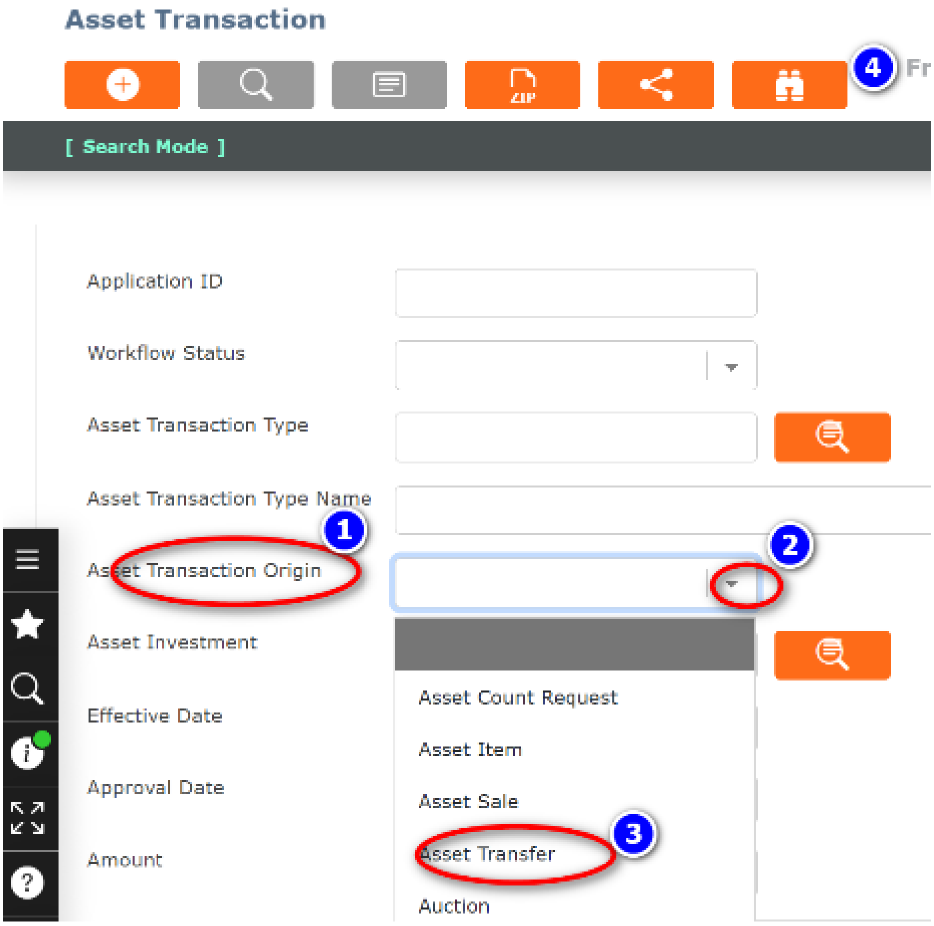
Step 5: Enter the step note and click the finish button.

10.3.3 How to record the Transfer Acceptance

Step 1: Navigate the Menu > Assets > Asset Transactions.



Step 2: Go to the field Origin and select the “Asset Transfer” from the dropdown list and then click the Find button.



Step 3: Review the details and update as necessary.

Step 4: Go to the transition button and select the “For Authorization” from the list then click the transition button.

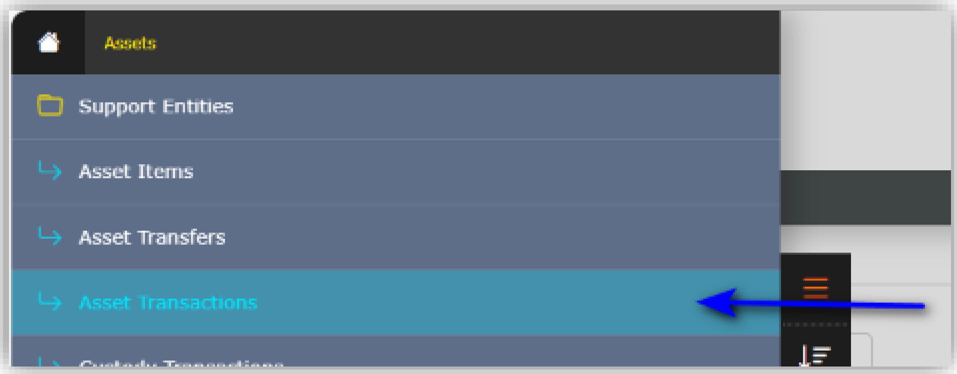
Step 5: Click the Finish button to complete the transaction.

Step 6: Repeat process until the Asset Transaction is approved.

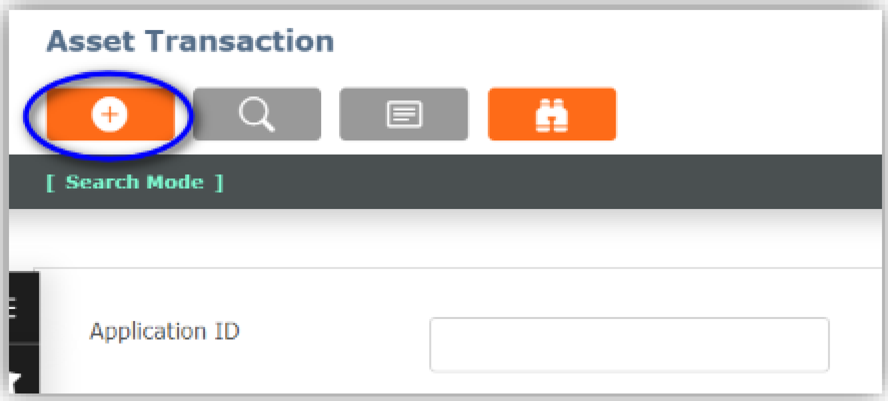
10.4 How to Record Fixed Asset Transactions

10.4.1 How to record Disposal of Asset

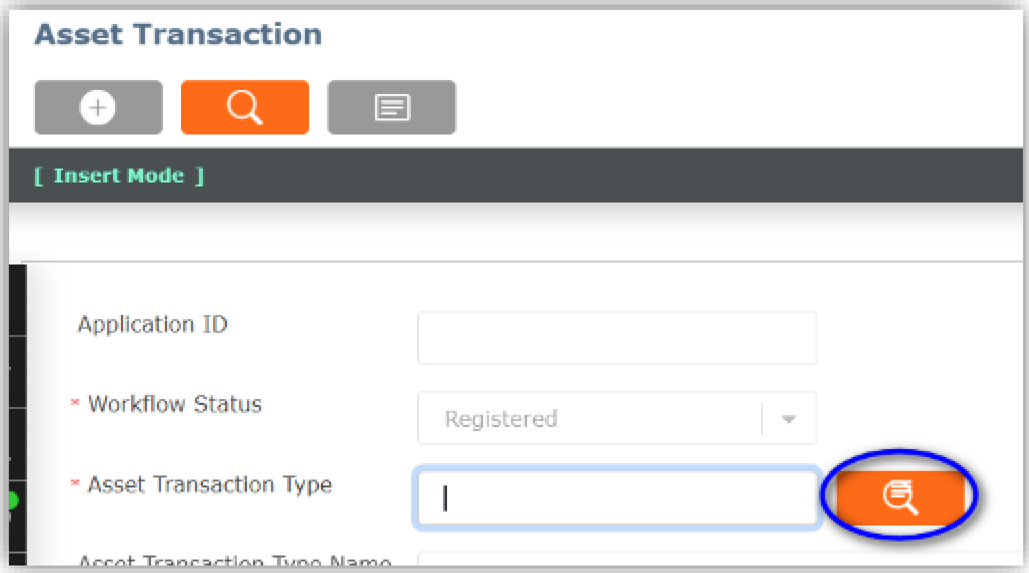
Step 1: Navigate the Menu >Assets > Asset Transactions.



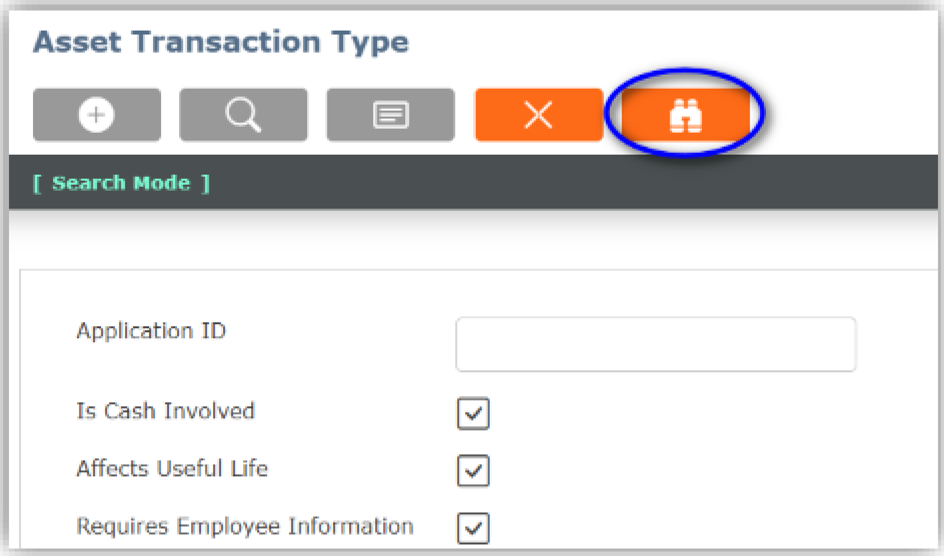
Step 2: Click the New button



Step 3: Click the Lookup on the Asset Transaction type.



Step 4: Click the Find button



Step 5: The following are displayed. Click to select the applicable Asset Transaction.

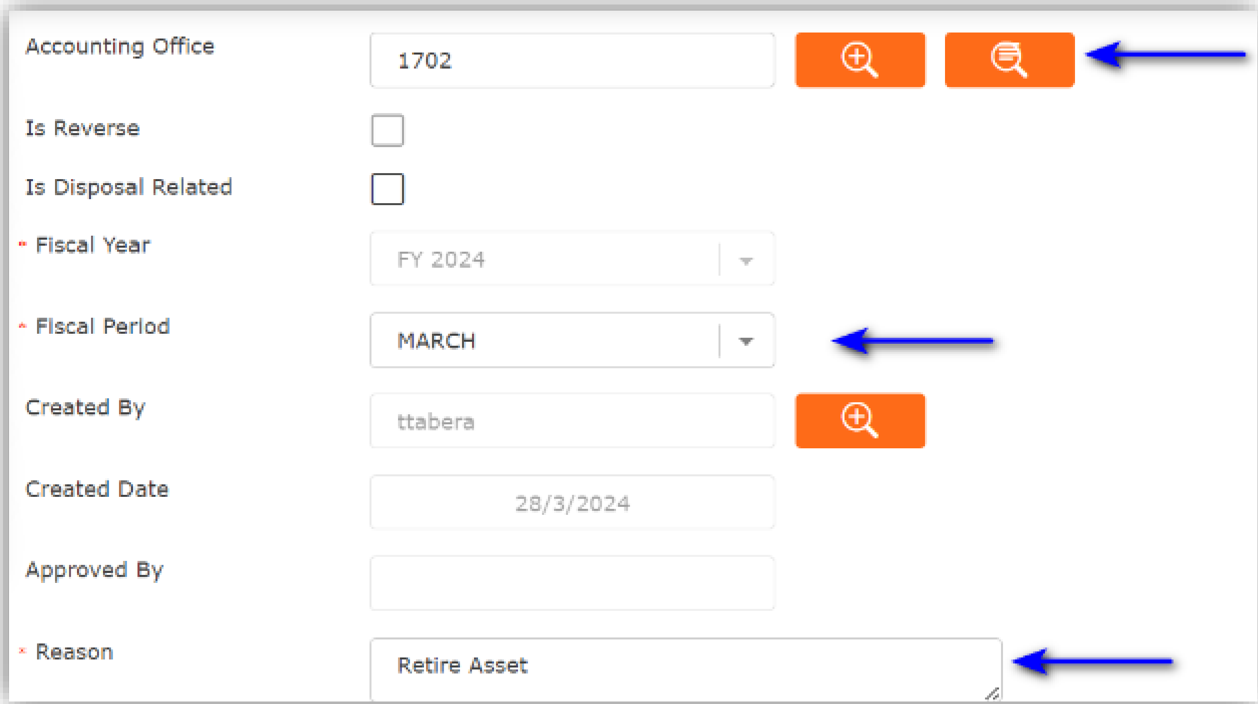
- **Disposal of Asset by Sale:** This is related to all Asset Disposal with a receipt of cash.
- **Disposal of Asset by Retirement:** This is related to disposal of asset by scrapping the no longer usable item
- **Asset Revaluation/ Asset Devaluation:** Transactions that increases or decreases the value of the Registered Asset.
- **Asset Transfer Acceptance:** To register an asset item based on the acceptance of transferred asset from Different Ministry/Division.
- **Work In Progress Incremental Cost:** Related to recording of Work In Progress subsequent and additional cost
- **Retirement of Work in Progress Asset:** Related to the retirement of Work In Progress Fixed Asset in order to record the capitalized Item.

Application ID	Allowed Financial Operation Type	Name
10	All	Disposal of Asset by Sale
20	All	Disposal of Asset by Retirement
40	All	Asset Revaluation
50	All	Asset Devaluation
60	All	Asset Depreciation
70	All	Asset Transfer Acceptance
80	All	Work In Progress Incremental Cost
90	All	Retirement of Work in Progress Asset

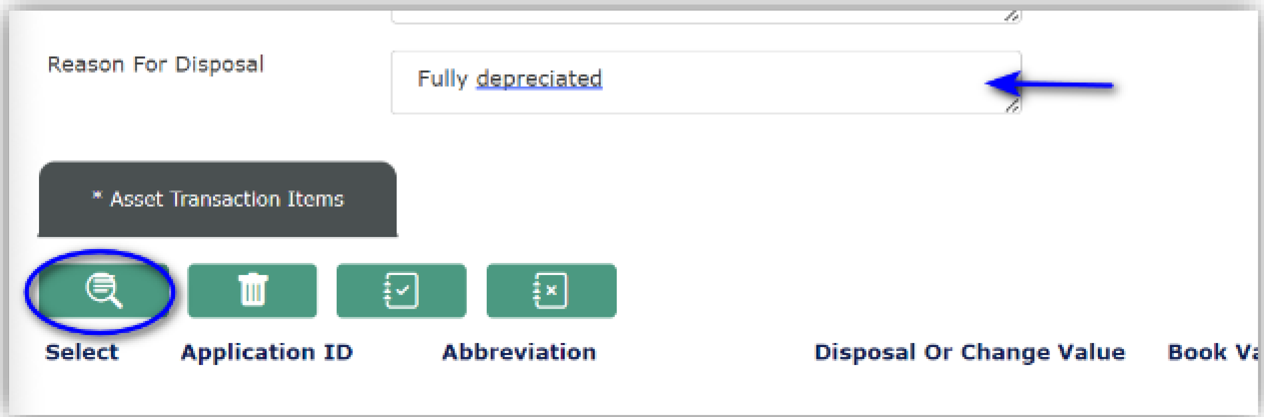
10.4.1.1 How to record Disposal by Sale

Follow steps 1 to 5 on how to disposal asset on page 231 – 233.

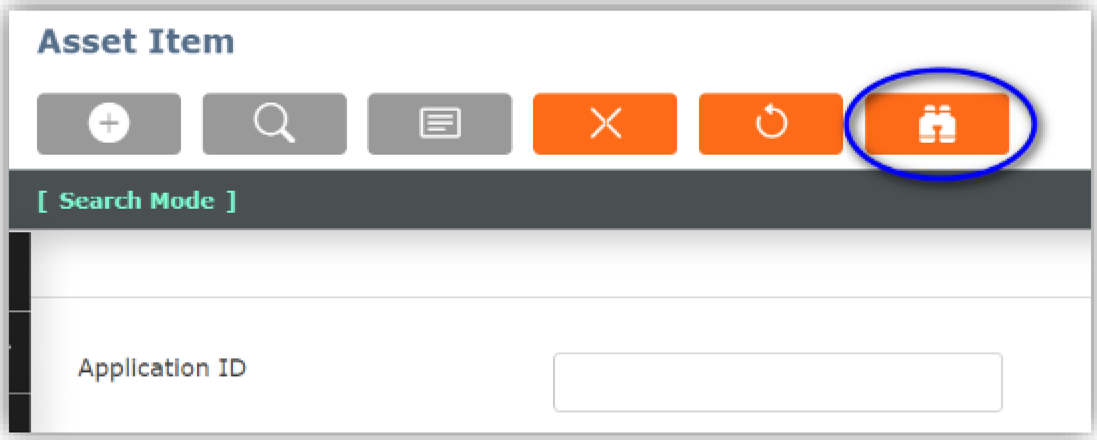
Step 6: Complete the Division registered for the Asset, month and the reason for the disposal of sale.



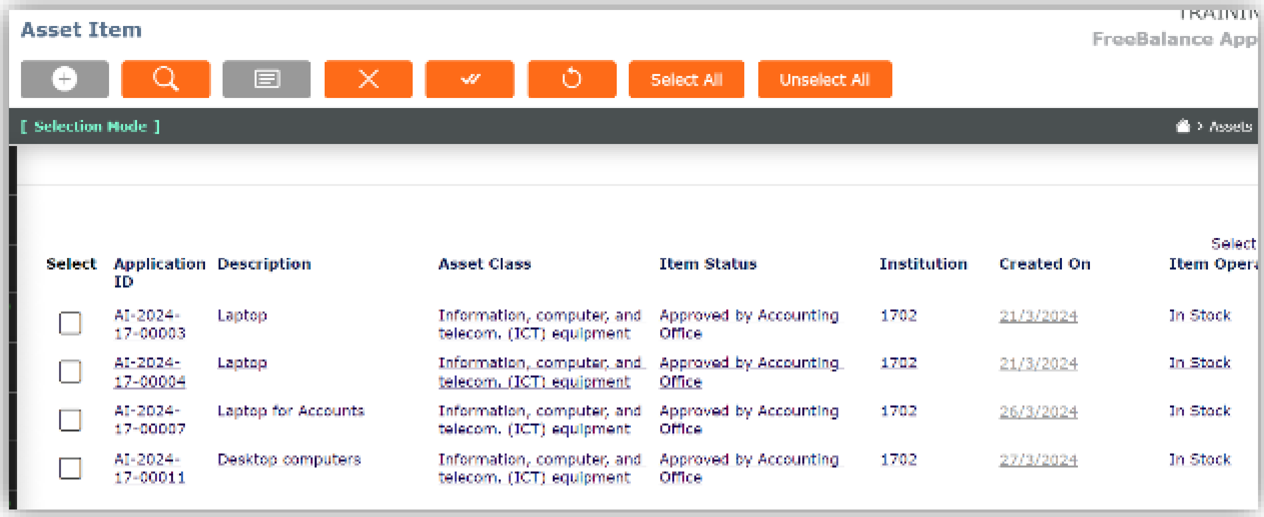
Step 7: Complete the other details as needed. Then click the Lookup button on the asset transaction items.



Step 8: Click the Find button on the displayed screen.



Step 9: Click to select the Asset item to transact.

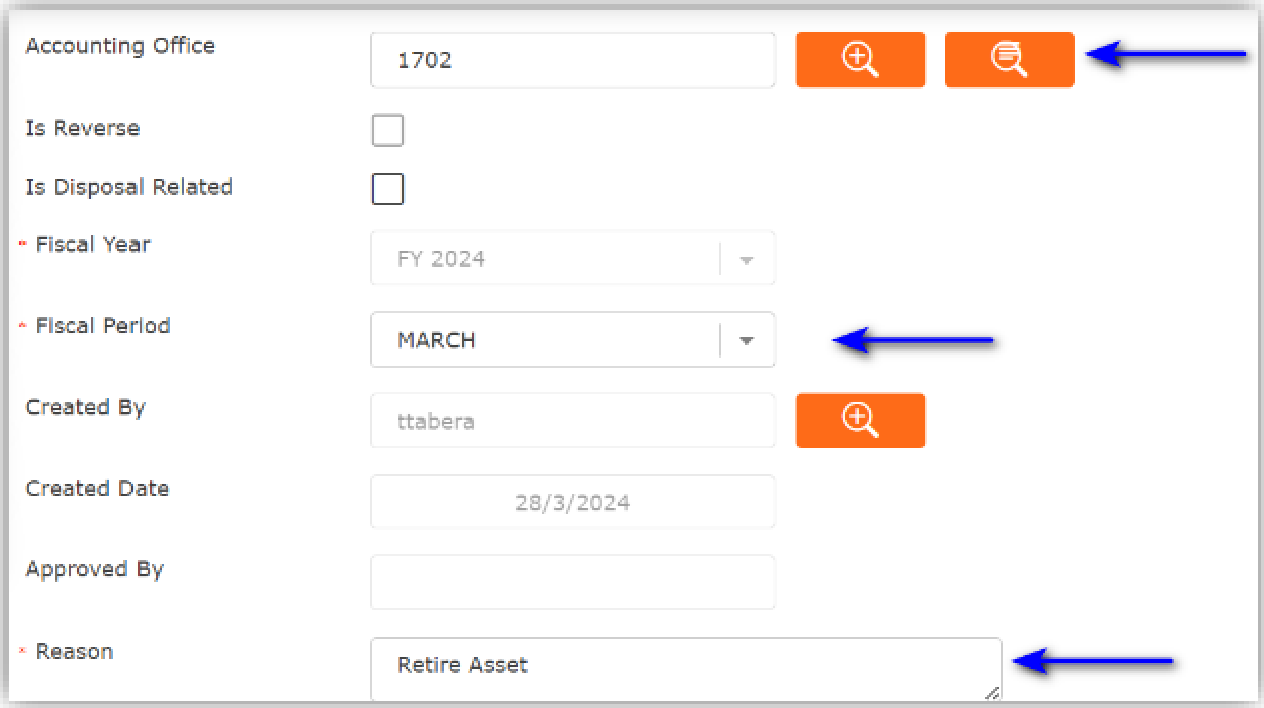


Step 10: Click the save button when all is completed.

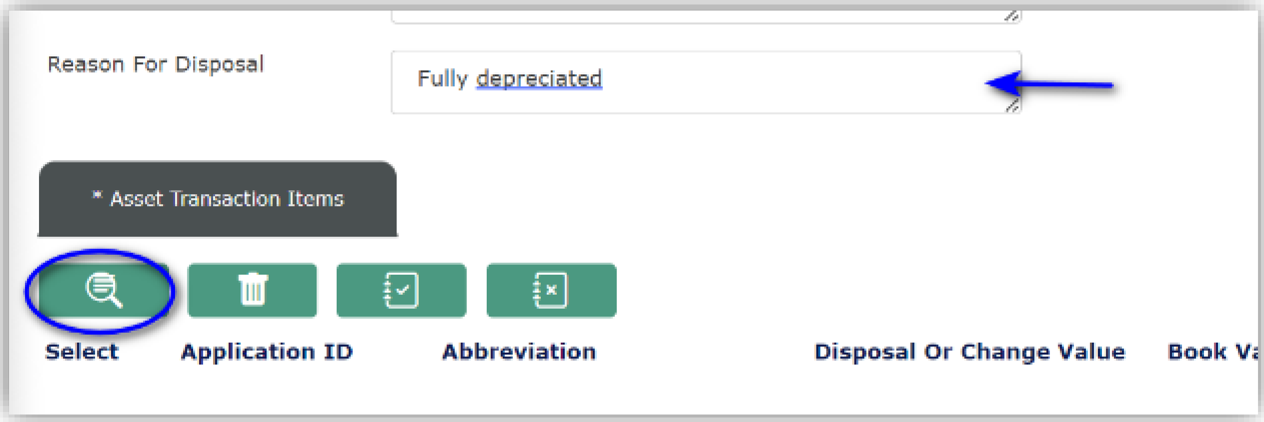
10.4.1.2 How to record Disposal by Retirement

Similar with the disposal by sale, follow steps 1 to 5 on how to disposal asset on page 231 – 233.

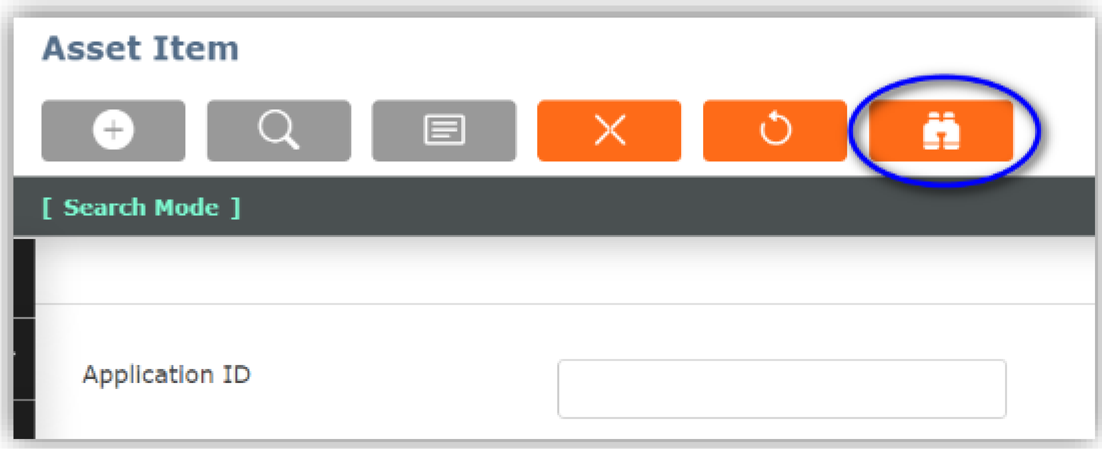
Step 6: Complete the Division registered for the Asset, month and the reason for the disposal by retirement.



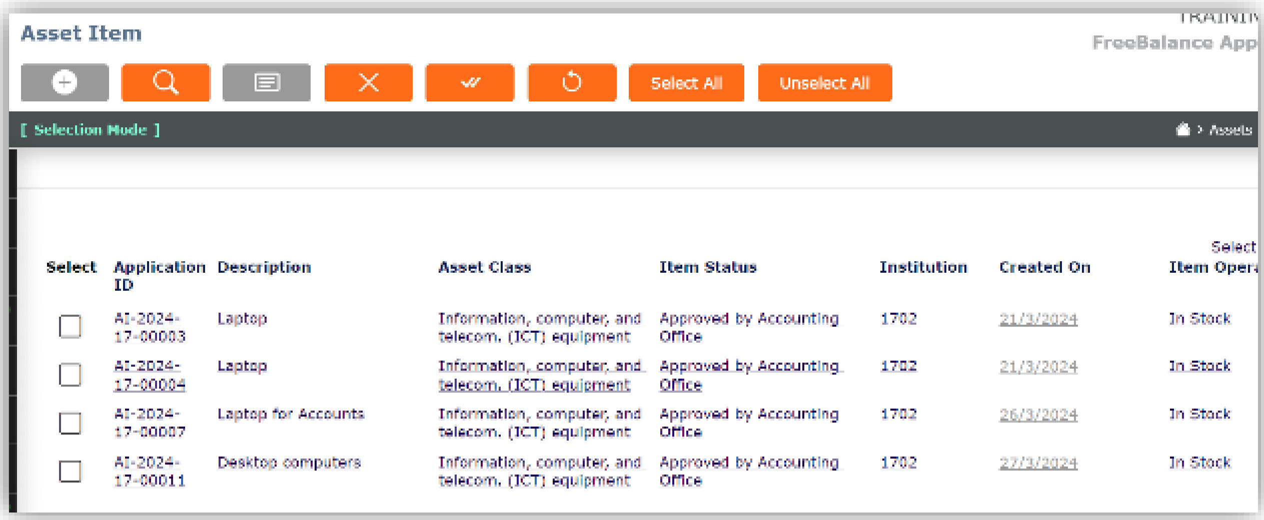
Step 7: Complete the other details as needed. Then click the Lookup button on the asset transaction items.



Step 8: Click the Find button on the displayed screen.



Step 9: Click to select the Asset item to transact.

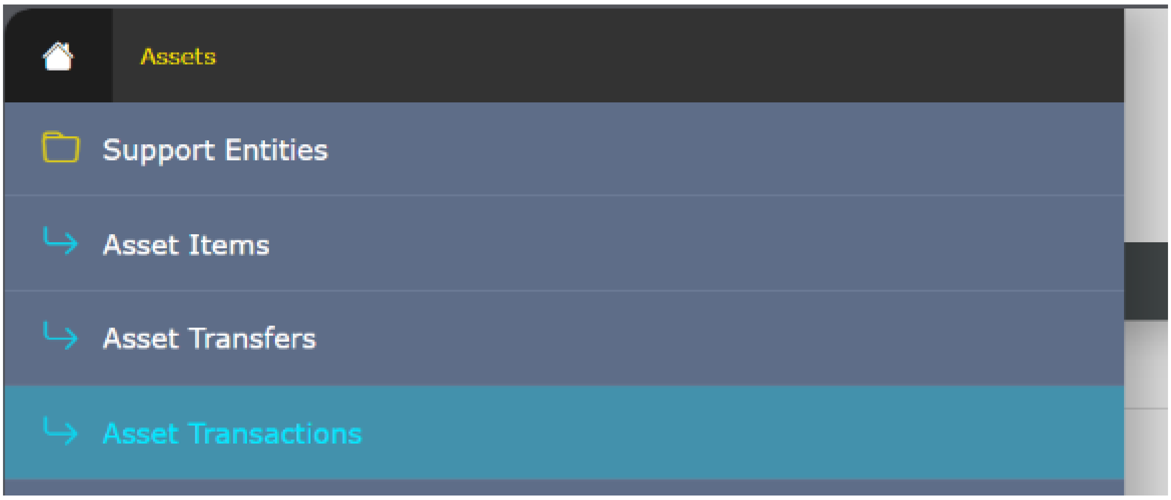


Step 10: Click the save button when all is completed.

10.4.2 How to record a change in the value of a Fixed Asset

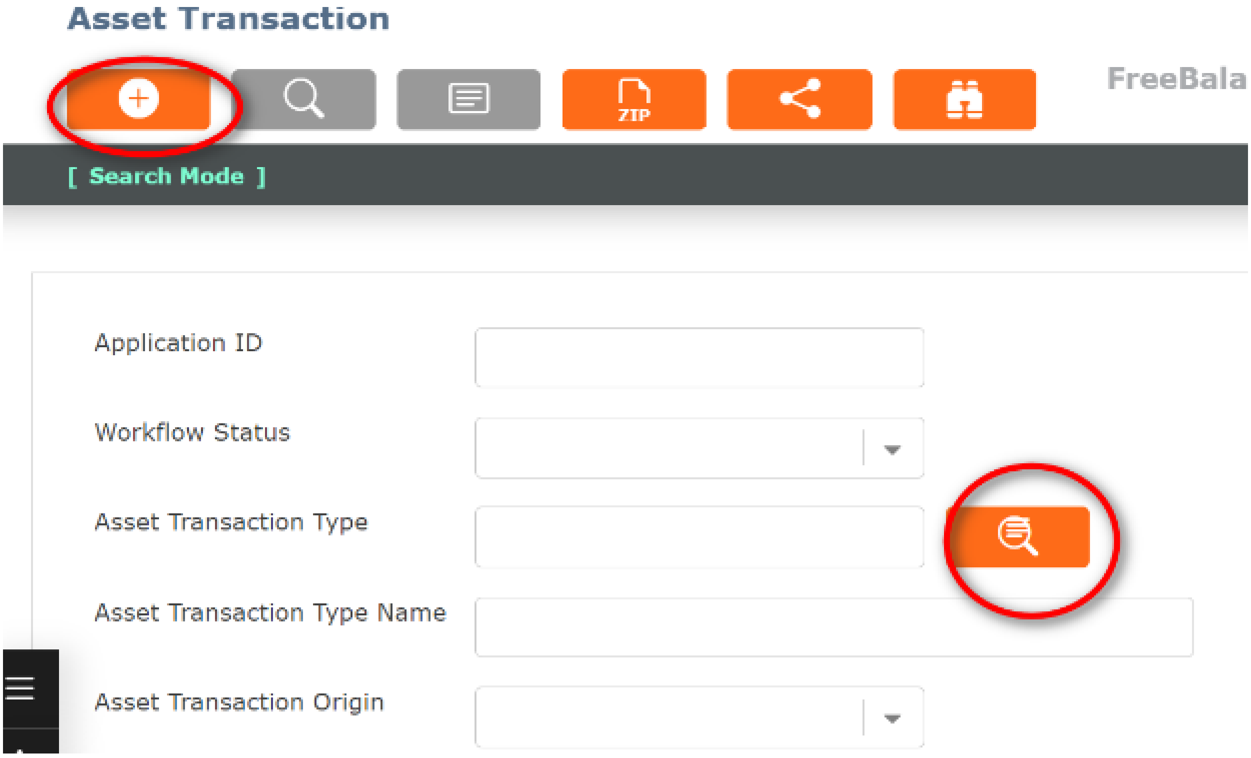
10.4.2.1 How to Record Asset Revaluation

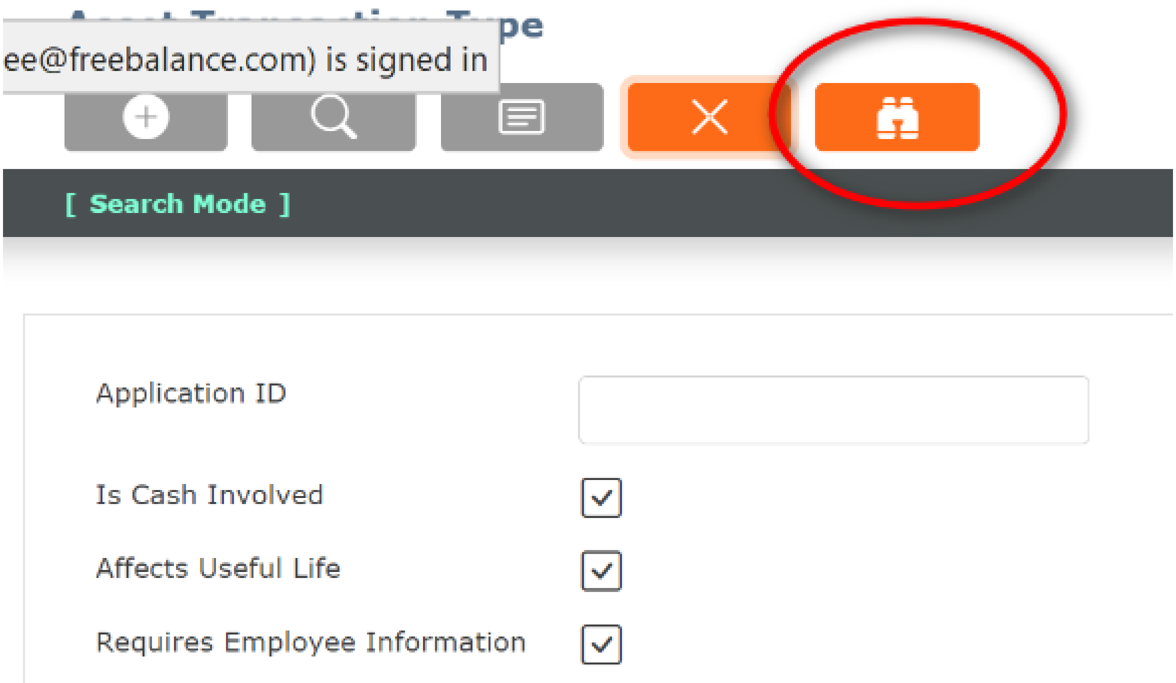
Step 1: Navigate the Menu > Assets > Asset Transaction

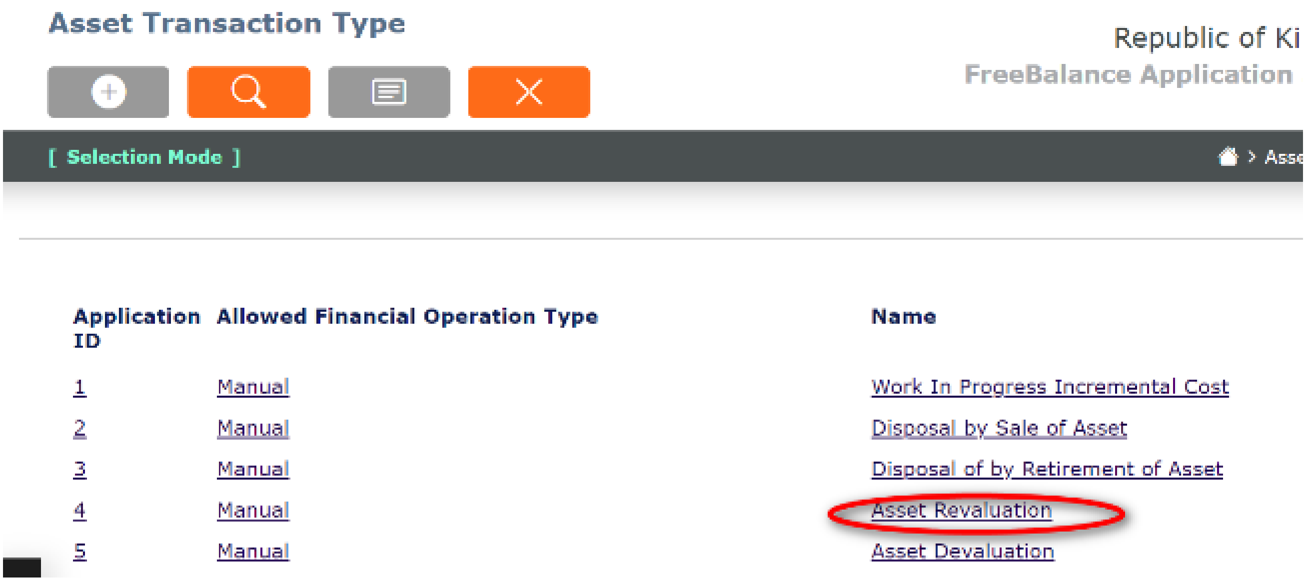


Step 2: Click the New button on the screen and add a new transaction.

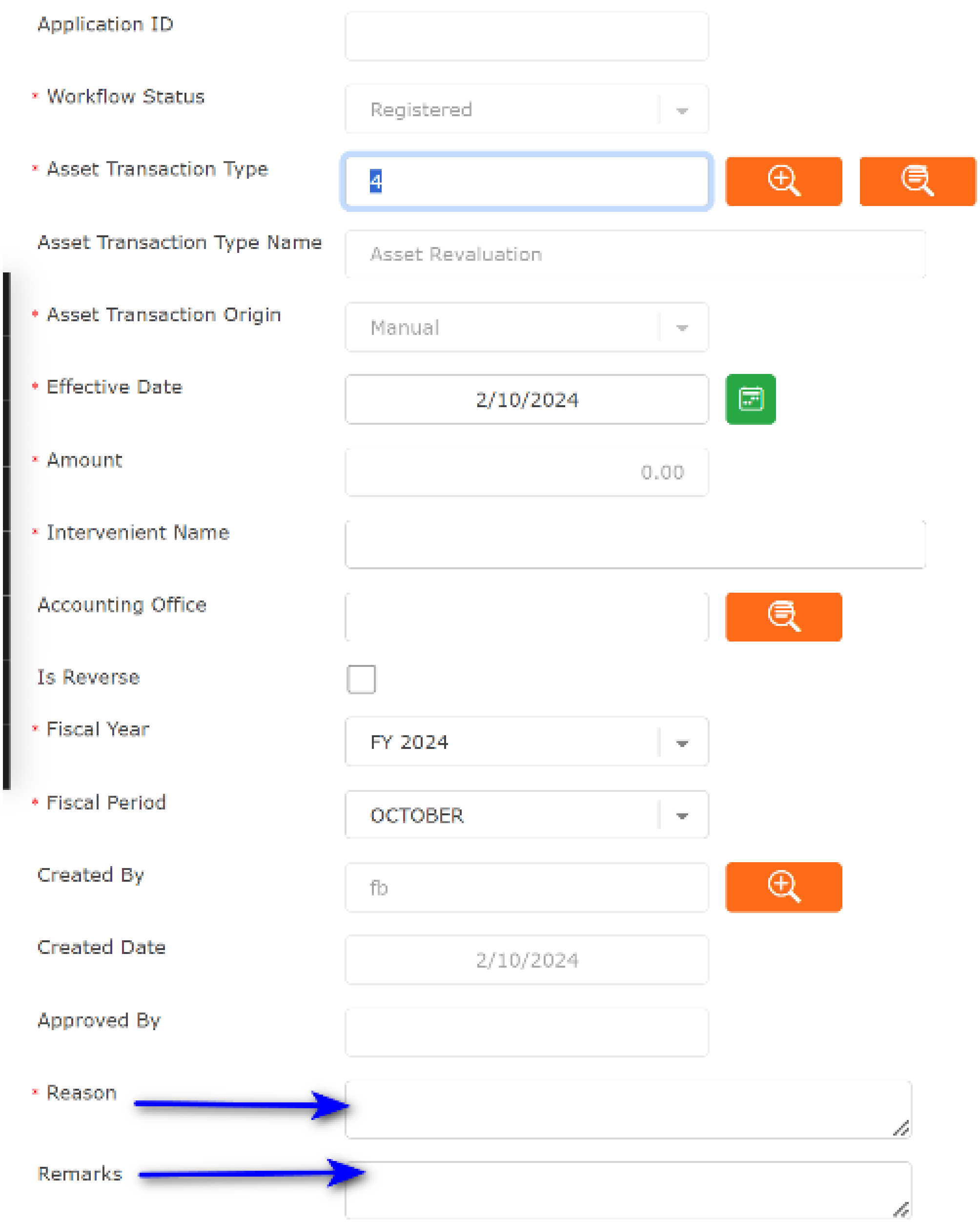
Step 3: Click the Lookup button on the field asset transaction type, click the Find button on the displayed screen, and click to select “Asset Revaluation” from the list



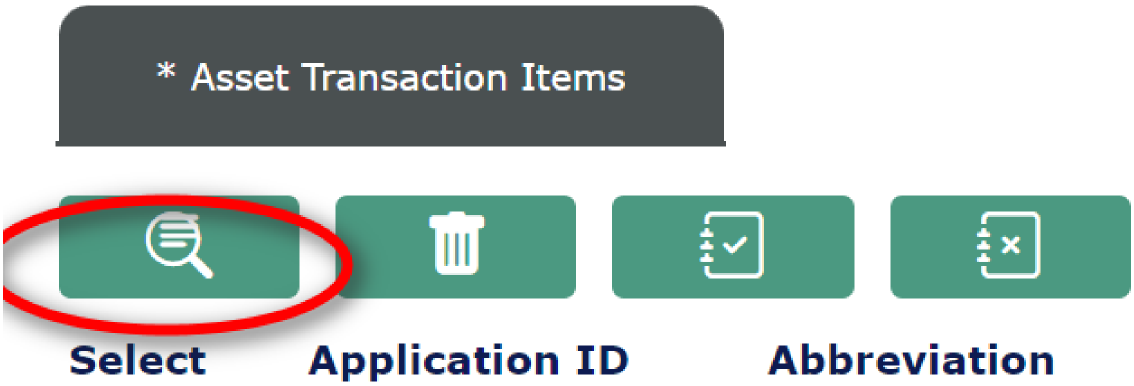




Step 4: Enter the reason for the asset transaction and enter the remarks if needed.



Step 5: Click the lookup on the Asset transaction items tab and then click the find button



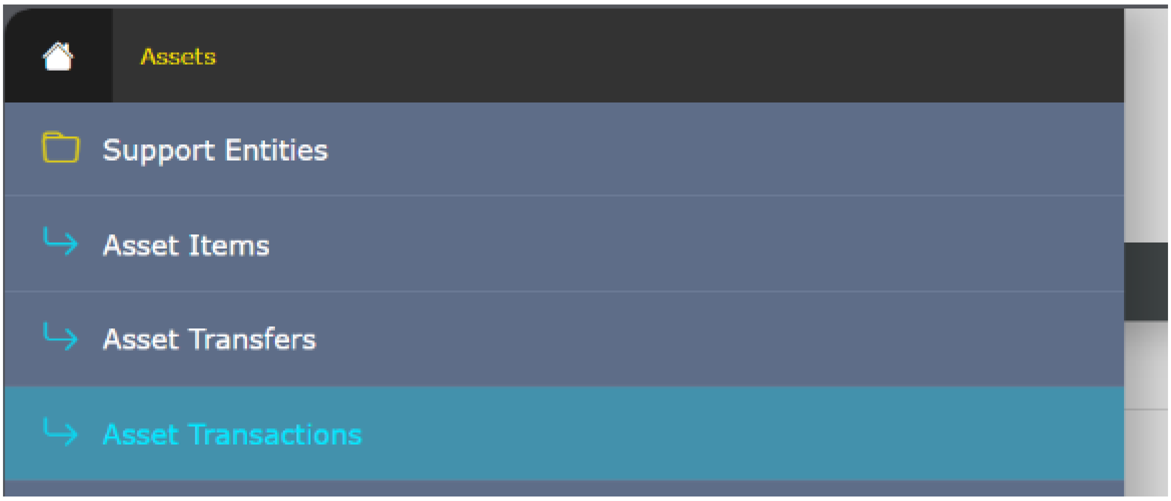
Step 6: Click to select the Asset item for asset revaluation and click the return button once done.

Step 7: Click the save and return button when completed and click save button.

Step 8: Go to the transition field and select the For Review from the transition list, then click the transition button and enter the step note and click the finish button.

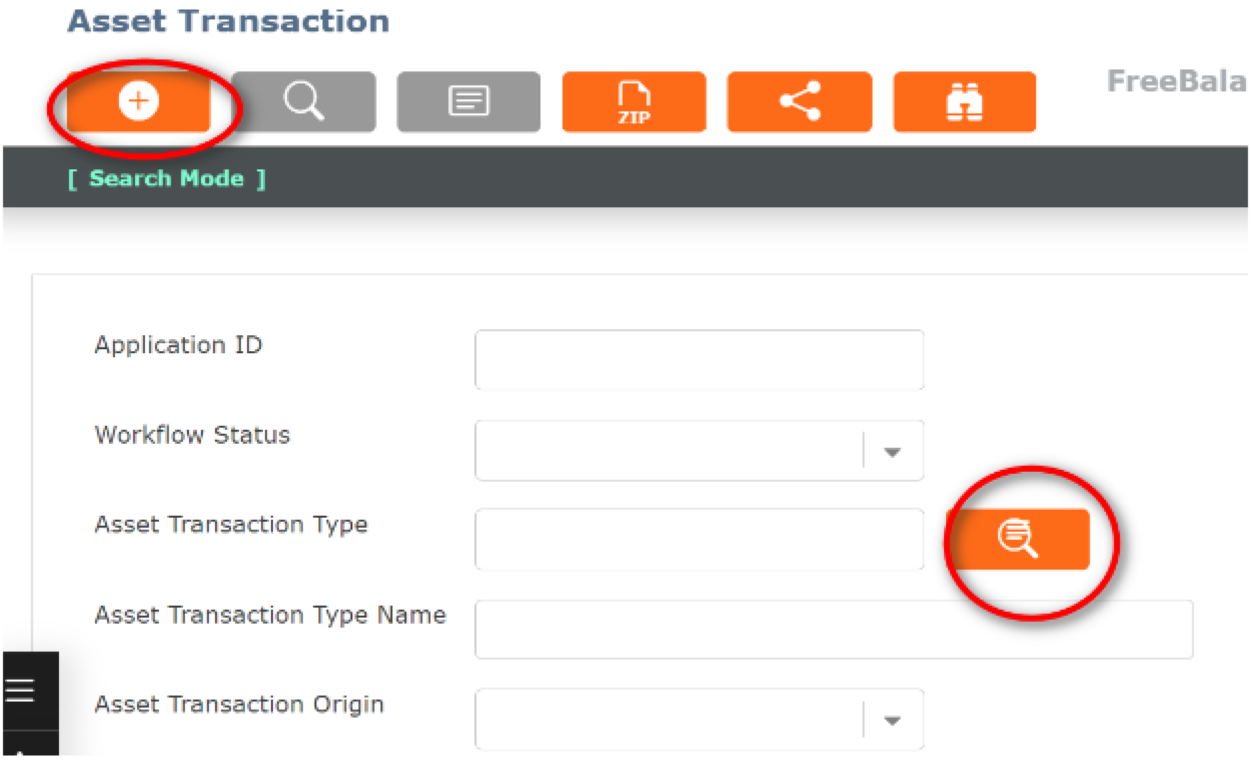
10.4.2.2 How to record Asset Devaluation

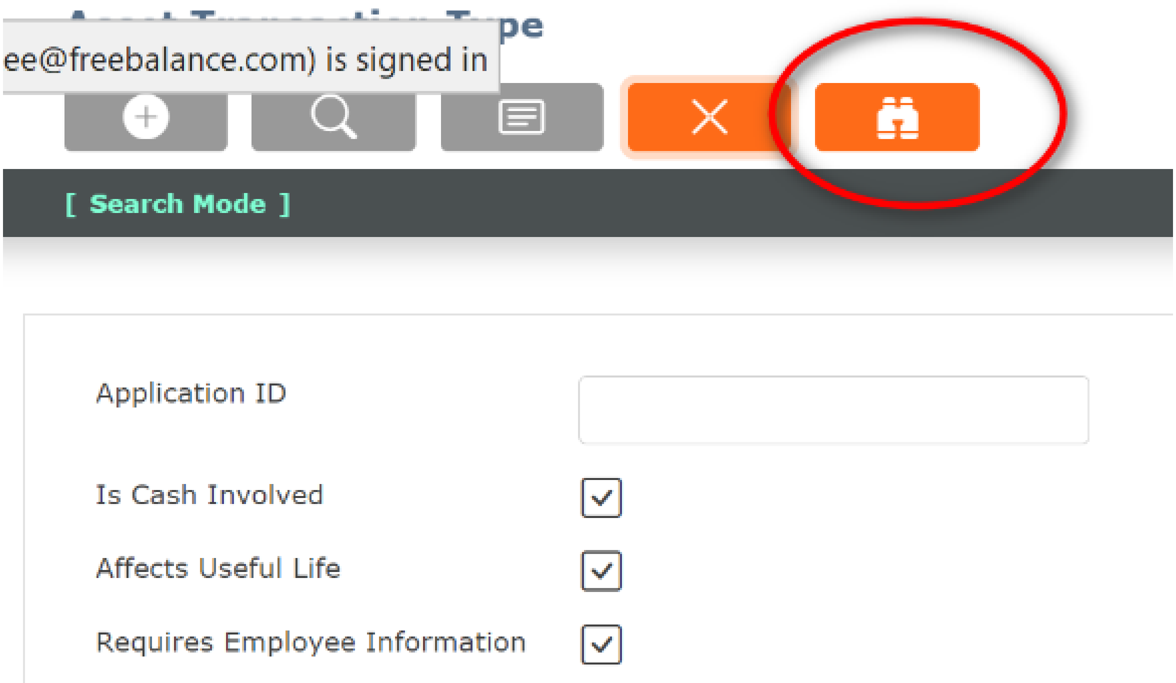
Step 1: Navigate the Menu > Assets > Asset Transaction

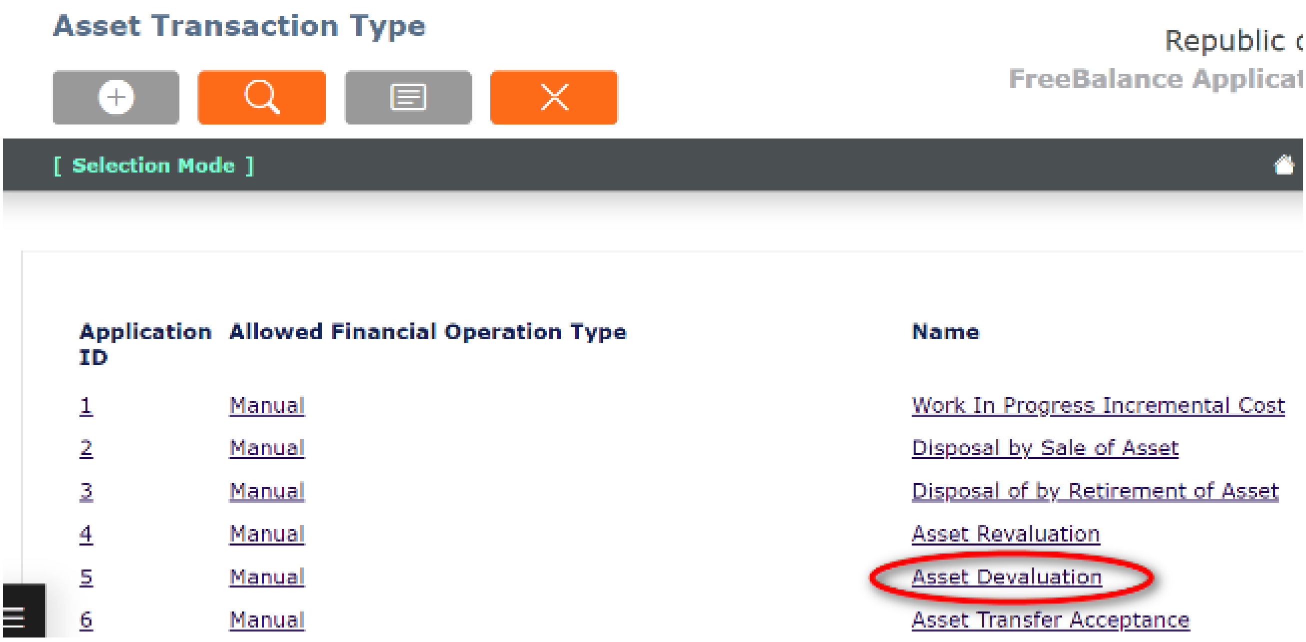


Step 2: Click the New button on the screen and add a new transaction.

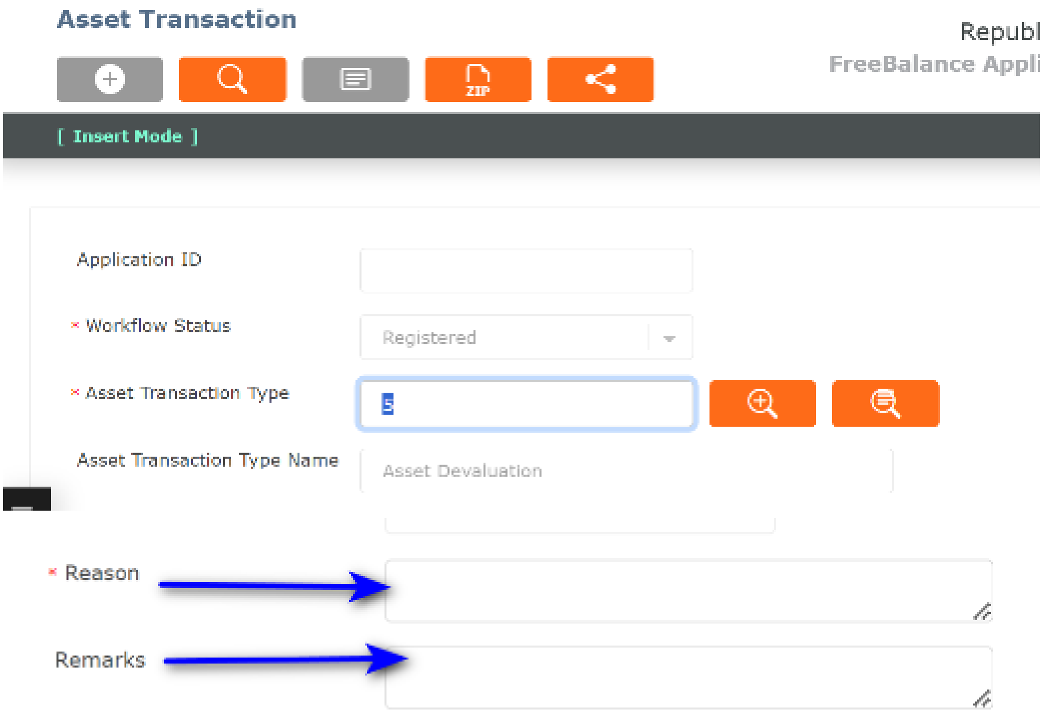
Step 3: Click the Lookup button on the field asset transaction type, click the Find button on the displayed screen, and click to select "Asset Revaluation" from the list



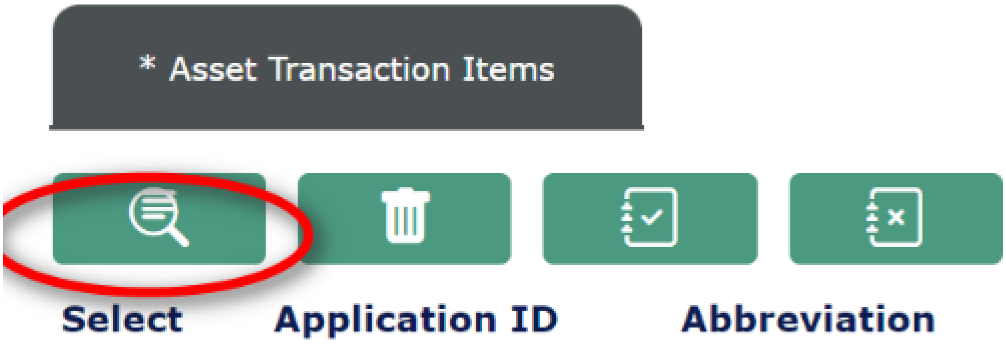




Step 4: Enter the reason for the asset transaction and enter the remarks if needed.



Step 5: Click the lookup on the Asset transaction items tab and then click the find button



Step 6: Click to select the Asset item for asset revaluation and click the return button once done.

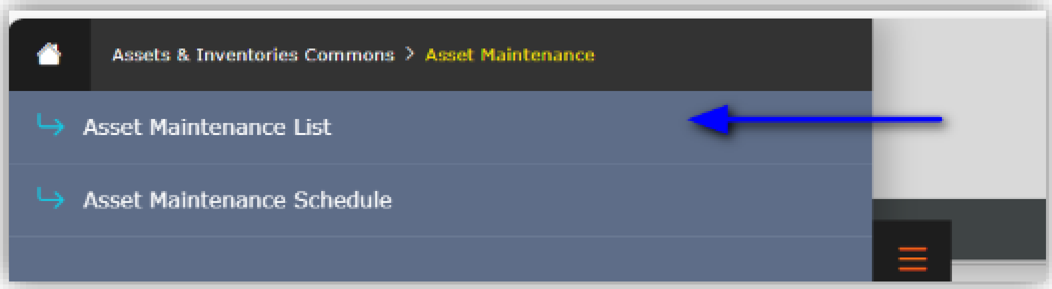
Step 7: Click the save and return button when completed and click save button.

Step 8: Go to the transition field and select the For Review from the transition list, then click the transition button and enter the step note and click the finish button.

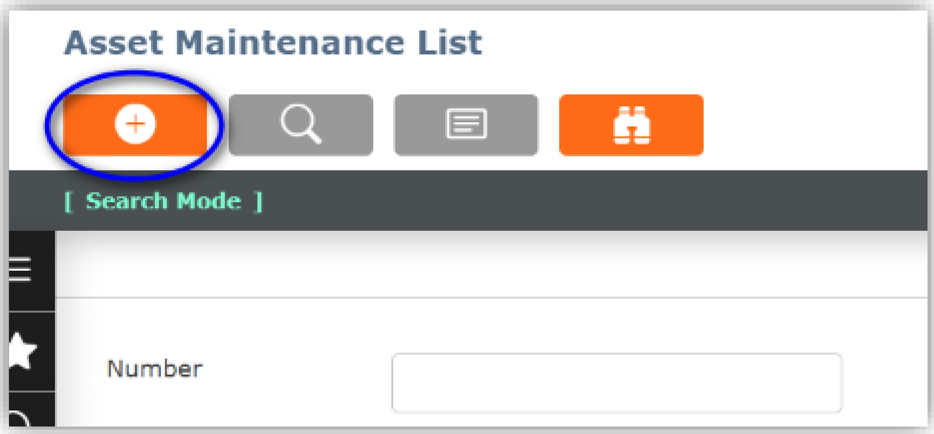
10.5 How to Record Fixed Asset Maintenance

10.5.1 How to record a Maintenance List

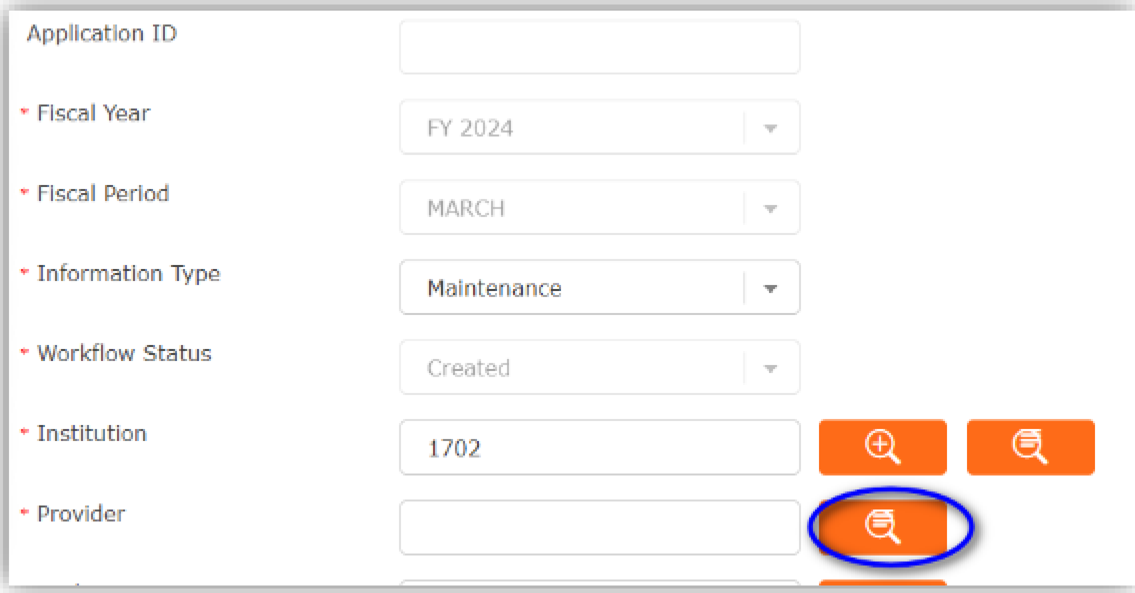
Step 1: Navigate the Menu > Assets and Inventories Common > Warranty Maintenance > Warranty Maintenance Policy.



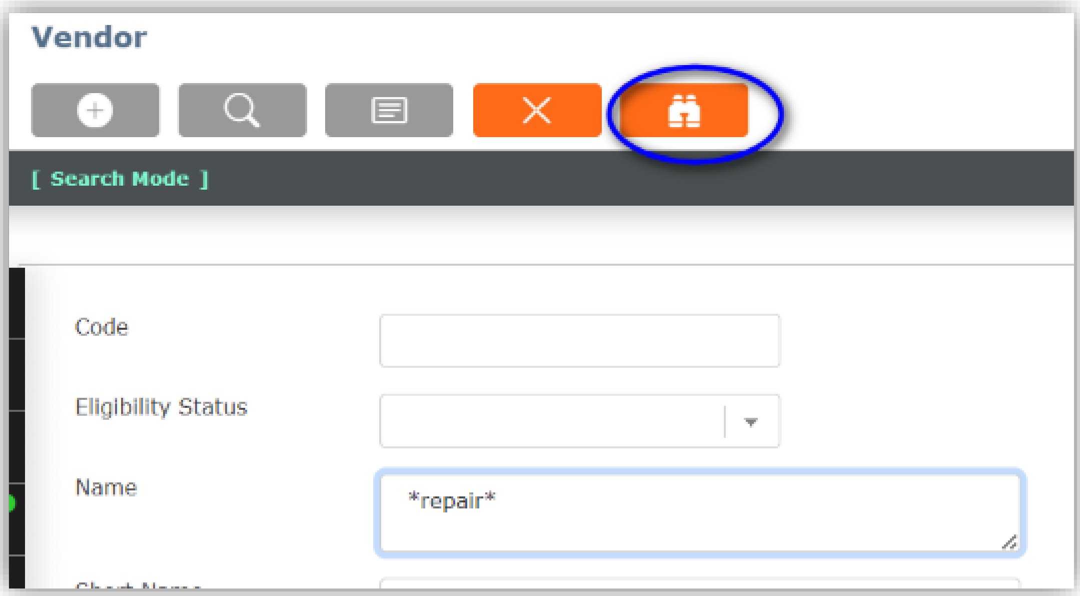
Step 2: Click the New button



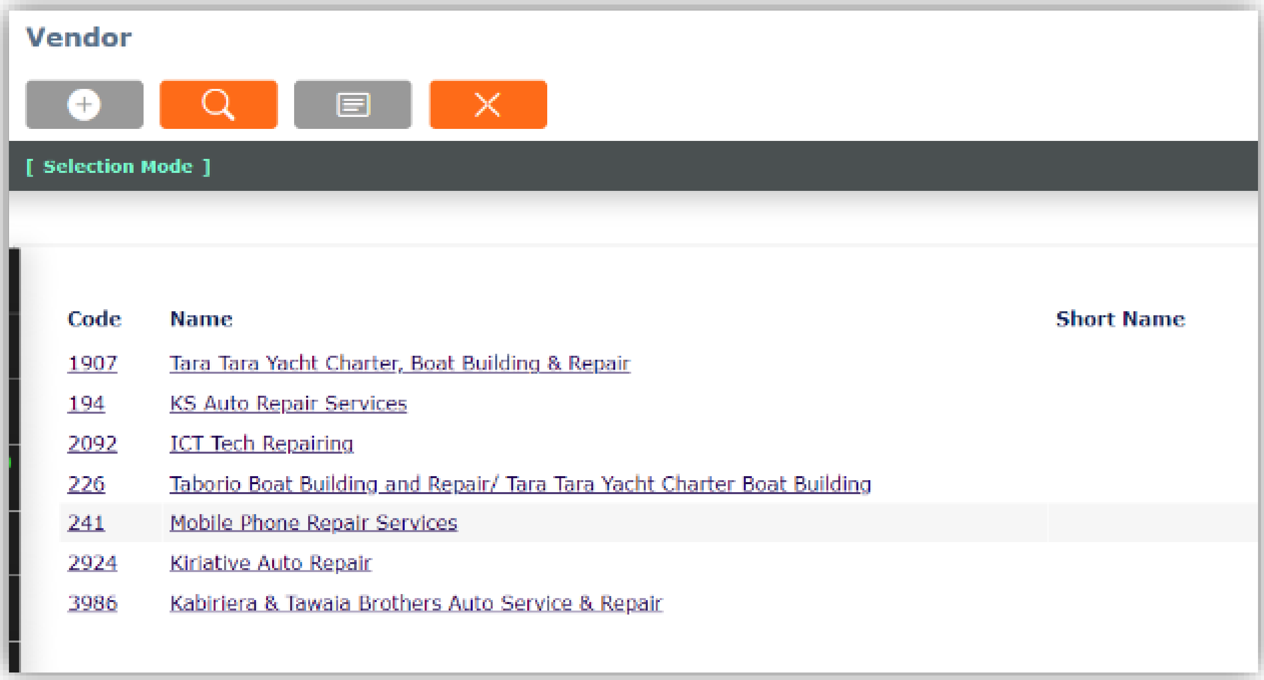
Step 3: Provide the details below and click the lookup on the Provider



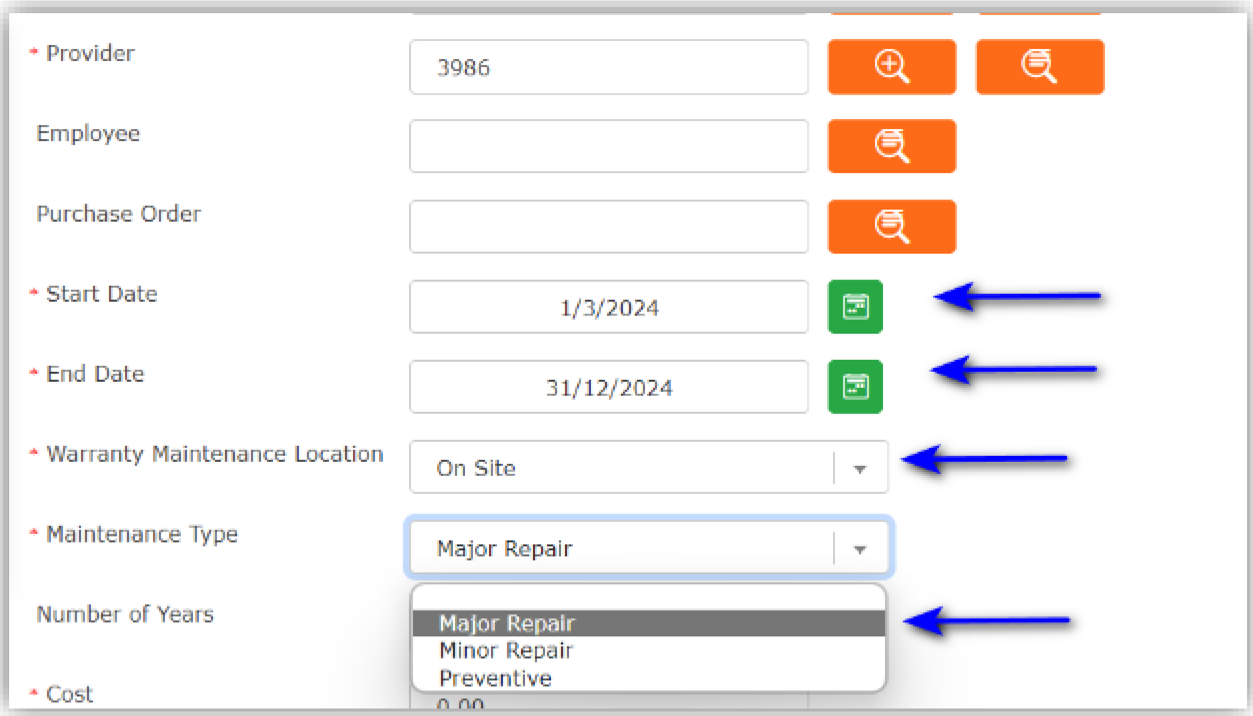
Step 4: Add the filter on the vendor name and then clock the lookup button.



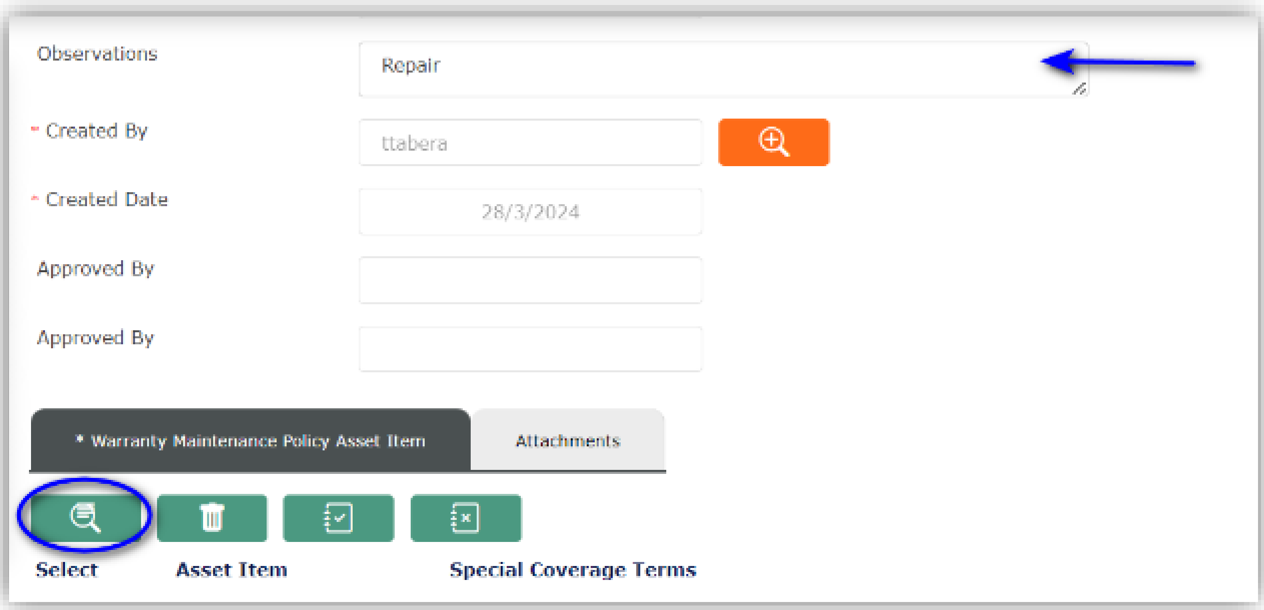
Step 5: Click to select the vendor



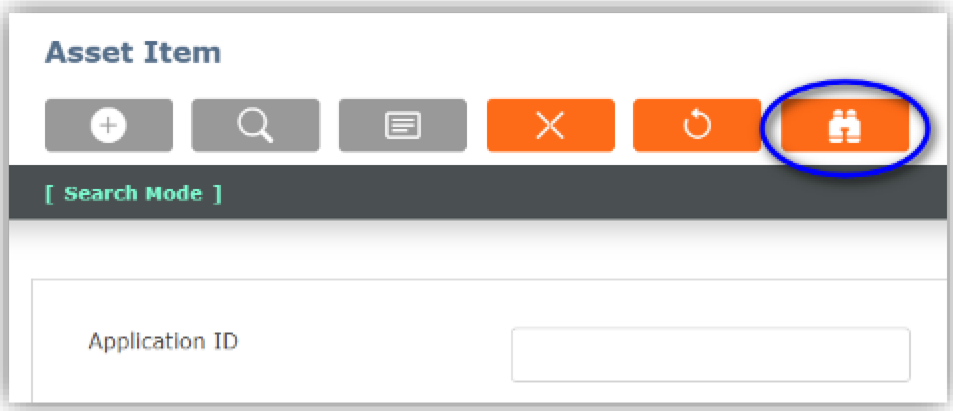
Step 6: Provide the details below



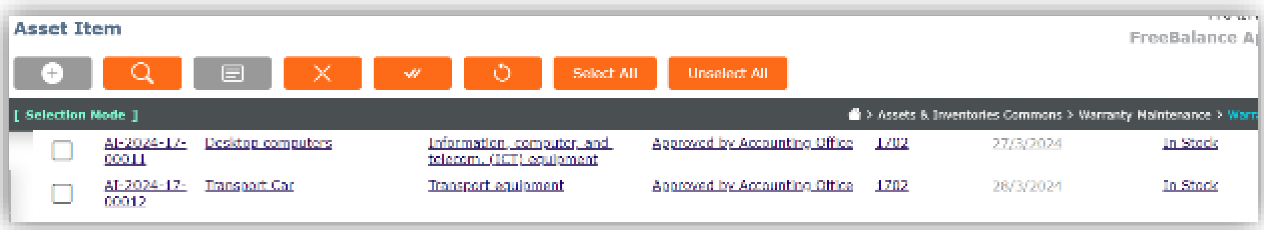
Step 7: Add the observations and then click the lookup button on the Asset item.



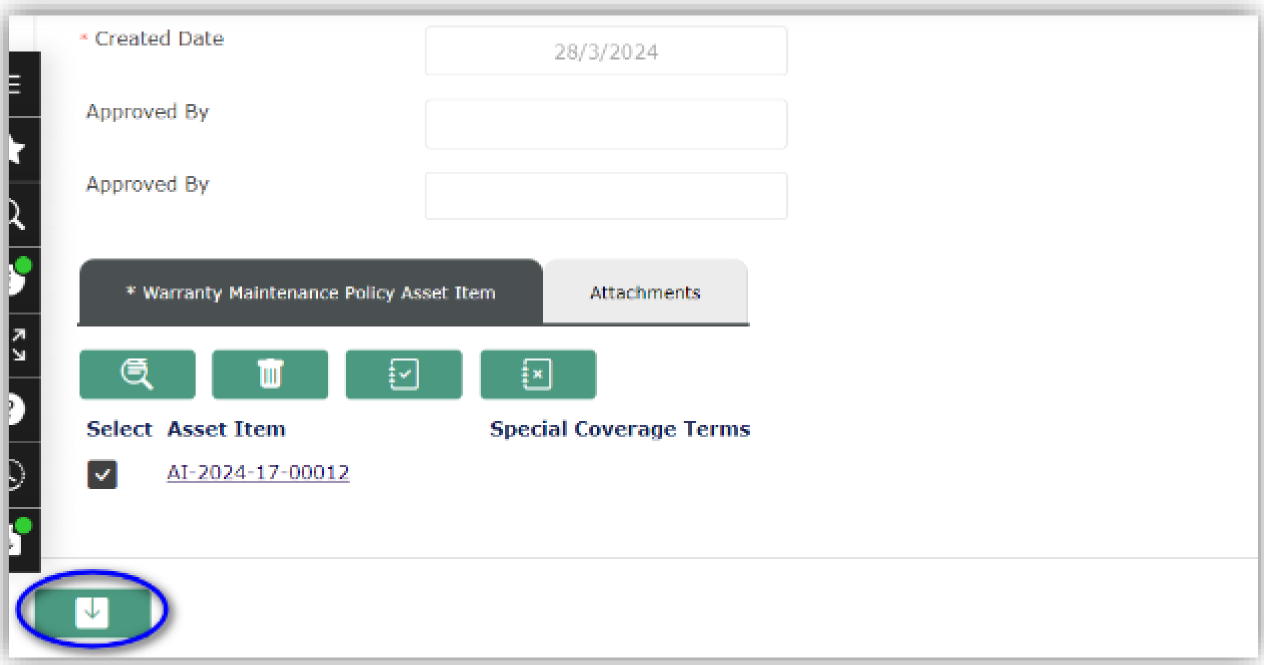
Step *: Click the Find button



Step 9: Click to Select the Asset to enroll in the Maintenance Policy

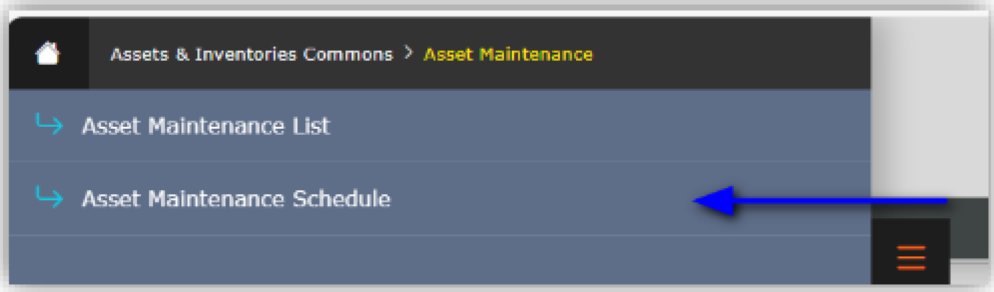


Step 10: Repeat the process to add more asset items. Then click the Save button.

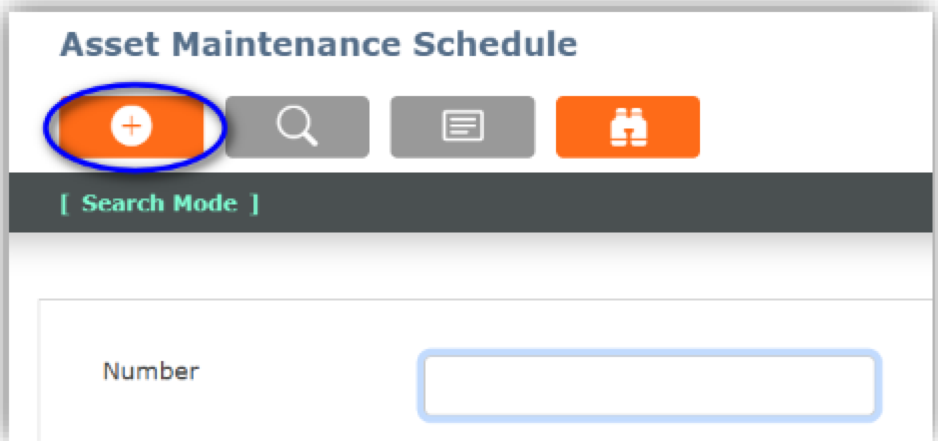


10.5.2 How to record a Maintenance Schedule

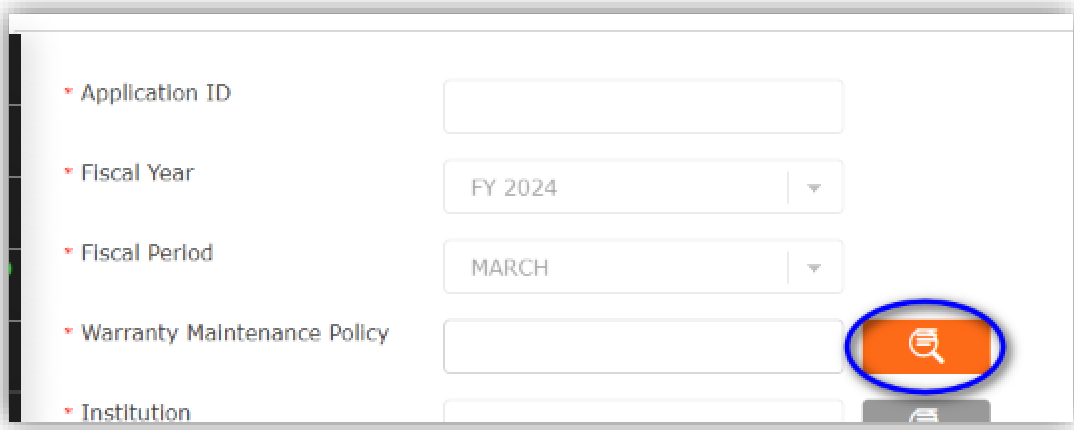
Step 1: Navigate the Menu > Assets and Inventories Common > Warranty Maintenance > Warranty Maintenance Claim.



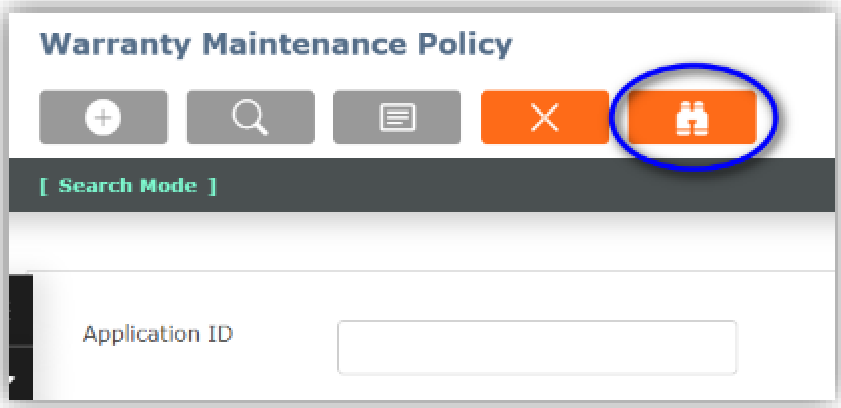
Step 2: Click the New button



Step 3: Click the Lookup on the Policy.

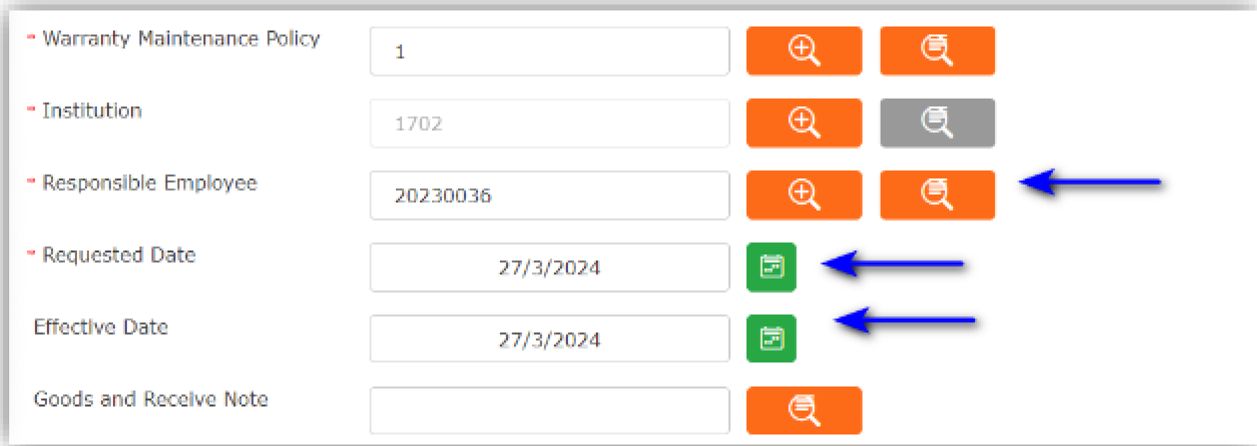


Step 4: Click the Find button on the displayed screen.

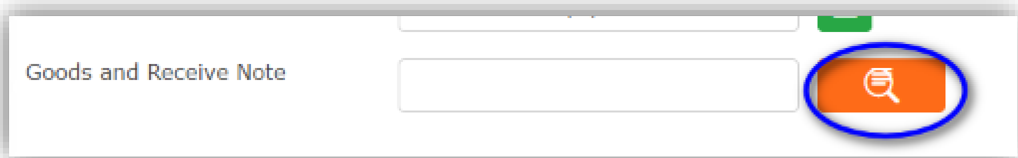


Step 5: Click to select the applicable policy

Step 6: Complete the details below

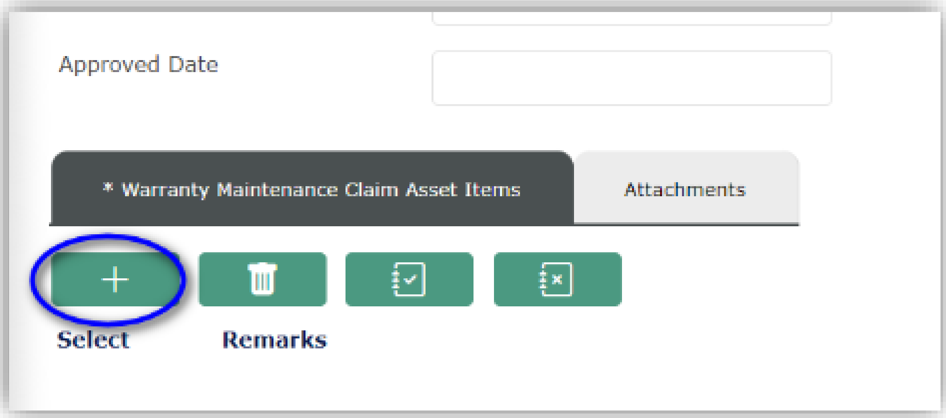


Step 7: Click the Lookup on the Goods Received Note to link the Claim of the delivery of the service of the preferred vendor.

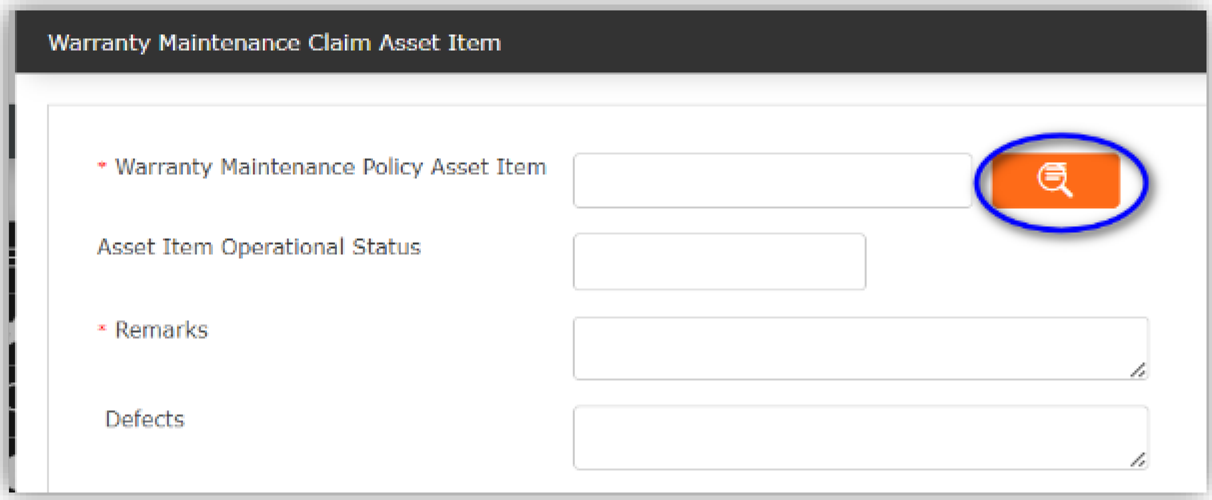


Step 8: Select the applicable details below

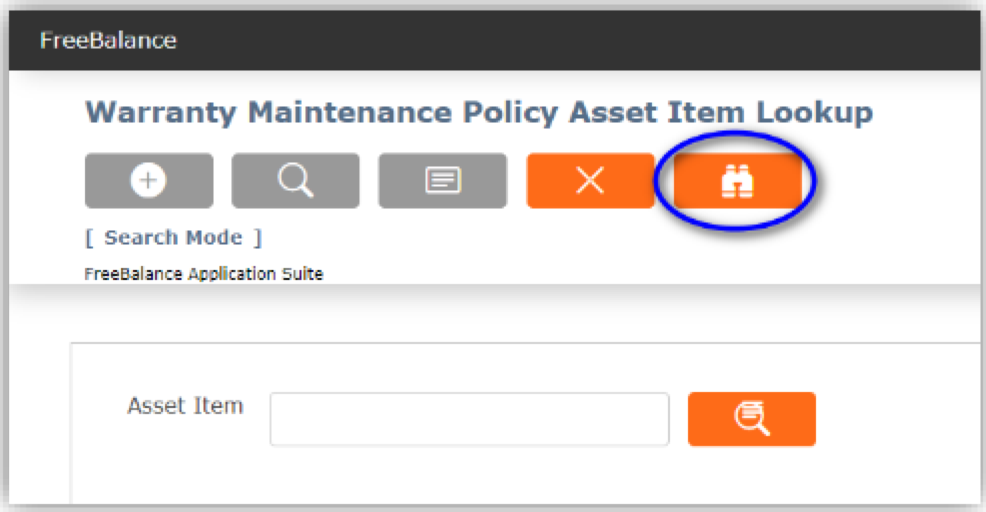
Step 9: Click the lookup on the Asset item



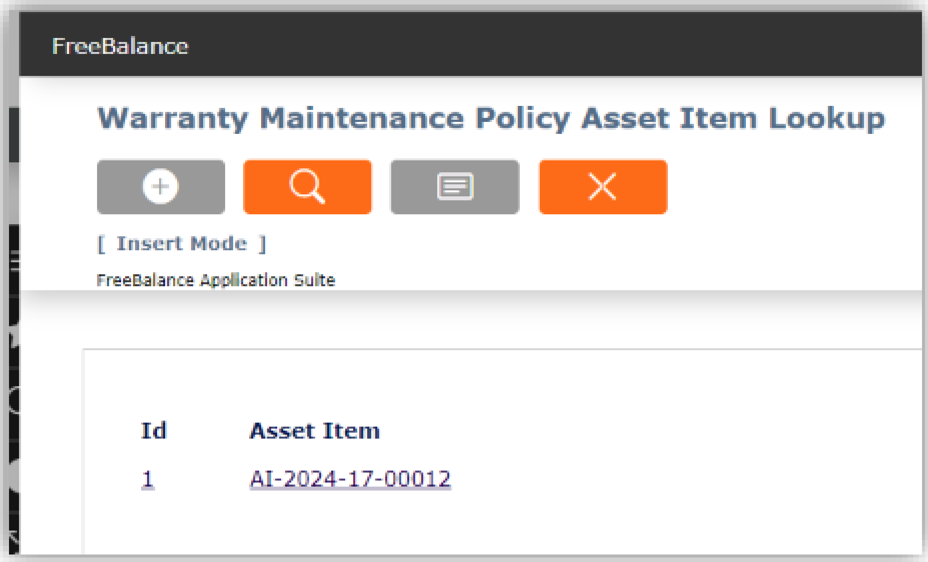
Step 10: On the scree, click the Lookup on the Asset Item included in the policy.



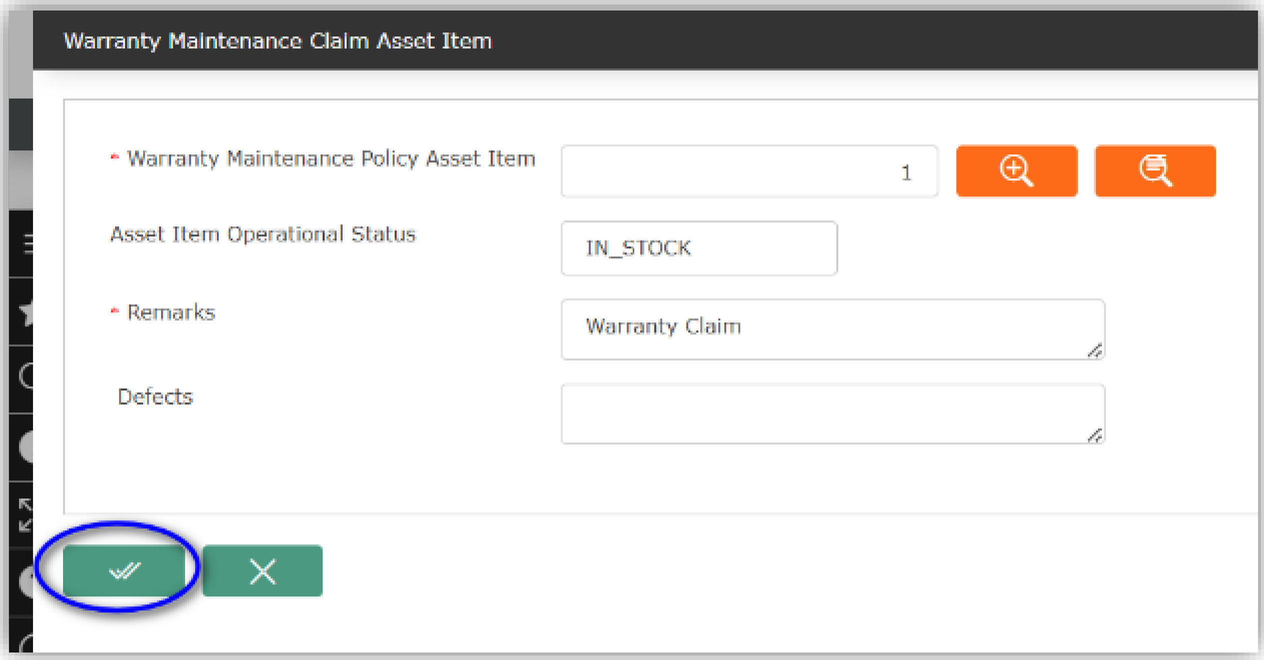
Step 11: Click the Lookup button.



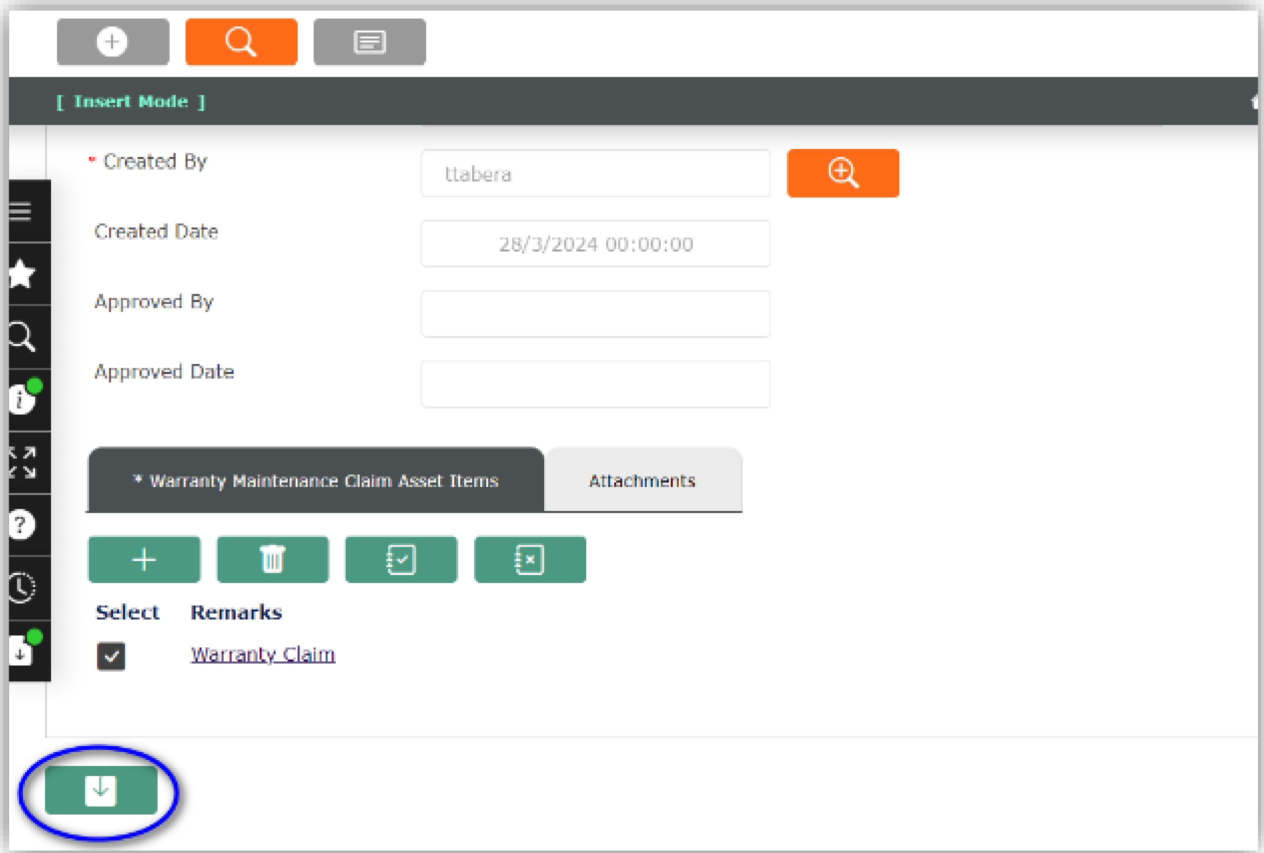
Step 12: Click to select the Asset Item for the Claim.



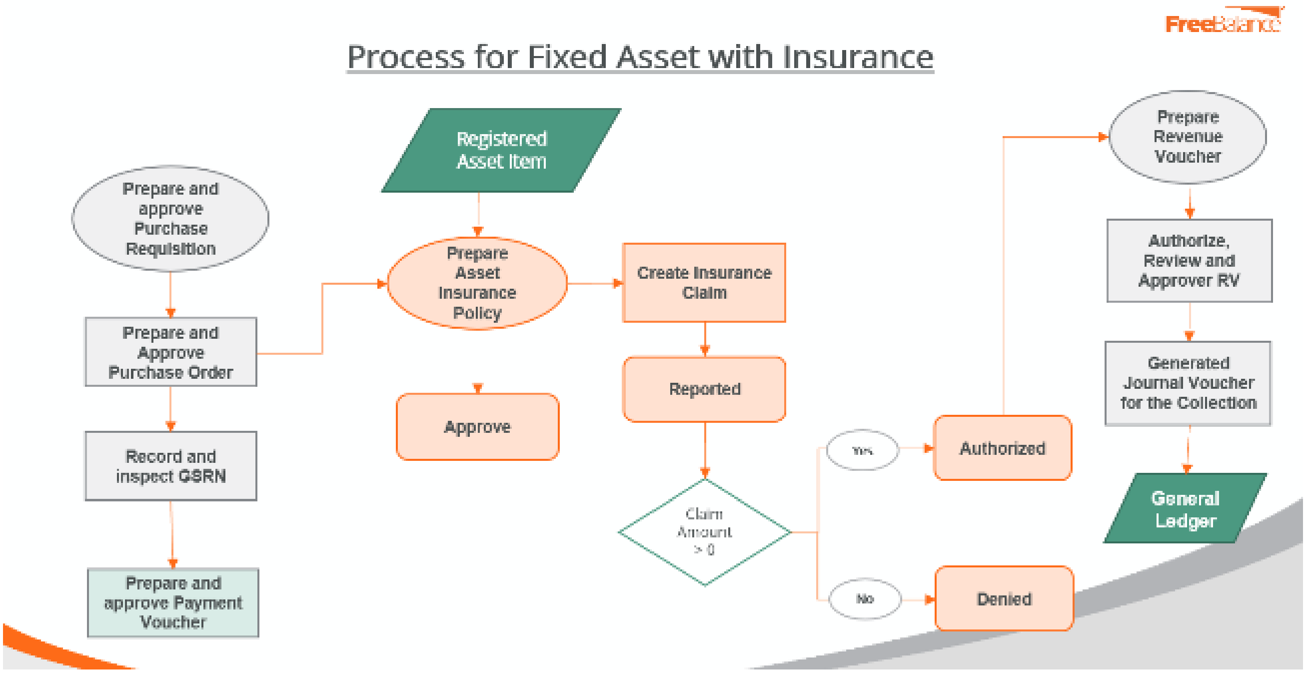
Step 13: Provide the details below and then click the Save and Return



Step14: Repeat the process to add more Asset Items and then click the Save button. Proces the Claim until it is fully approved.



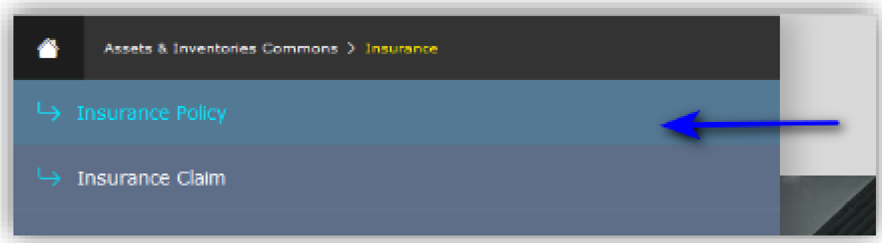
10.6 How to Record Fixed Asset Insurance



10.6.1 How to record an Insurance Policy

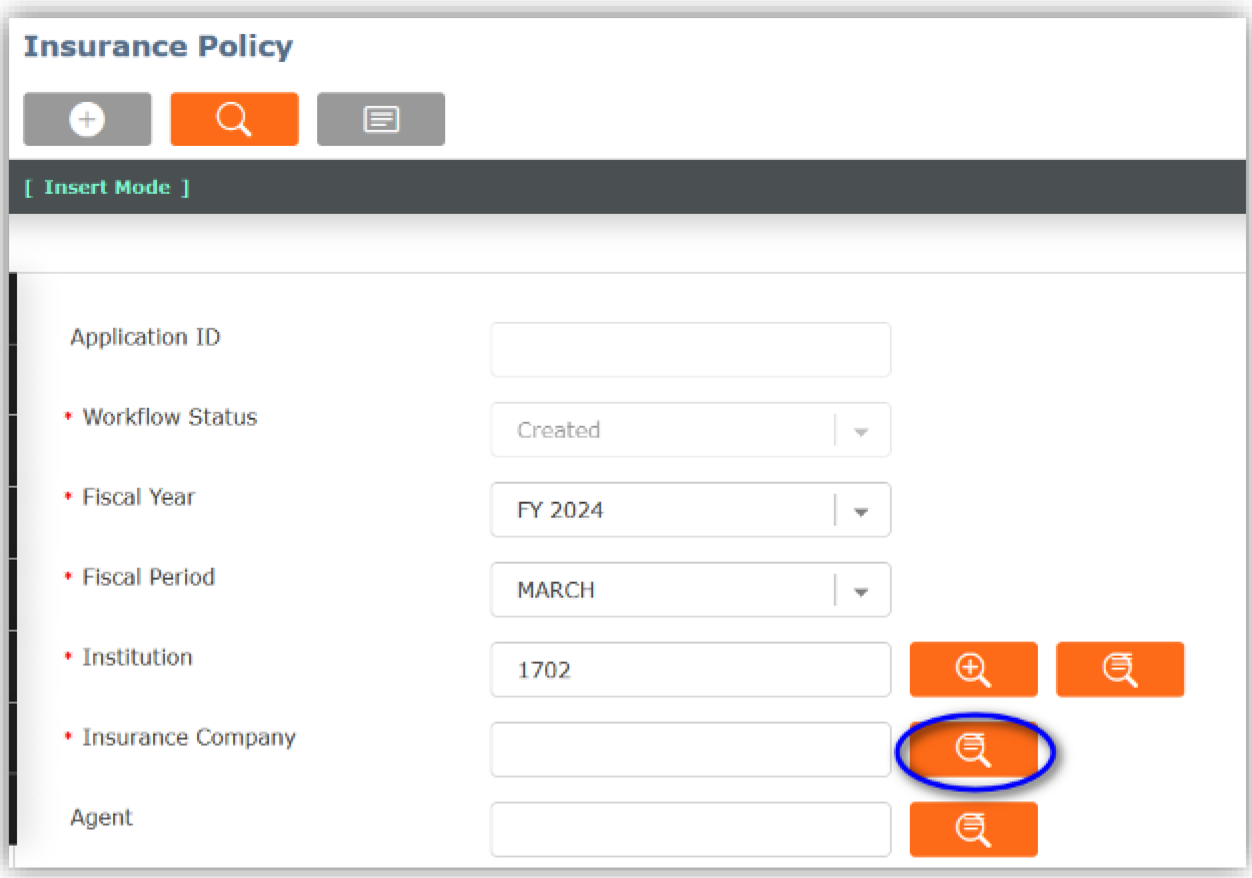
To record the Insurance placed on an Asset follow these steps.

Step 1: Menu > Assets and Inventories Common > Insurance > Insurance Policy.

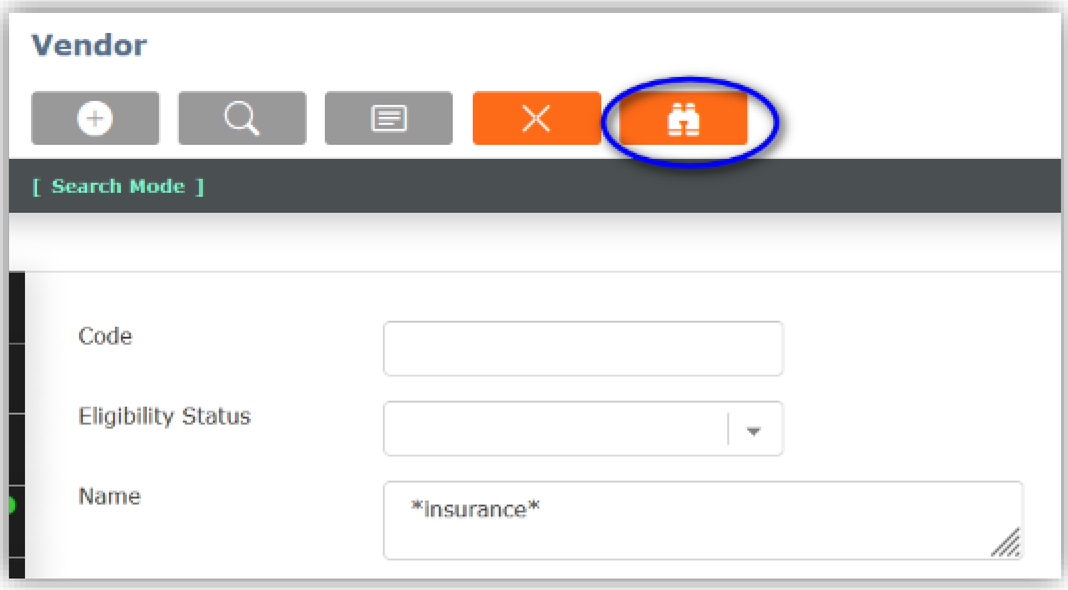


Step 2: Click the New button

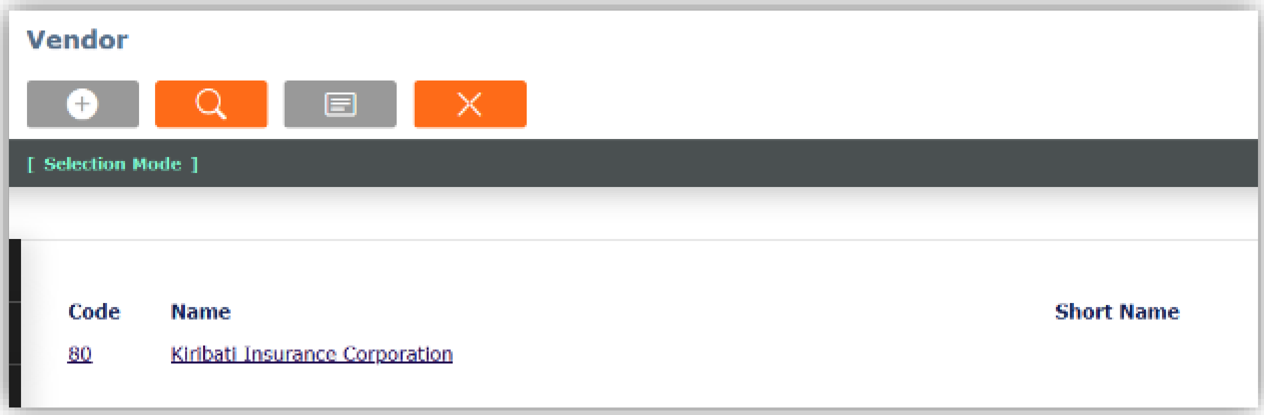
Step 3: Click the Lookup on the company



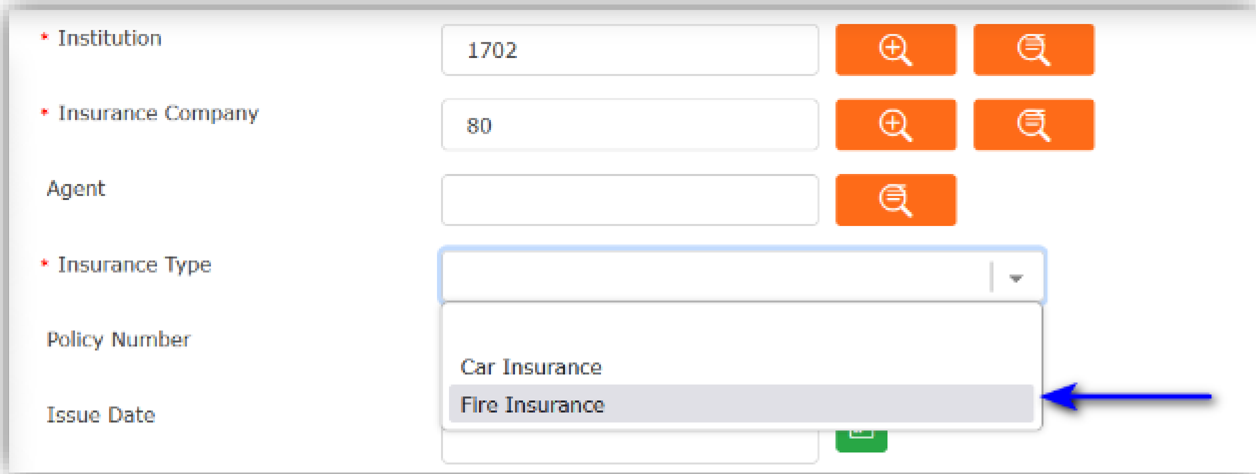
Step 4: Provide the filter in the vendor then click the Find button



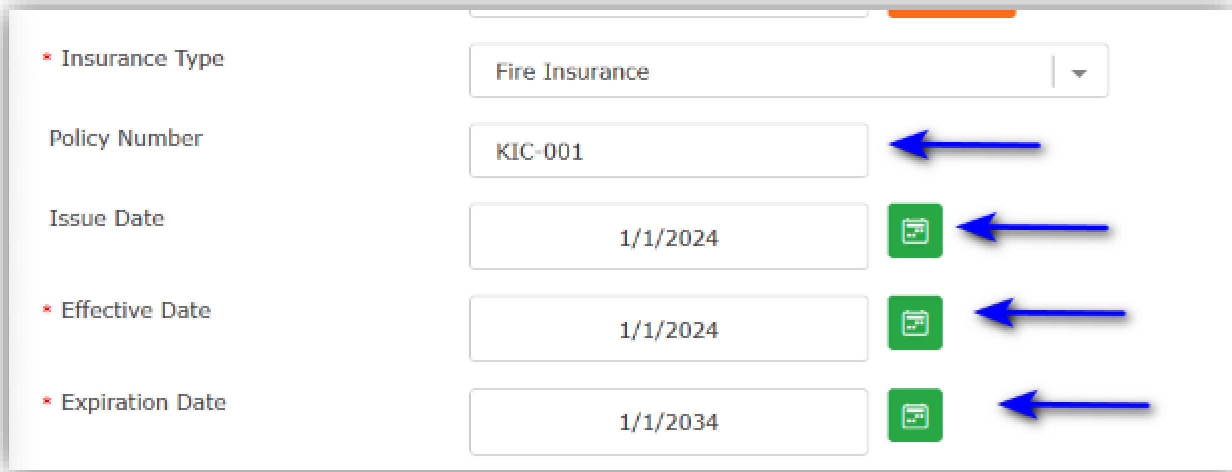
Step 5: Click to select the Vendor



Step 6: Select the Insurance Type applicable.

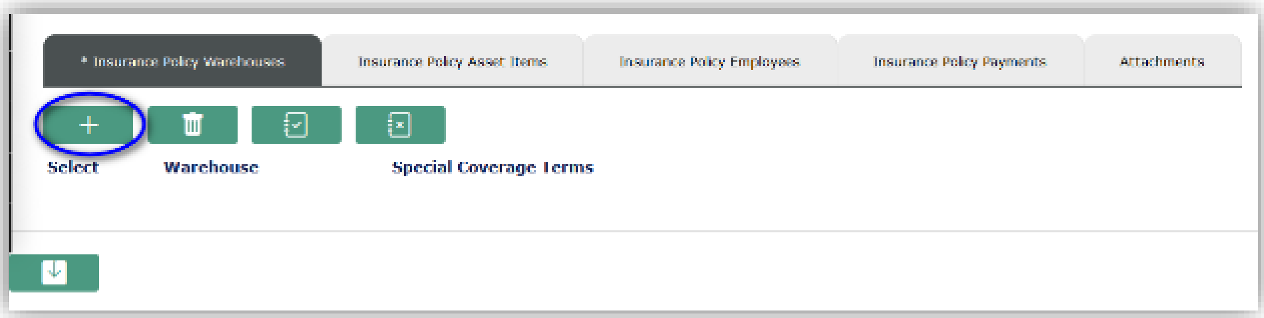


Step 7: Complete the details below



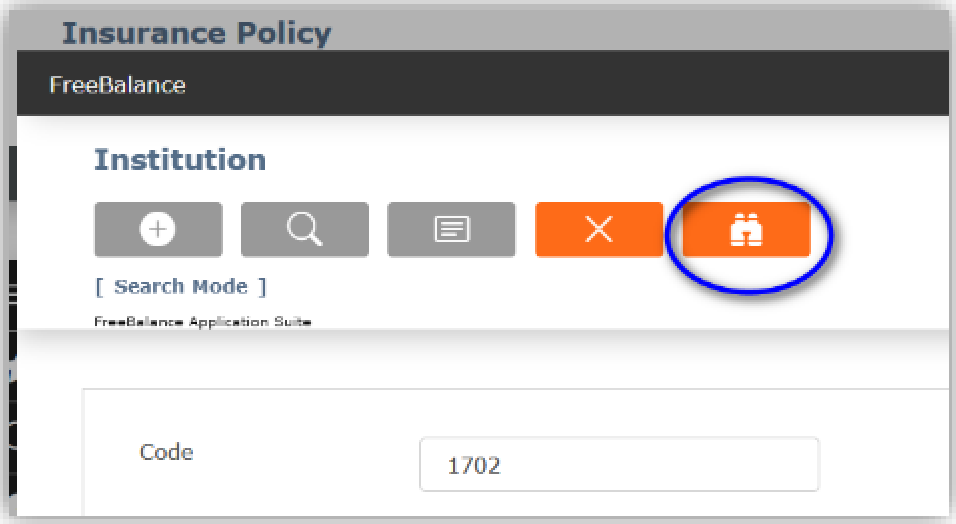
Step 8: Add the details on the insurance policy amount.

Step 9: Click the Lookup on details. This will depend on the insured item. If it is a building, then use the warehouse. If it is the Asset, then use the Asset Tab, as well as the employee.

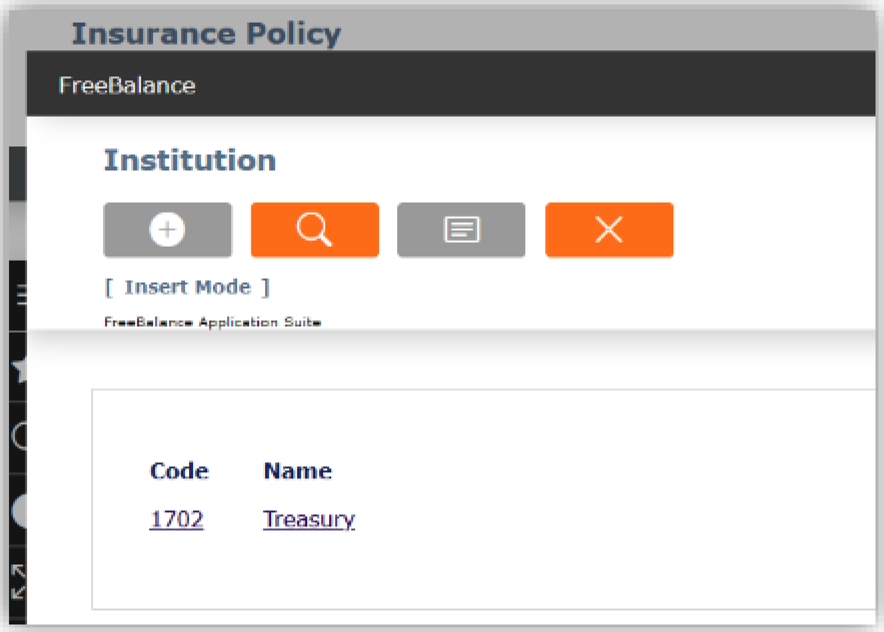


Step 10: Click the find button on the warehouse.

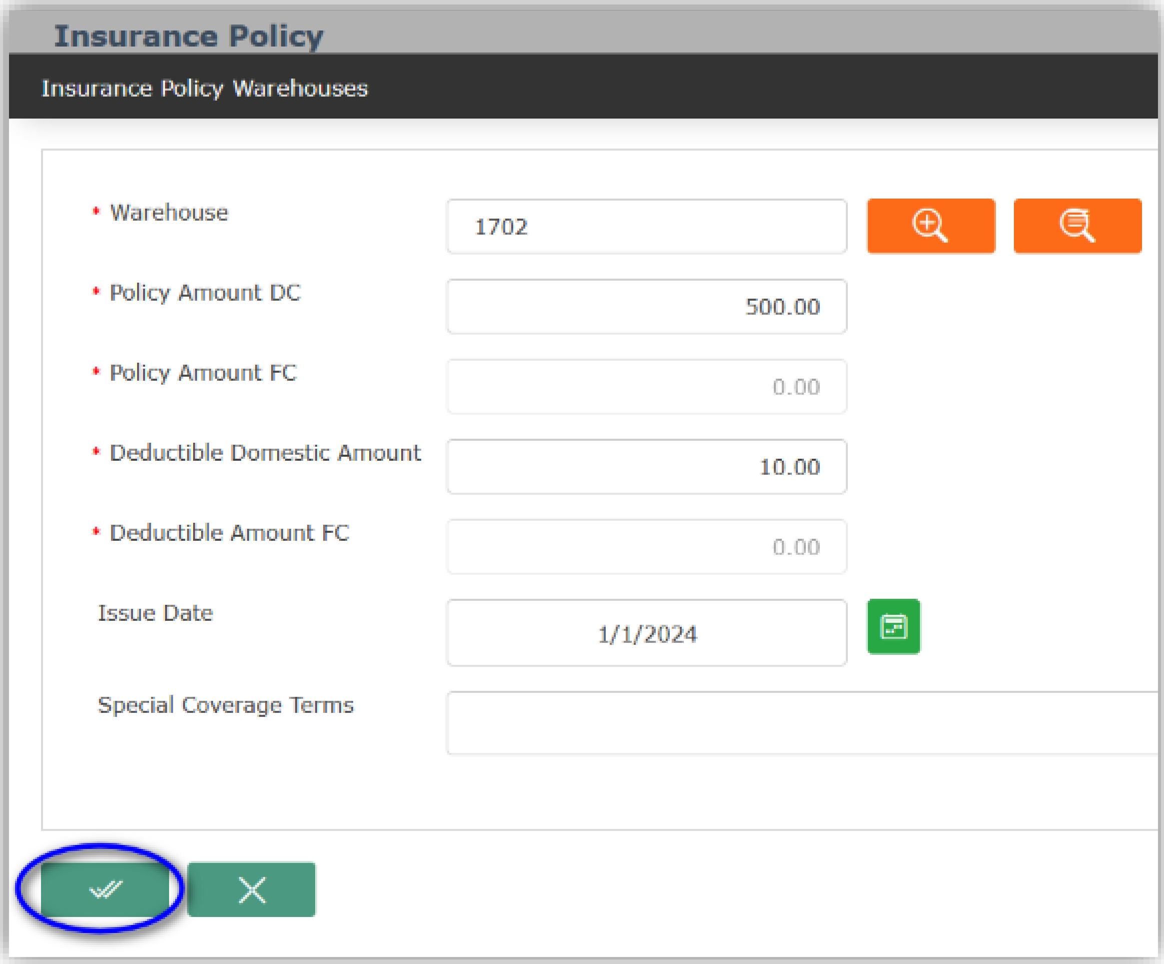
Step 11: Click the lookup button



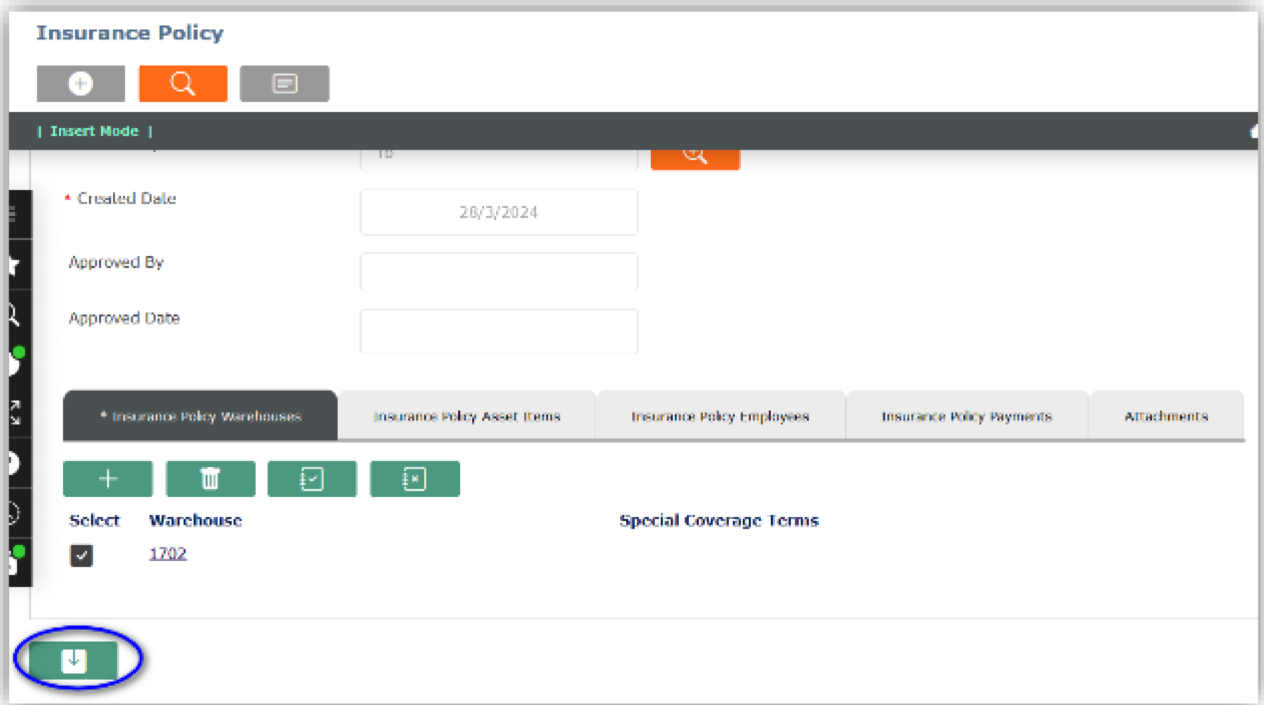
Step 12: Click to select the Division/building that is insured.



Step 13: Provide the details needed then click the Save and Return.

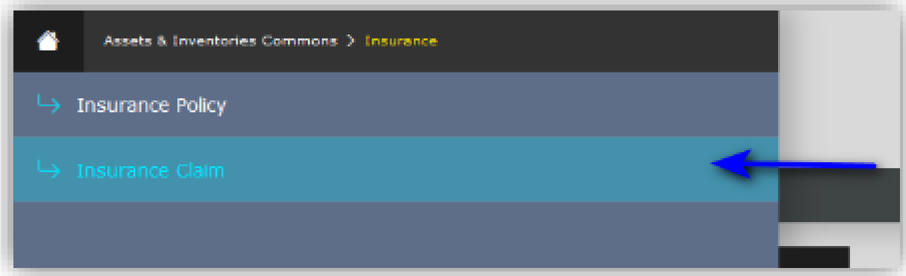


Step 14: Click the save button: process the approval of the policy.

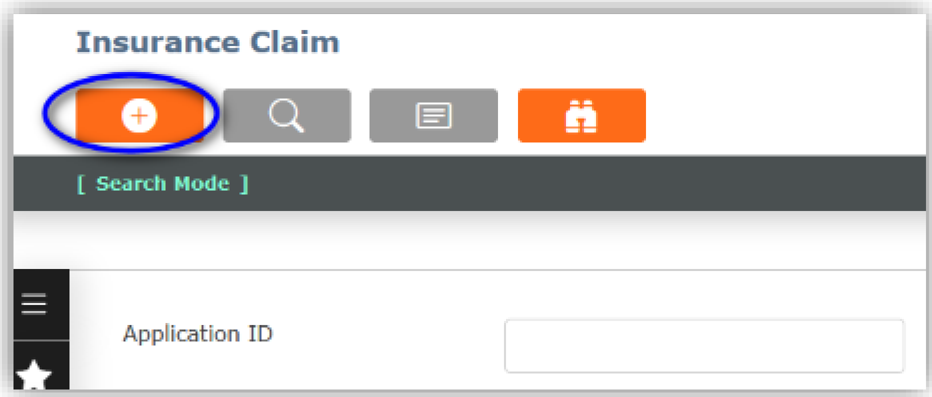


10.6.2 How to record an Insurance Claim

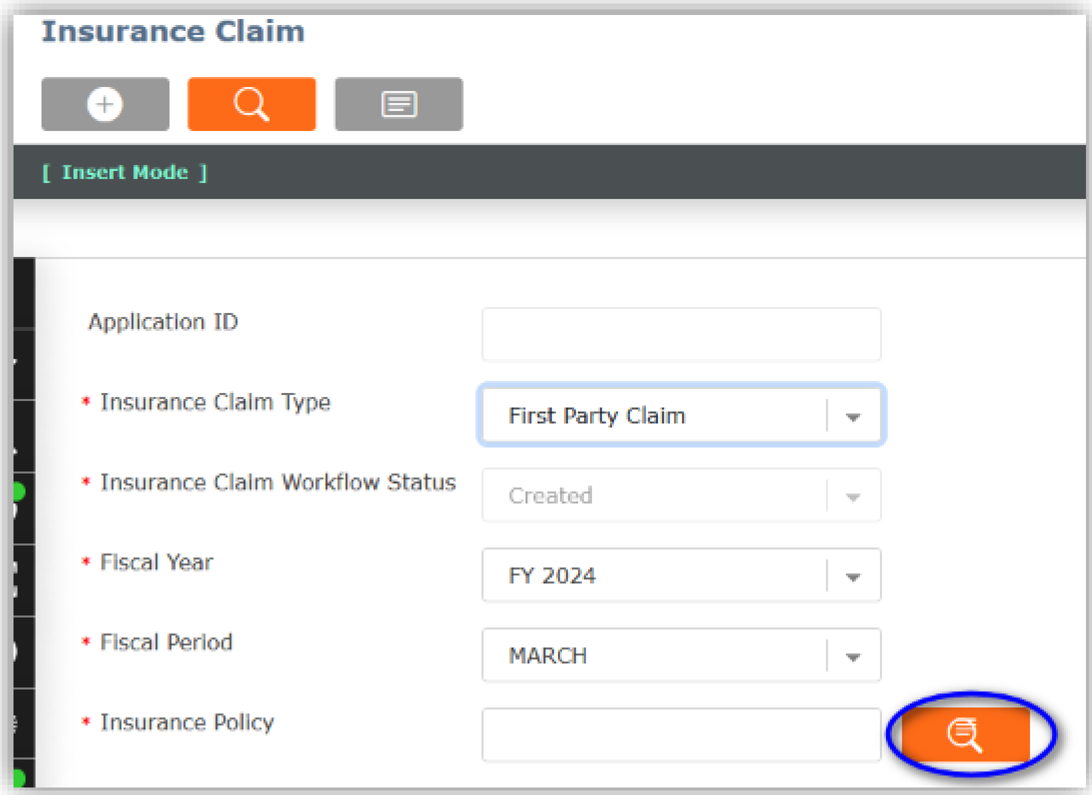
Step 1: Navigate the Menu > Assets and Inventories Common > Insurance > Insurance Claim.



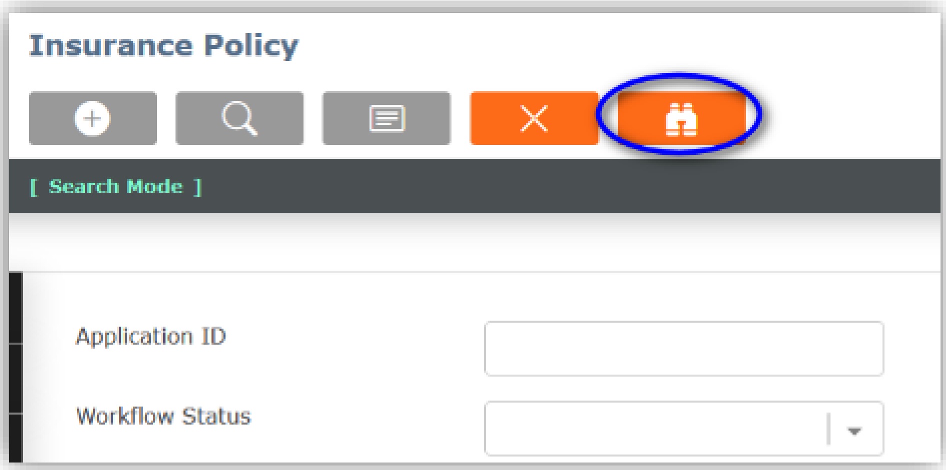
Step 2: Click the New button



Step 3: Add the details below

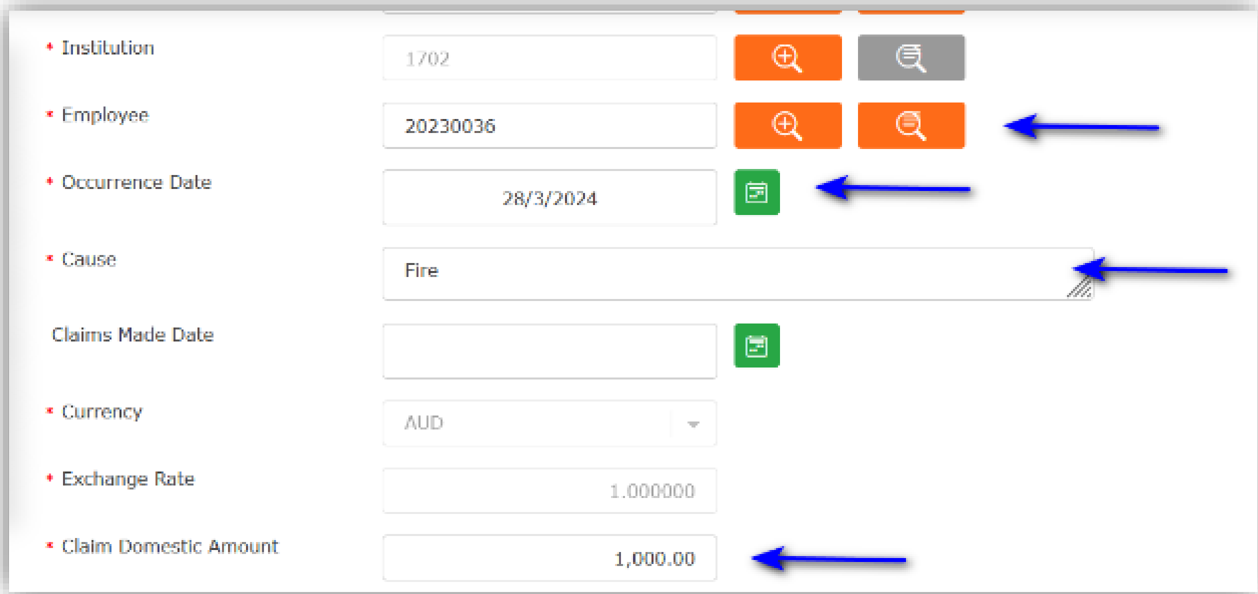


Step 4: Click the Find button

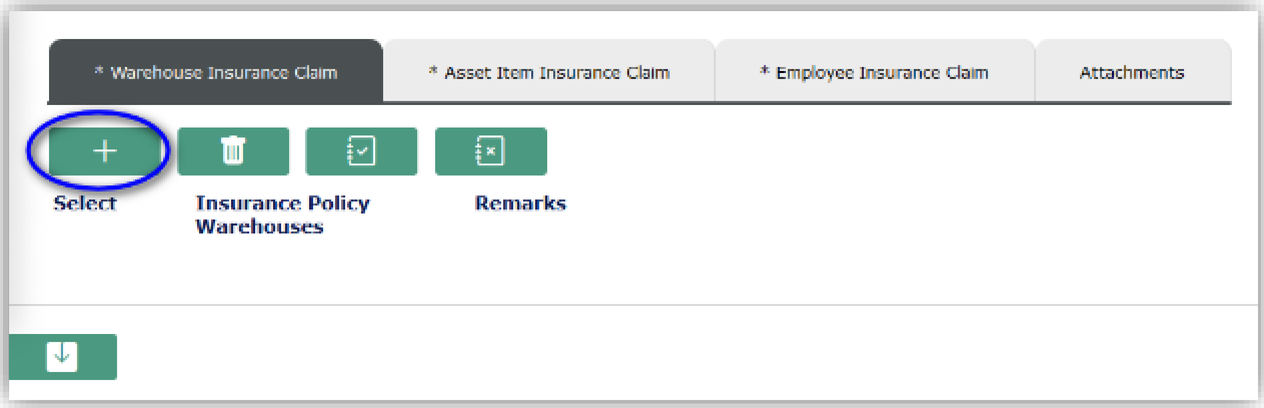


Step 5: Click to select the Policy applicable.

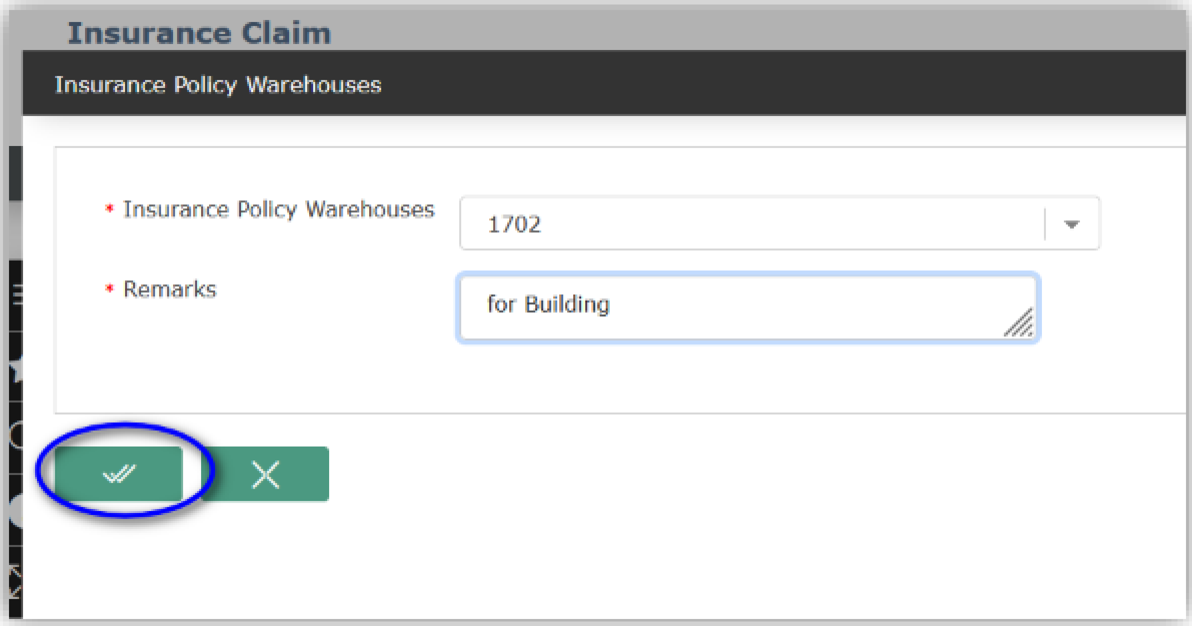
Step 6: Complete the details below.



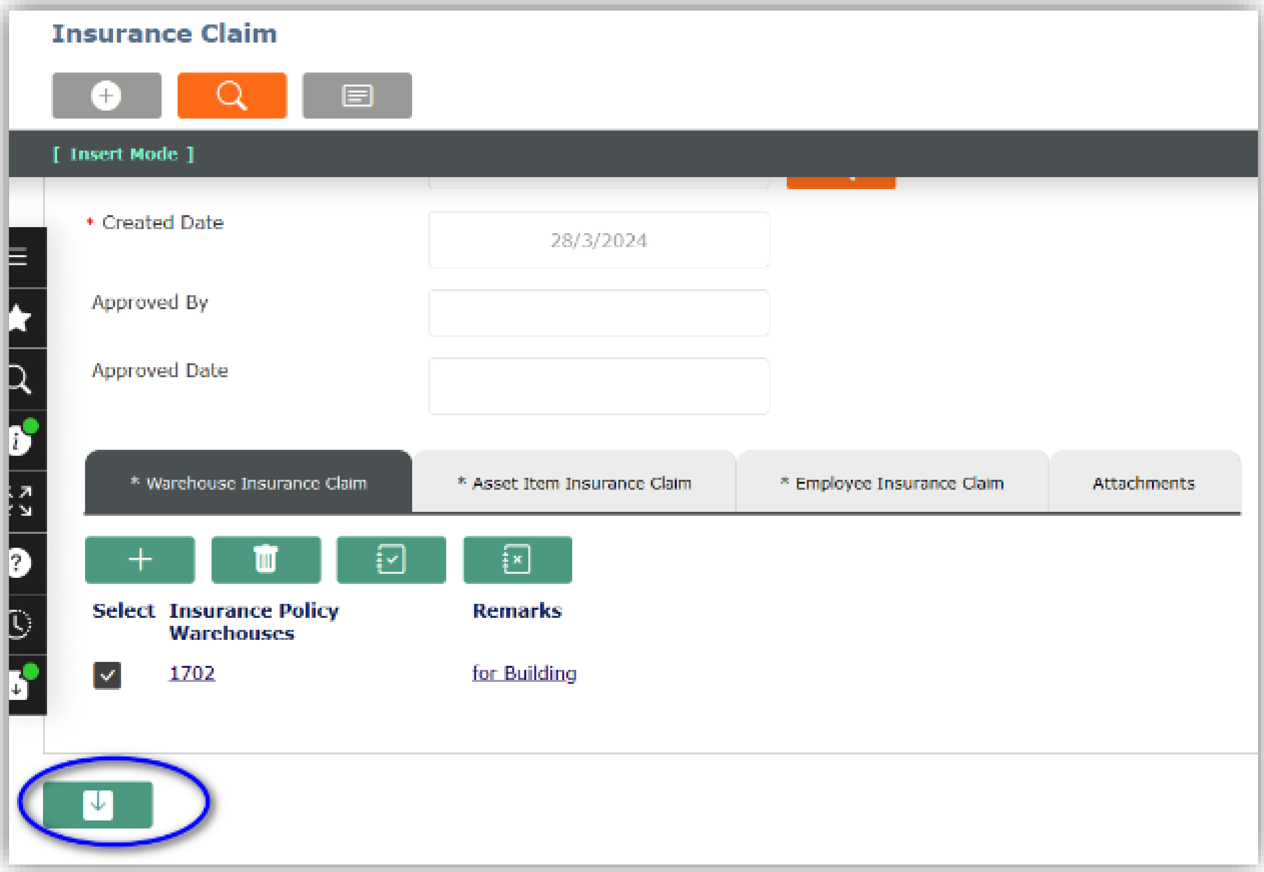
Step 7: Click the Lookup button



Step 8: Add the details below then click the Save and Return



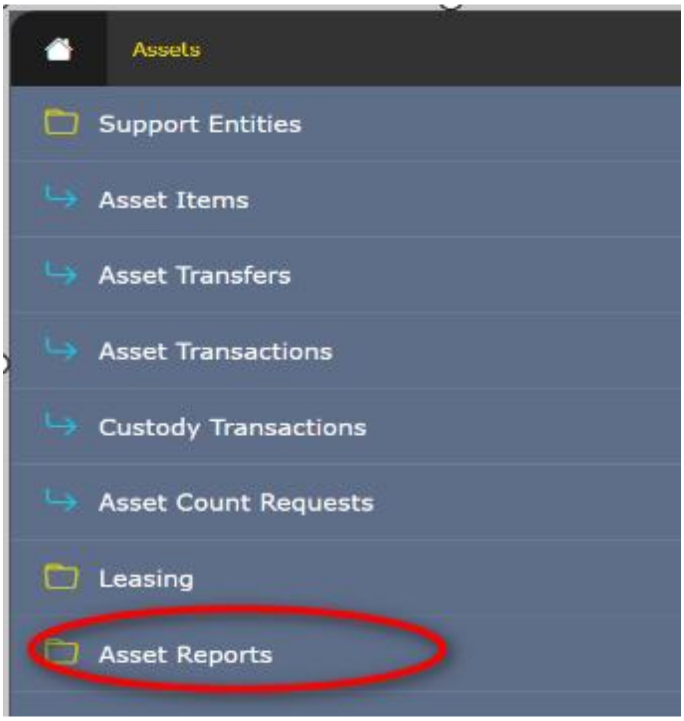
Step 9: Repeat the process if needed else click the Save button. Process the Claim until it is fully approved.



10.7 Generation of Fixed Asset Reports

10.7.1 How to generate report

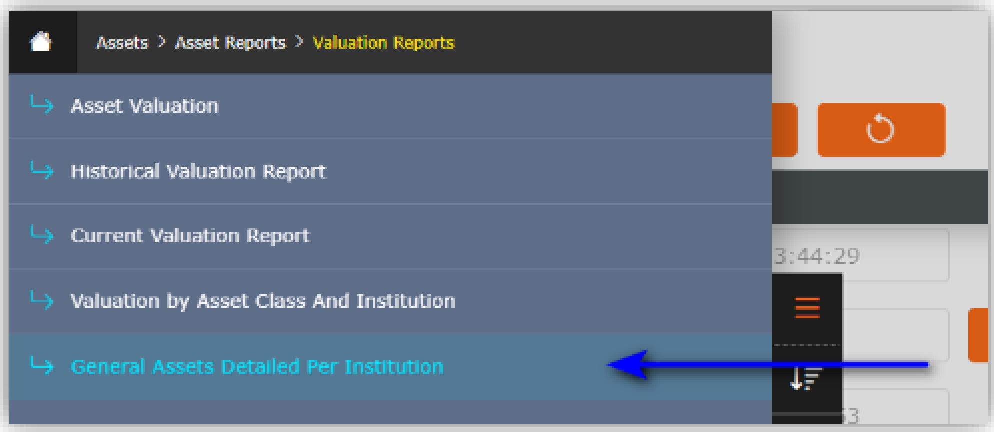
Step 1: Navigate the Menu > Assets > Asset Report



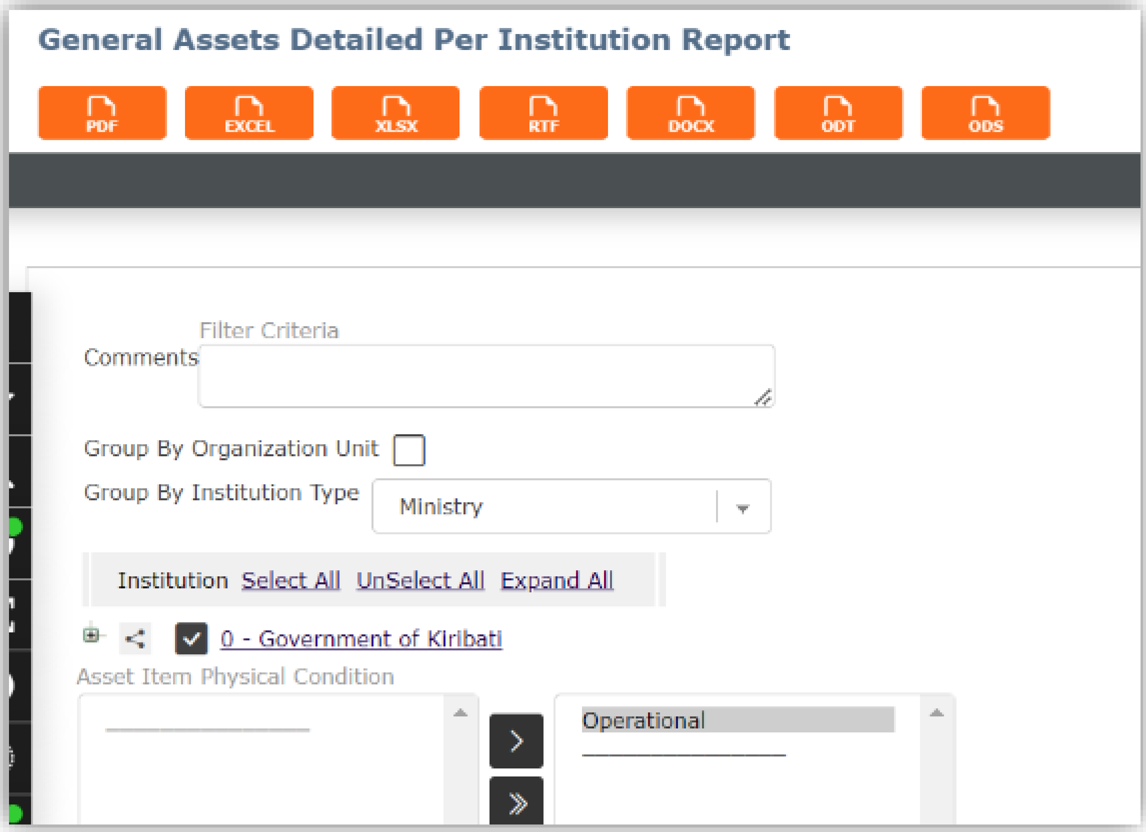
Step 2: Open Asset reports and you will find different types of reports available for asset to pick from.

10.7.3 Asset Detailed Report per Institution

Step 1: Navigate the Assets > Reports

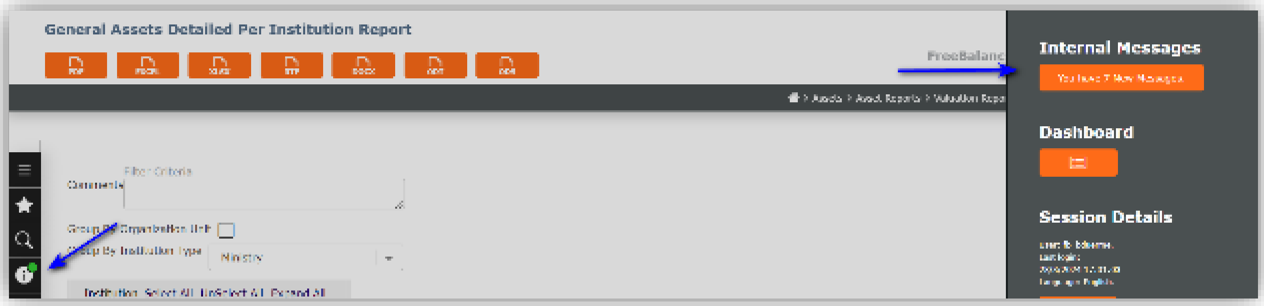


Step 2: Provide the filters as necessary then click the applicable file type to generate the report with.

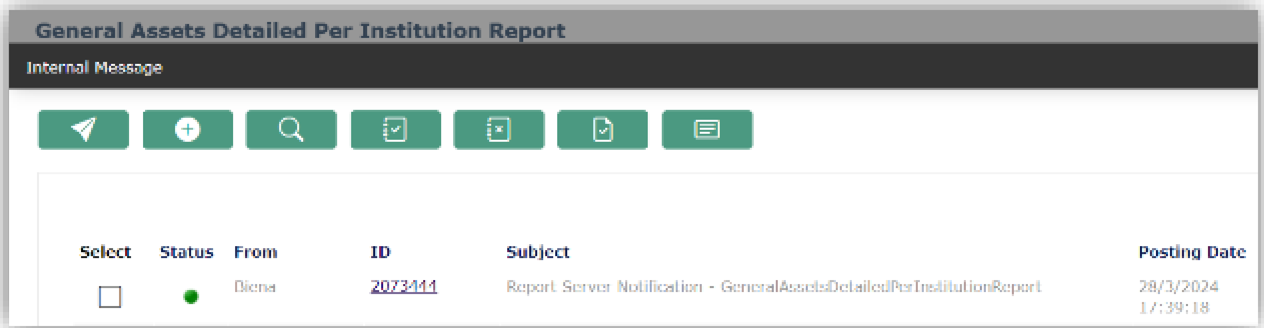


Step 3: Click on the displayed message.

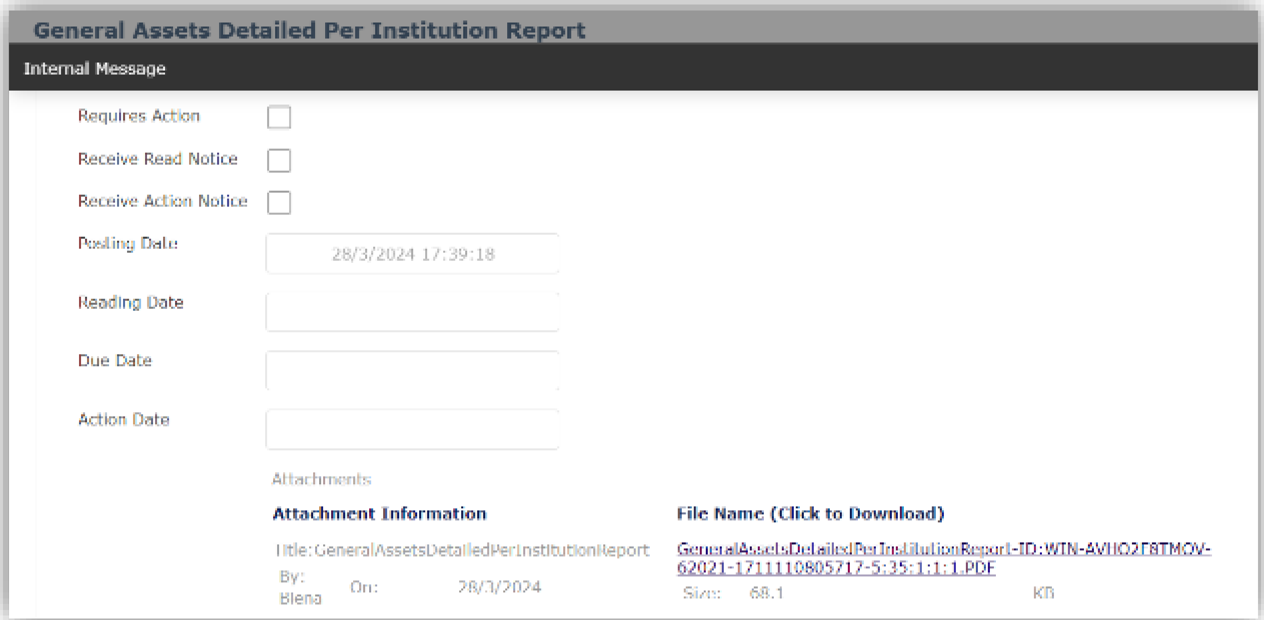
Step 4: Click the (i) to go the Internal Message.



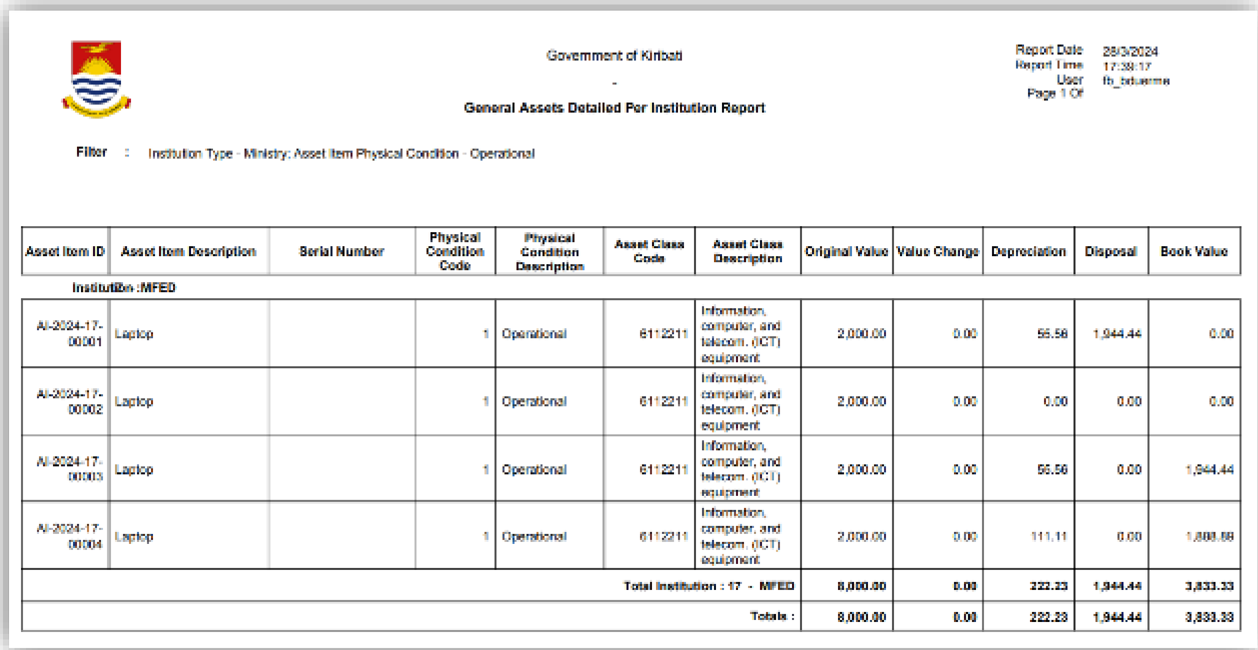
Step 5: Click the linked ID of the generated report.



Step 6: Click the link of the file to download.



Step 7: The sample report is generated



Government of Kiribati

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General Assets Detailed Per Institution Report

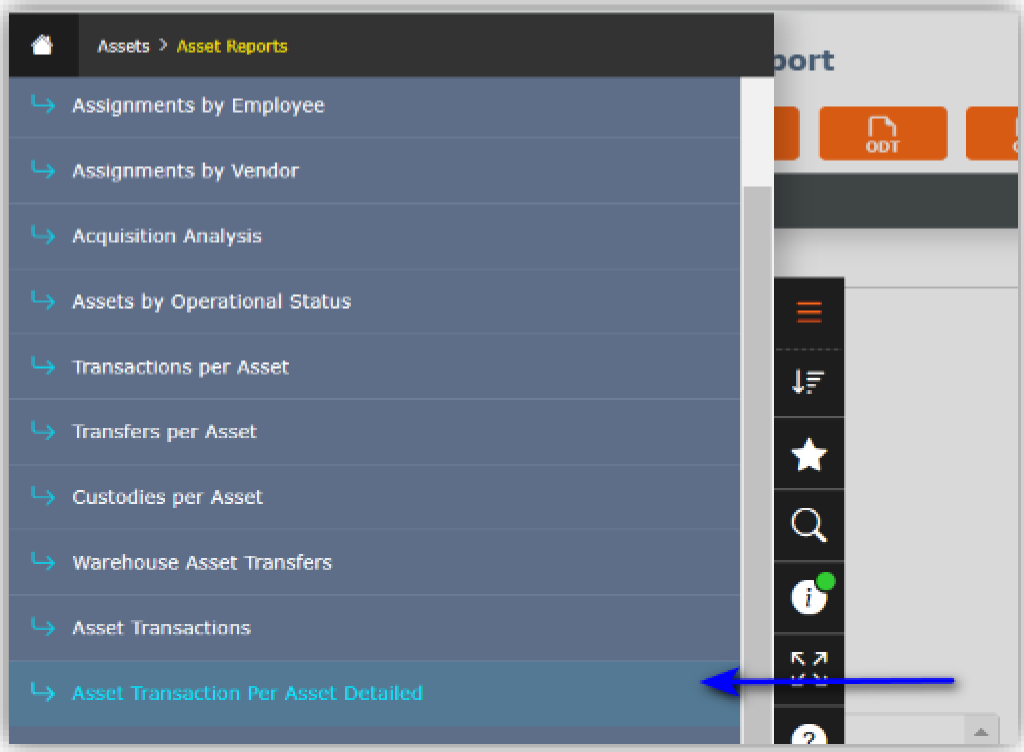
Report Date 28/3/2024
Report Time 17:38:17
User fb_btuerme
Page 1 Of

Filter : Institution Type - Ministry; Asset Item Physical Condition - Operational

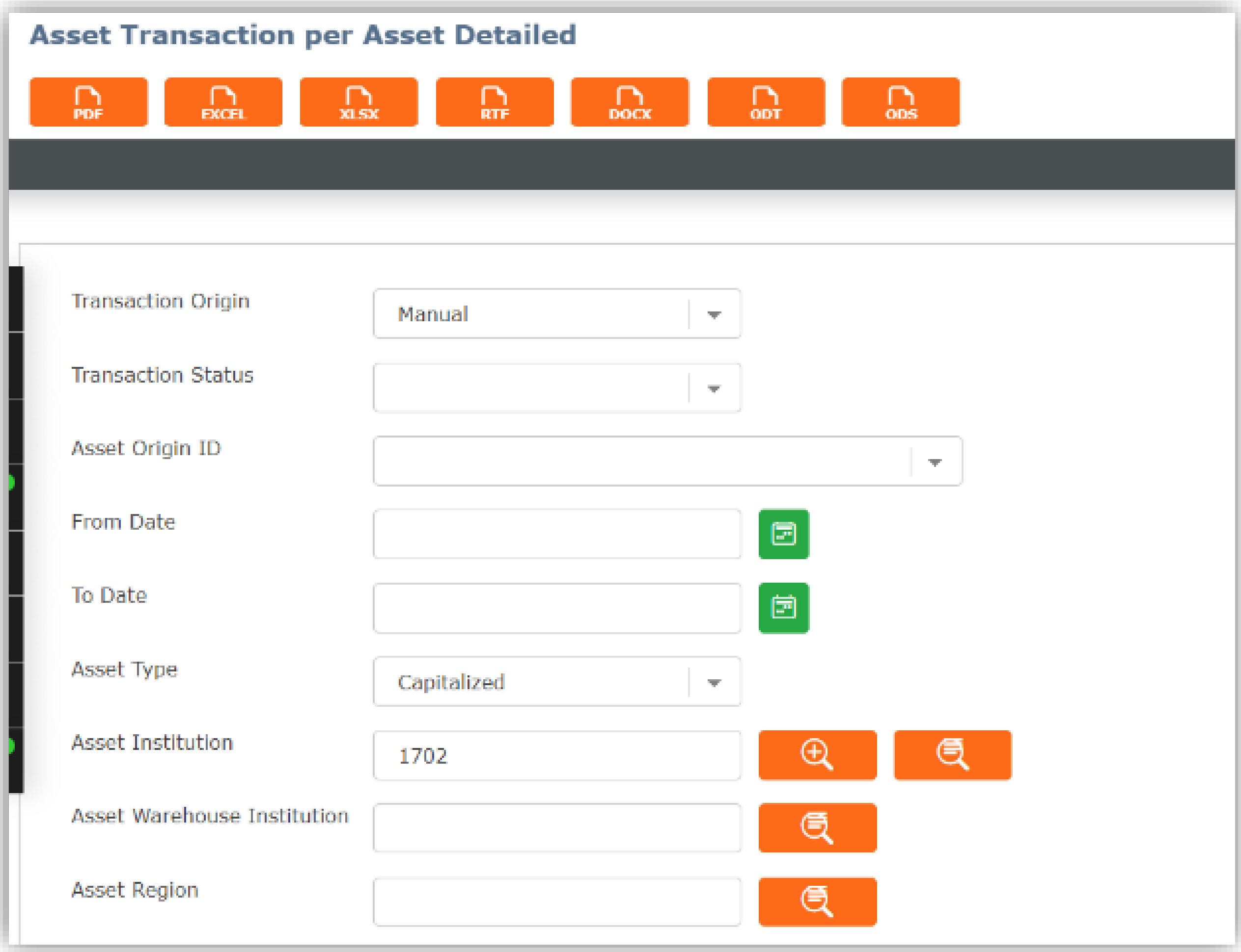
Asset Item ID	Asset Item Description	Serial Number	Physical Condition Code	Physical Condition Description	Asset Class Code	Asset Class Description	Original Value	Value Change	Depreciation	Disposal	Book Value
Institution :MFED											
AI-2024-17-00001	Laptop		1	Operational	6112211	Information, computer, and telecom. (ICT) equipment	2,000.00	0.00	55.56	1,944.44	0.00
AI-2024-17-00002	Laptop		1	Operational	6112211	Information, computer, and telecom. (ICT) equipment	2,000.00	0.00	0.00	0.00	0.00
AI-2024-17-00003	Laptop		1	Operational	6112211	Information, computer, and telecom. (ICT) equipment	2,000.00	0.00	55.56	0.00	1,944.44
AI-2024-17-00004	Laptop		1	Operational	6112211	Information, computer, and telecom. (ICT) equipment	2,000.00	0.00	111.11	0.00	1,888.89
						Total Institution : 17 - MFED	**8,000.00**	**0.00**	**222.23**	**1,944.44**	**3,833.33**
						Totals :	**8,000.00**	**0.00**	**222.23**	**1,944.44**	**3,833.33**

10.7.4 Asset Transaction per Asset Detailed report

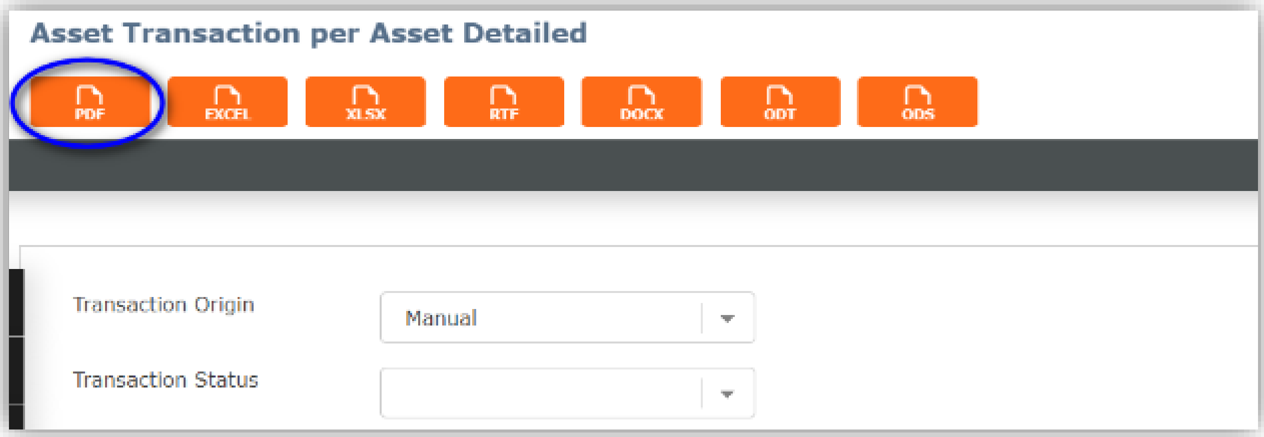
Step 1: Navigate the Menu > Assets > Reports



Step 2:Provide the filters as needed

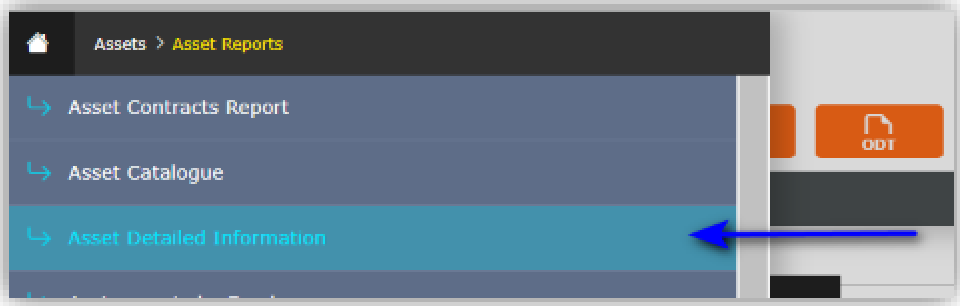


Step 3: Click the File Type to generate the report with.

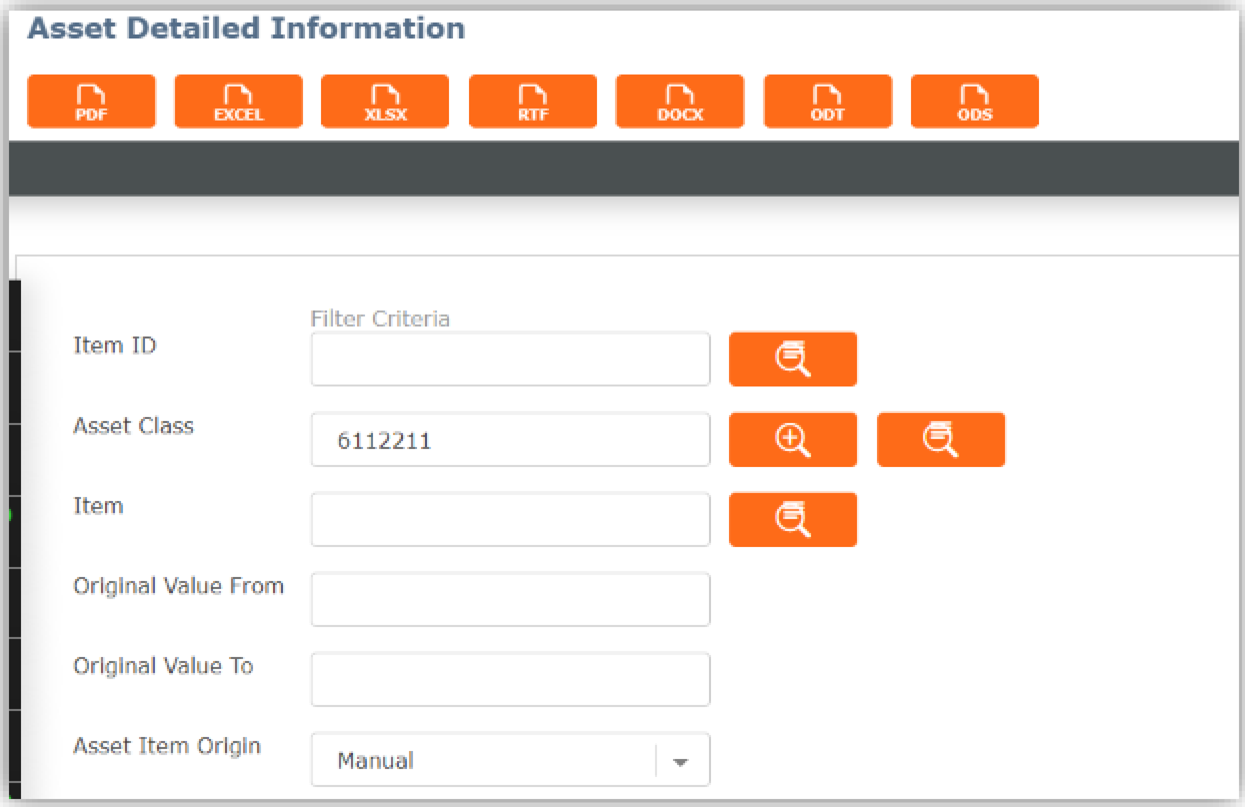


10.7.5 Asset Detailed Information Report

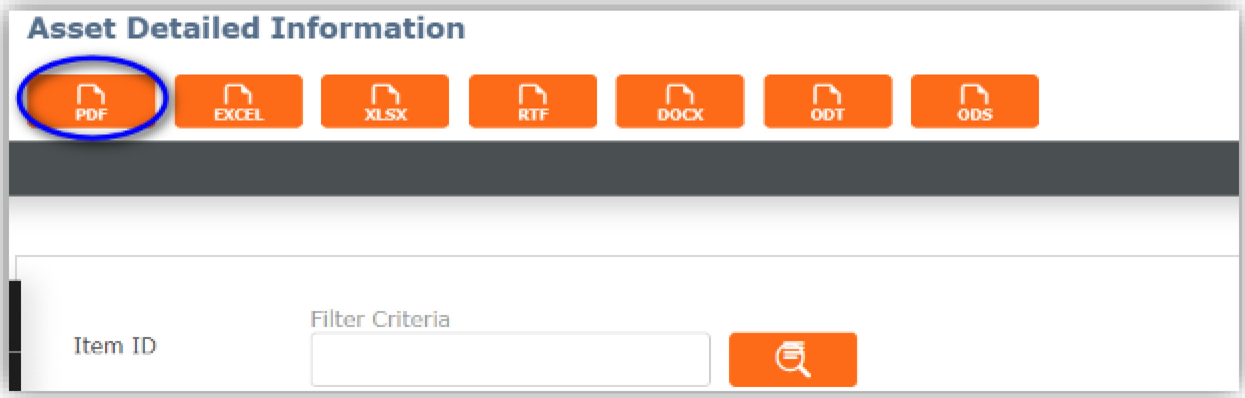
Step 1: Navigate the Menu > Assets > reports



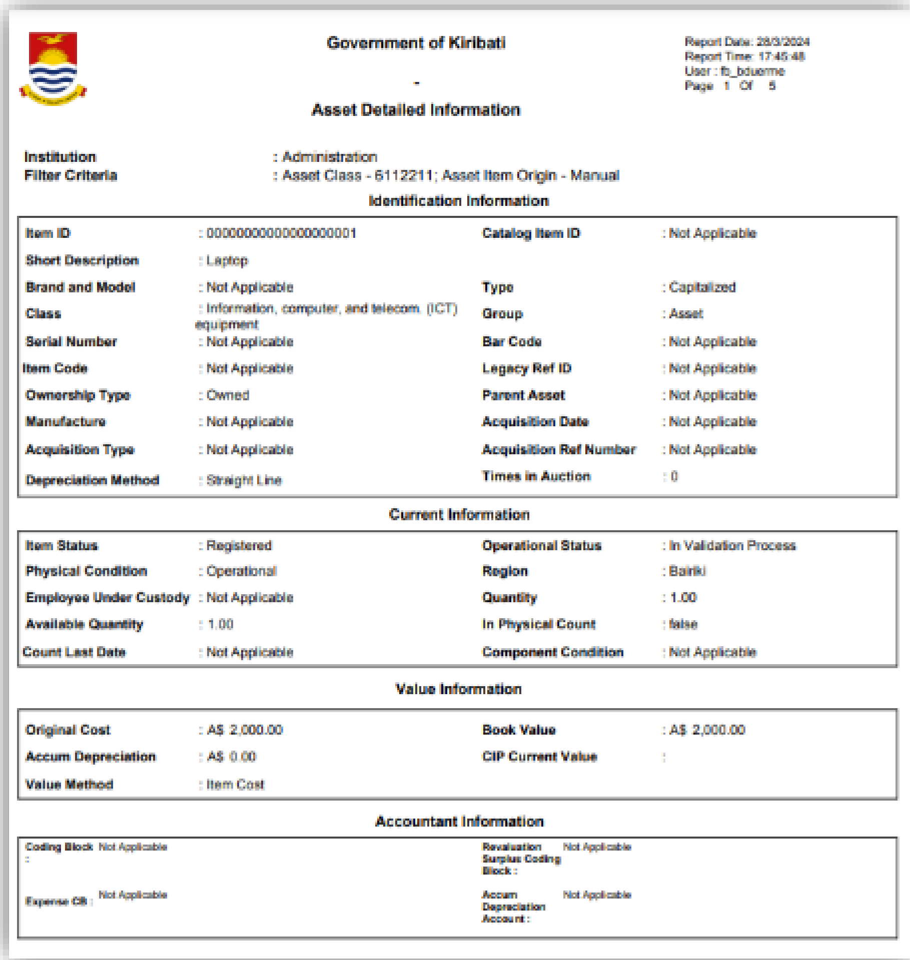
Step 2: Provide the filters as needed



Step 3: Click the File Type to generate the report with.



Step 4: The report is generated



Government of Kiribati

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Asset Detailed Information

Report Date: 28/3/2024
Report Time: 17:45:48
User : fb_bduerne
Page 1 Of 5

Institution : Administration
Filter Criteria : Asset Class - 6112211; Asset Item Origin - Manual

Identification Information

Item ID	: 00000000000000000001	Catalog Item ID	: Not Applicable
Short Description	: Laptop		
Brand and Model	: Not Applicable	Type	: Capitalized
Class	: Information, computer, and telecom. (ICT) equipment	Group	: Asset
Serial Number	: Not Applicable	Bar Code	: Not Applicable
Item Code	: Not Applicable	Legacy Ref ID	: Not Applicable
Ownership Type	: Owned	Parent Asset	: Not Applicable
Manufacture	: Not Applicable	Acquisition Date	: Not Applicable
Acquisition Type	: Not Applicable	Acquisition Ref Number	: Not Applicable
Depreciation Method	: Straight Line	Times in Auction	: 0

Current Information

Item Status	: Registered	Operational Status	: In Validation Process
Physical Condition	: Operational	Region	: Bairiki
Employee Under Custody	: Not Applicable	Quantity	: 1.00
Available Quantity	: 1.00	In Physical Count	: false
Count Last Date	: Not Applicable	Component Condition	: Not Applicable

Value Information

Original Cost	: A$ 2,000.00	Book Value	: A$ 2,000.00
Accum Depreciation	: A$ 0.00	CIP Current Value	:
Value Method	: Item Cost		

Accountant Information

Coding Block :	Not Applicable	Revaluation Surplus Coding Block :	Not Applicable
Expense CB :	Not Applicable	Accum Depreciation Account :	Not Applicable

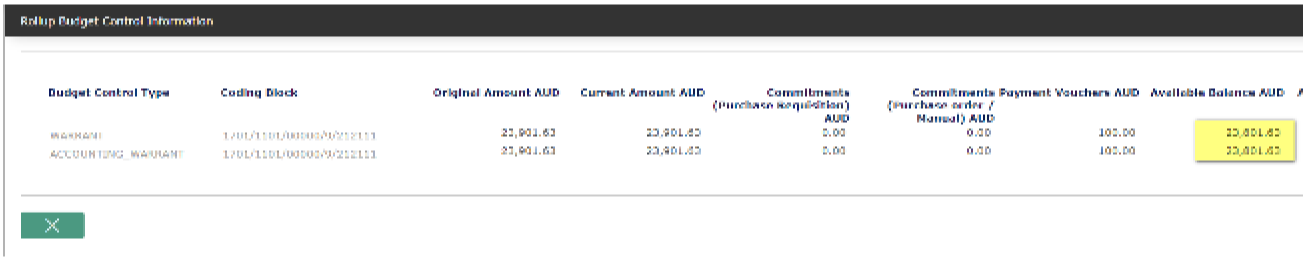
11 Frequently Asked Questions (FAQs)

11.1 How to check the Budget Available

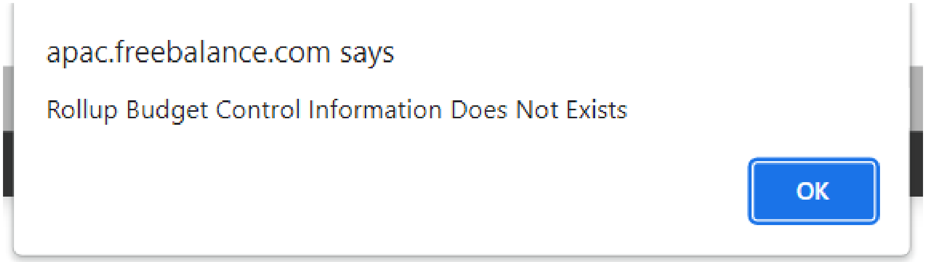
Checking of budget is available during the data entry and before doing the transaction.

From the Transaction Item screen, after the coding block selection, the Budget Rollup information button will be available. Click on the said button.

The screen will show the availability of fund per Warrants and Accounting Warrants level.



NOTE: If the selected expense account has no corresponding available budget, system will prompt a message indicating there is no Budget Control Available. Users must then select a correct account to be used.



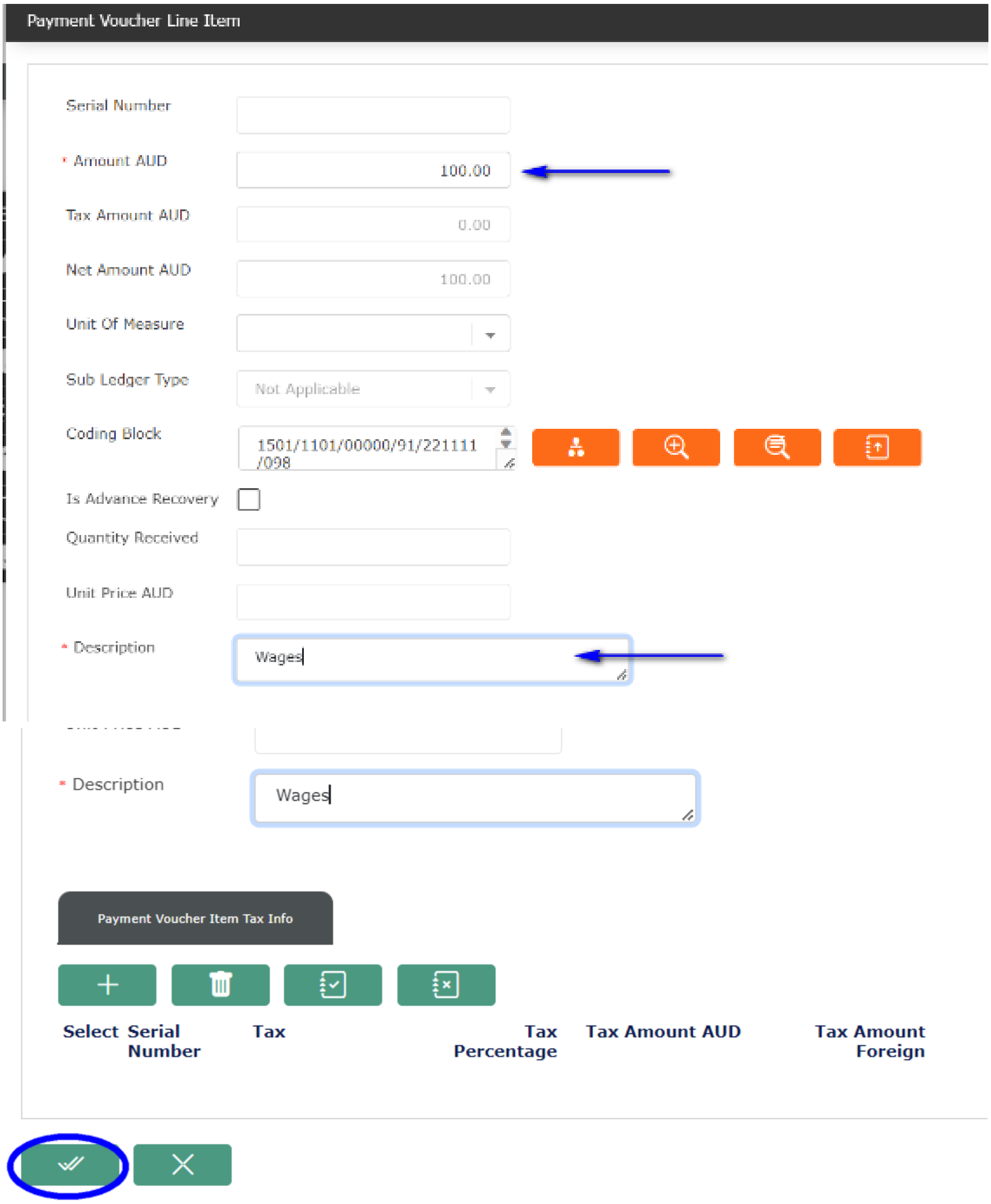
Users may also refer to the 2023 Released Budget available from the MFED site: https://mfed.gov.ki/publications.

11.3 How will the Accounts Record PV with Non-Taxable Item

In cases there are multiple types of payments to be made in a payment voucher, create one Line item for each. Example: Payment for Wages and Commission. Wages are usually non-taxable, while Commissions usually, are deducted with 5% Company Tax.

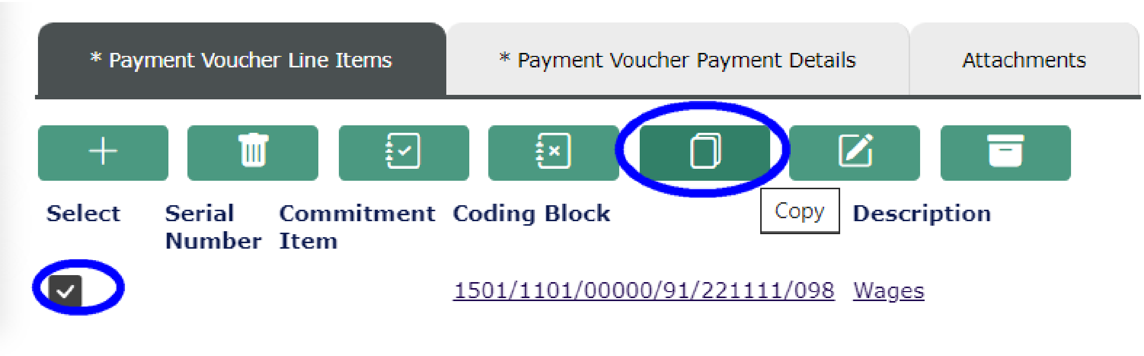
Step 1. Follow the process of creating Payment Voucher as discussed in Section 6.1 or 6.3 of this manual.

Step 2. Add a new line item for **Wages**. For this line item, **do not include any Tax information**. Click Save and Return.

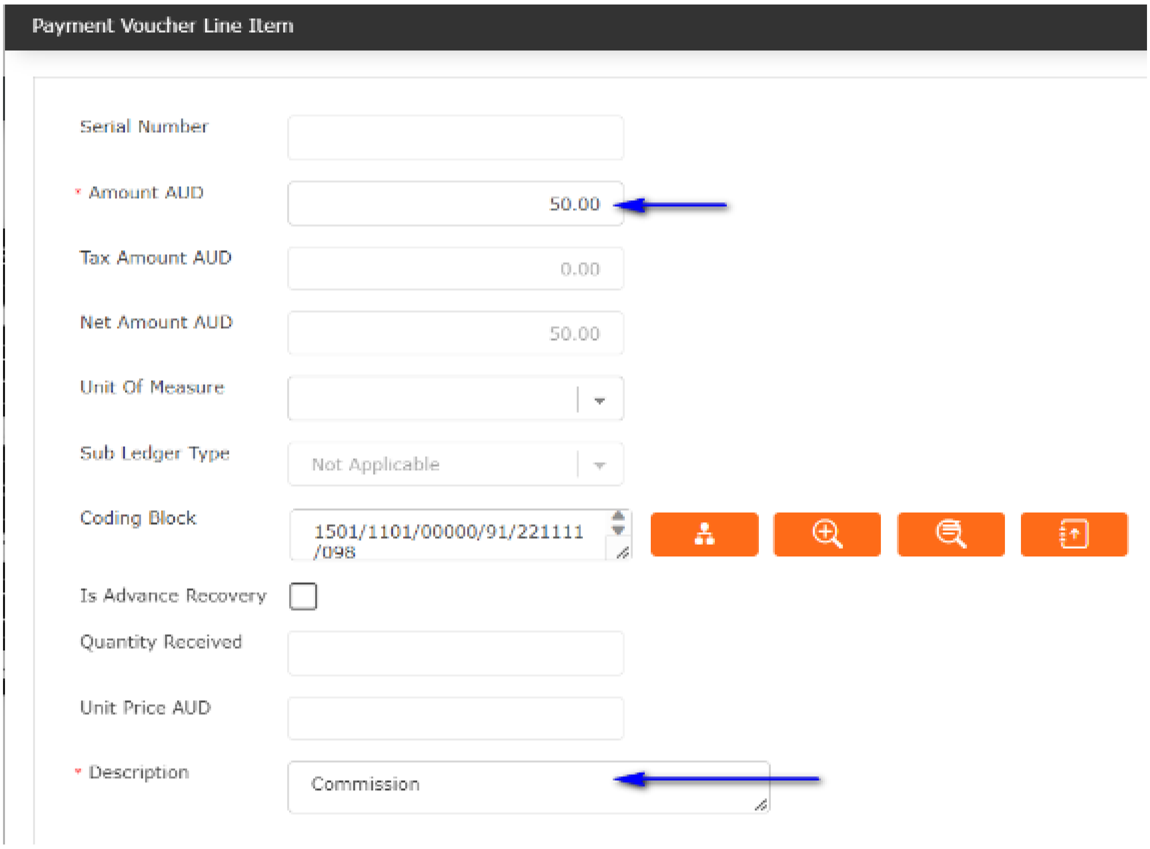


Step 3. From the main screen, still on the PV Line-item tab, ensure that the line item previously entered is ticked. From here, click the **Copy** button. This is to copy the line item. This is useful specially when the coding block to be used for the entry is still the same.

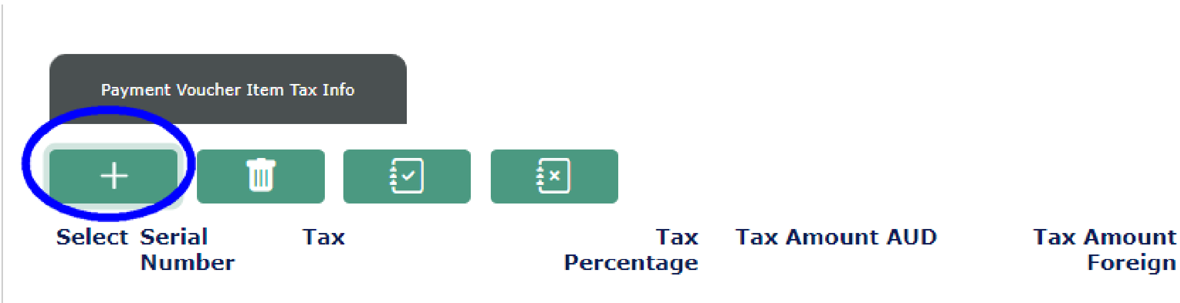
FreeBalance



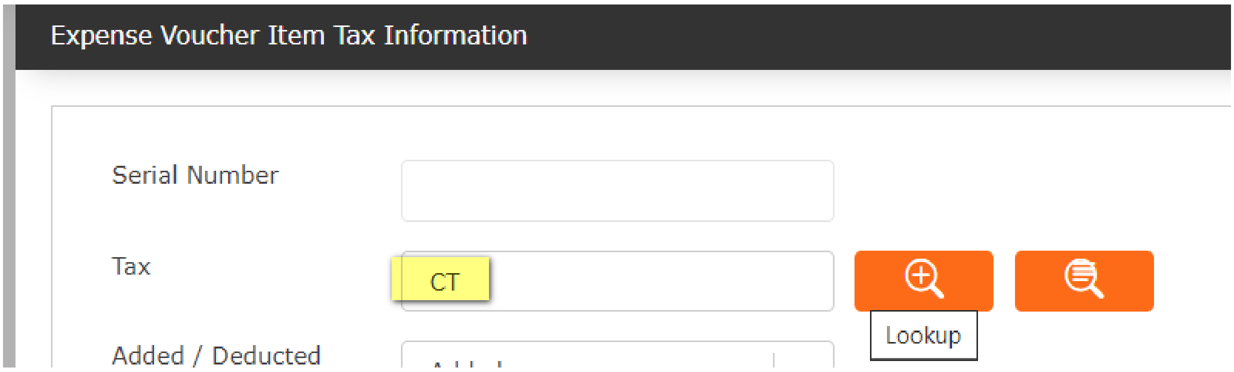
Step 4. From the copied item, change the Amount to the supposed Commission amount. Also change the description to **Commission.**



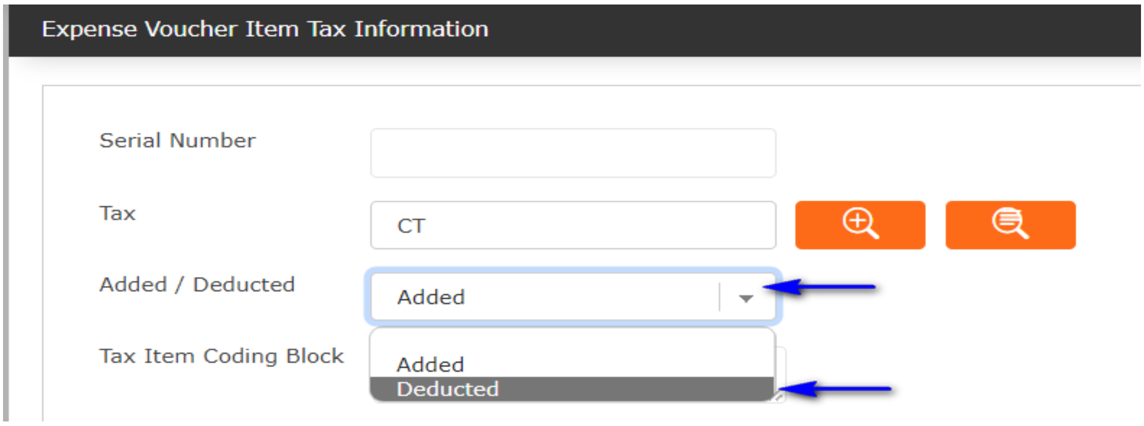
Step 5. This time, select the appropriate tax to be deducted from the Commission amount. (5% of 50= 2.50). Click **New** from the Tax Item Info tab.



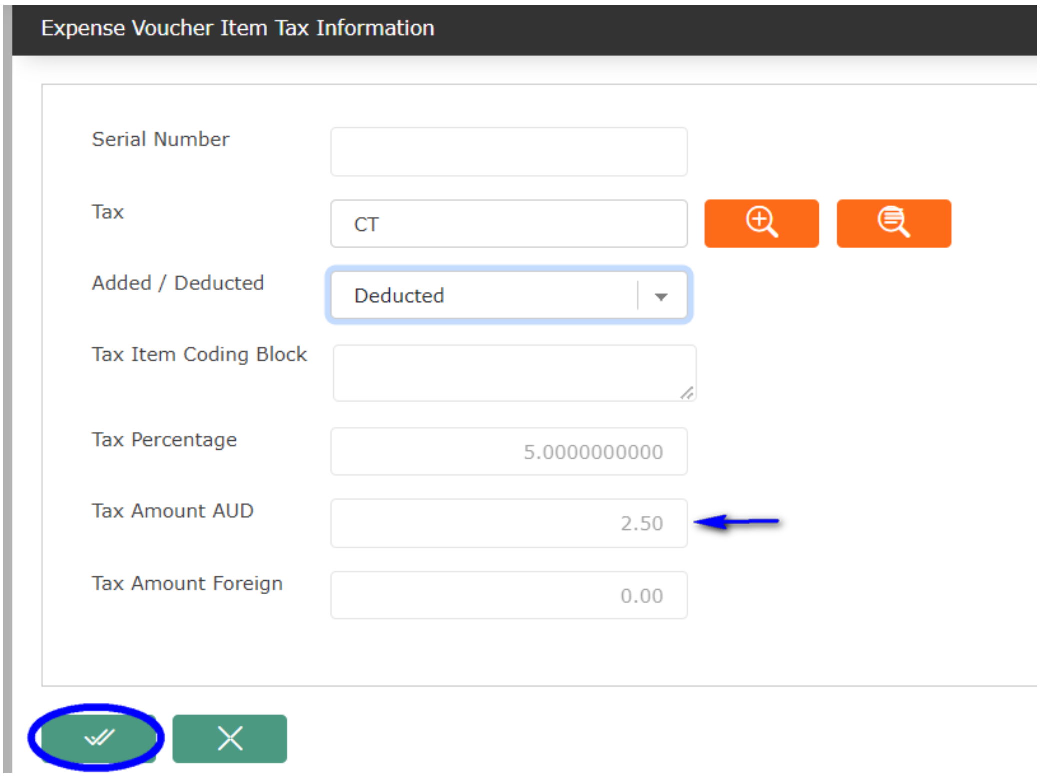
Step 6. From the tax field, enter the code **CT.** To select the 5% Company tax for items without the 12.5% VAT.



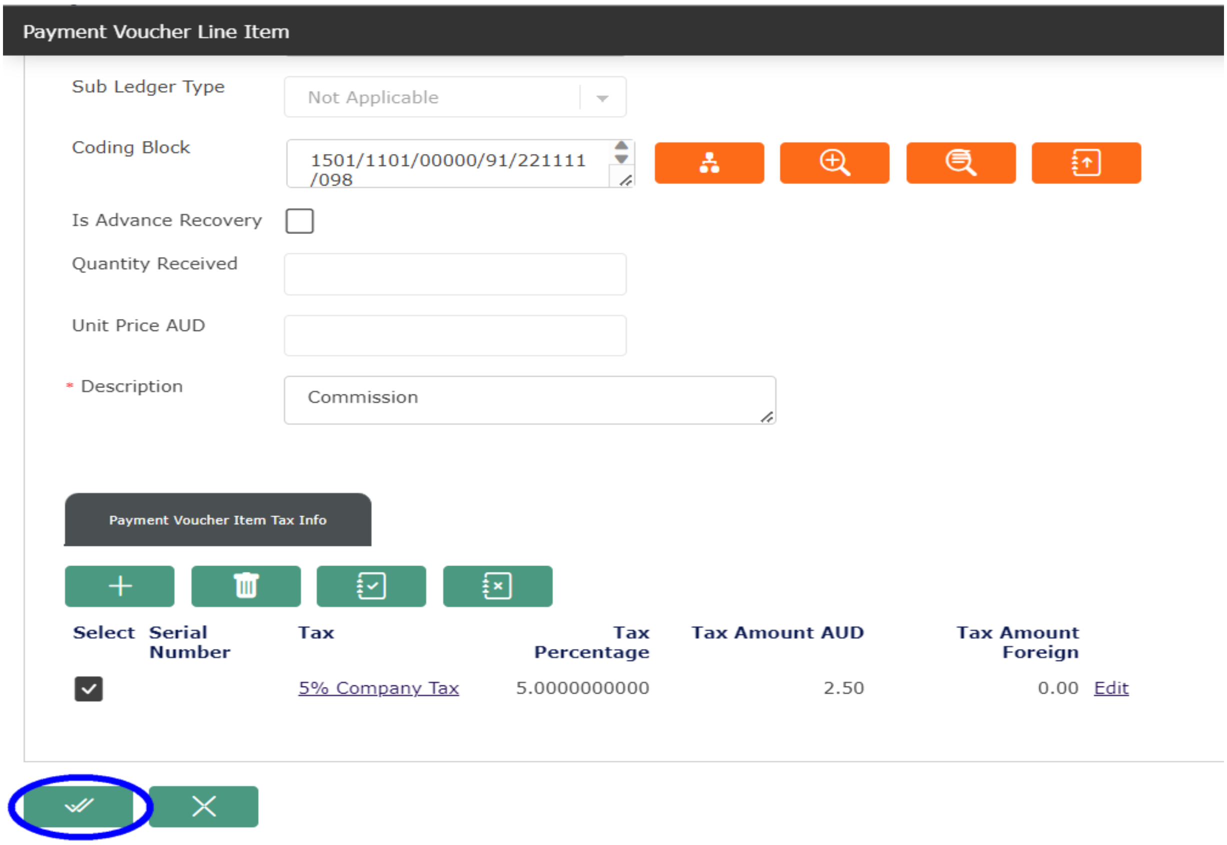
Step 7. Click the Added Deducted dropdown field, select **Deducted**



Step 8. Click the Save and Return button



Step 9. From the Line-item screen, again click the Save and Return button to save all the updates made.



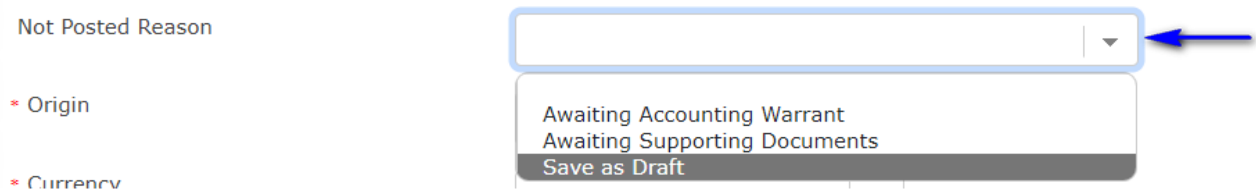
Step 10. Save the Payment voucher transaction and process accordingly.

11.4 How to Temp Save Transactions

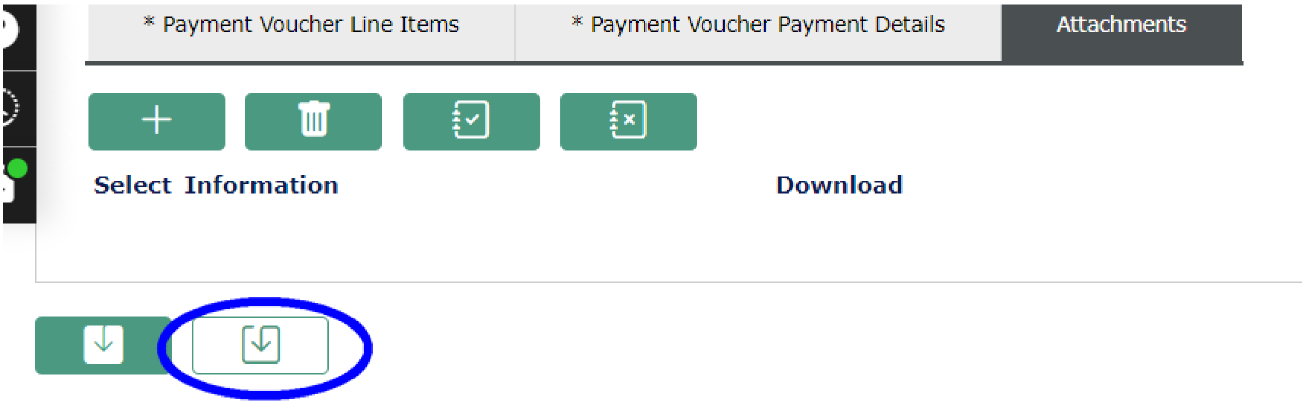
Users may also use the **Temp Save** button to temporarily save the transaction entered. The transaction **will not be posted**, but will be saved and available for updates. This will help the users still keep the record even when the auto time out session or poor internet connection occurs.

Step 1. Follow the same procedures defined in every section of this manual (PR, PO, GSRN, Commitment, PV, RV, JV)

Step 2. Click on the **Not Posted Reason** dropdown list and select the reason for not posting.



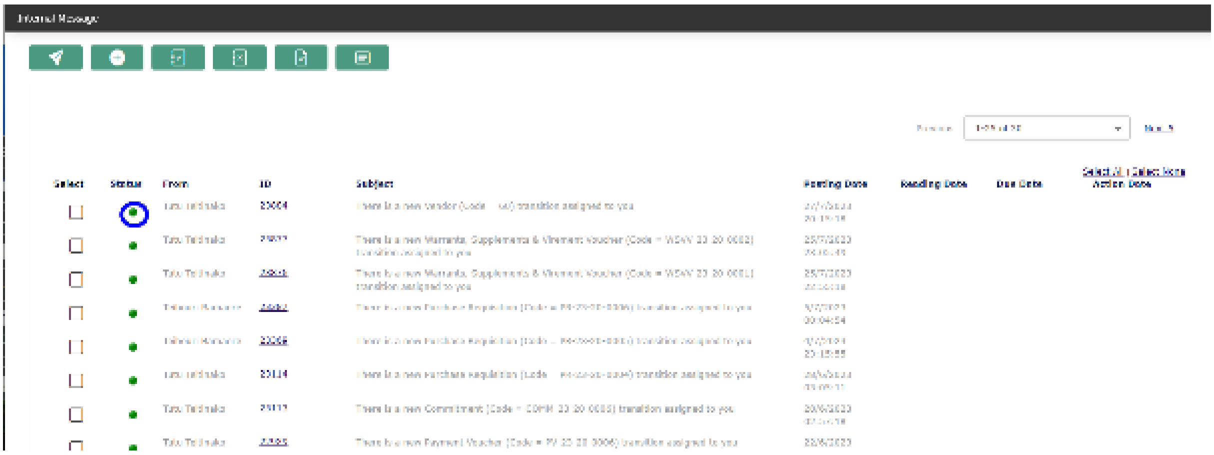
Step 3. Scroll down the transaction screen and click on the **Temp Save** button.



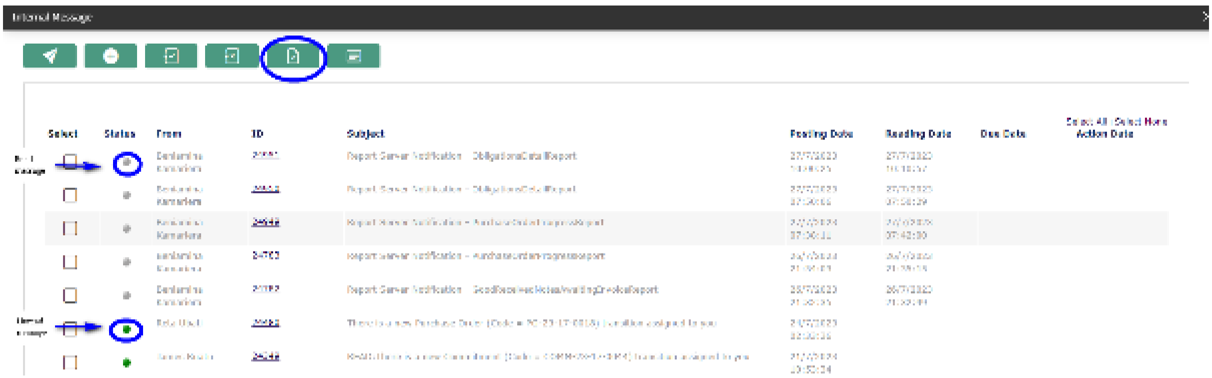
This is applicable to every transaction screen and form.

11.5 Managing/Deleting the Internal Messages

The Internal message is where all the system or user sent notifications will be prompted. By default, only the Unread Messages as indicated by the green round mark, can be seen from the screen.

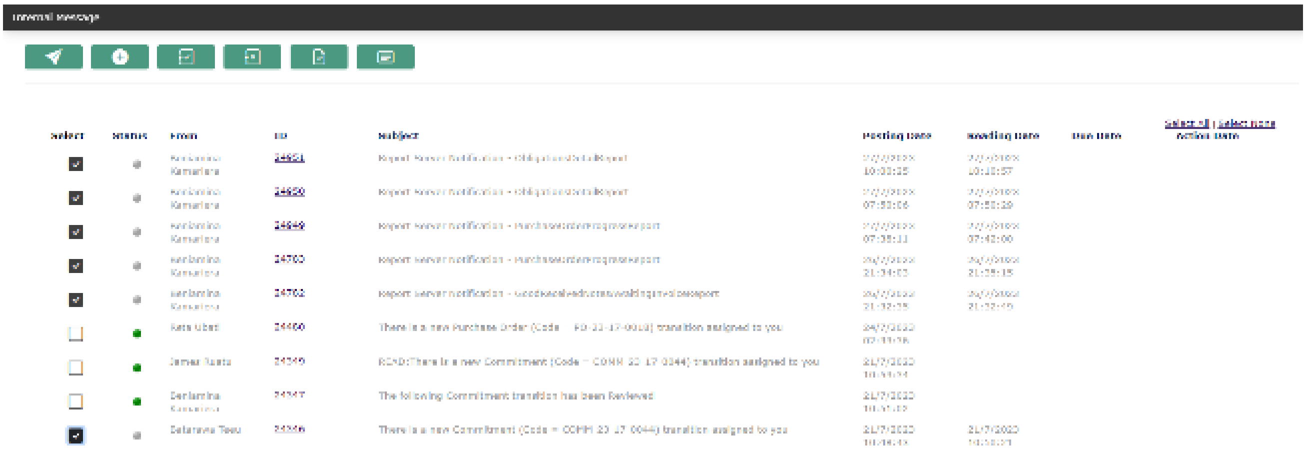


To show even the opened or read messages, users must click the **Show both Read and New Internal Messages** button

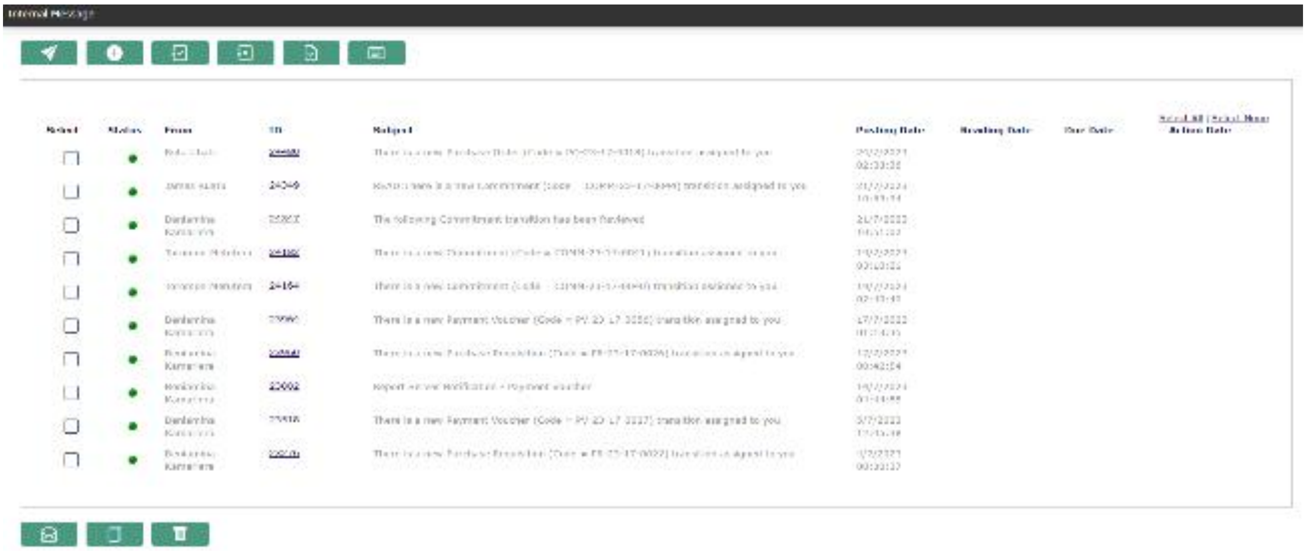


In order to avoid flooding of messages, that may cause some confusion, users must follow these steps.

1. Ensure that all messages are opened and read.
2. If the required actions are taken, delete the already opened messages. Show both Read and New Internal Message. Tick the selection box beside all Read Messages (as indicated by ground mark).



3. Scroll down, and from the bottom of the Internal Message screen, click on the **Delete** button. This will delete the selected messages, retaining only the Unread or unopened ones.

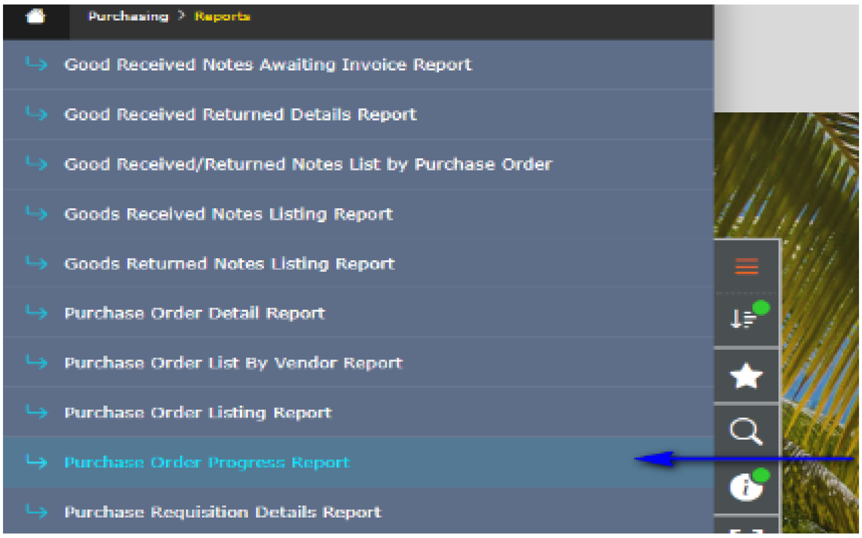


11.6 How to check Purchase Orders eligible for Payment Voucher

Accounts Officers must ensure that Ordered Items are delivered, received and inspected, before processing the Payment Voucher.

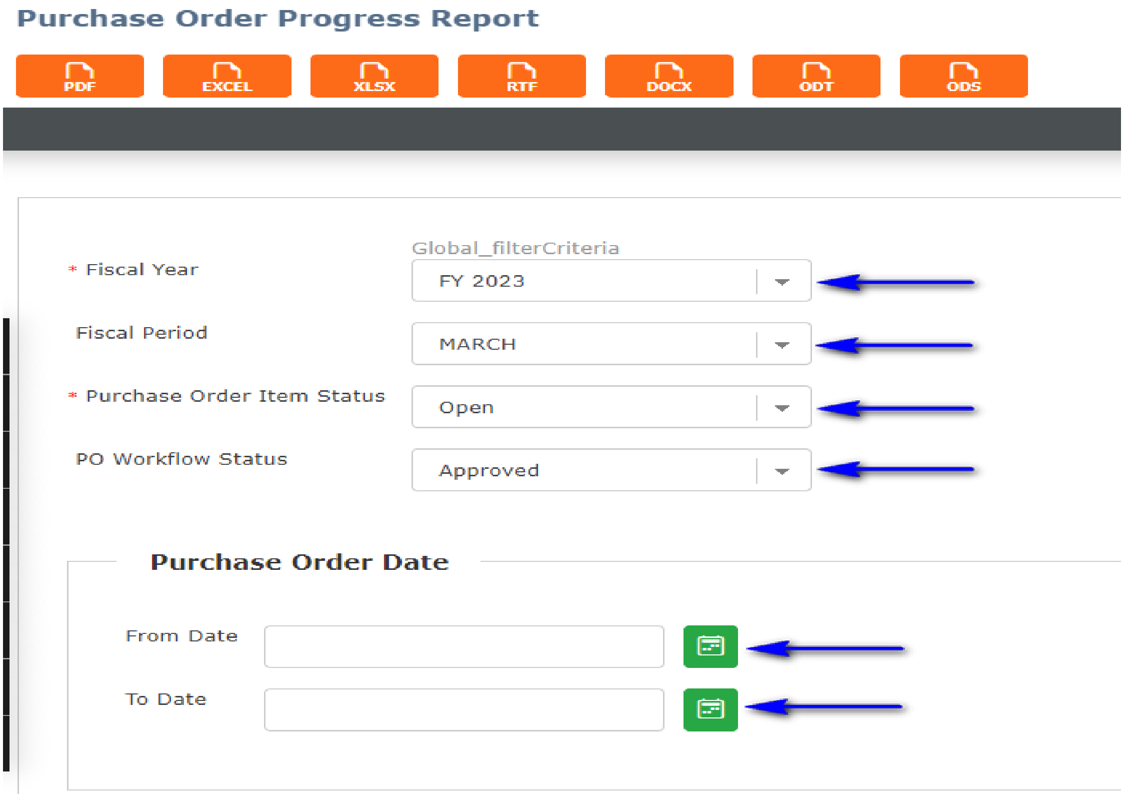
The list of these PO will be available through the **Purchase Order Progress report**. The users may generate this report and check if the Orders are approved, and items are already received and inspected.

Step 1. Go to Menu > Purchasing > Reports > Purchase Order Progress Report

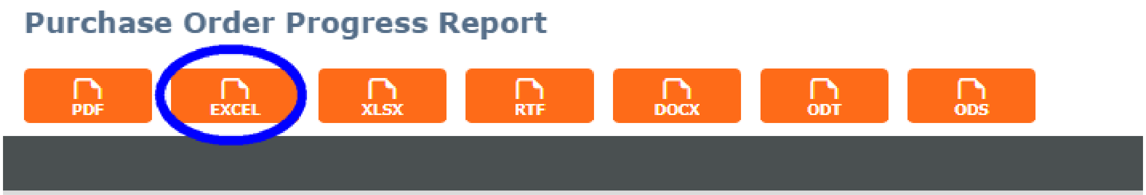


Step 2. In order to generate report that lists only the Approved and Open Purchase Order on specific dates, ensure that the following fields are completed:

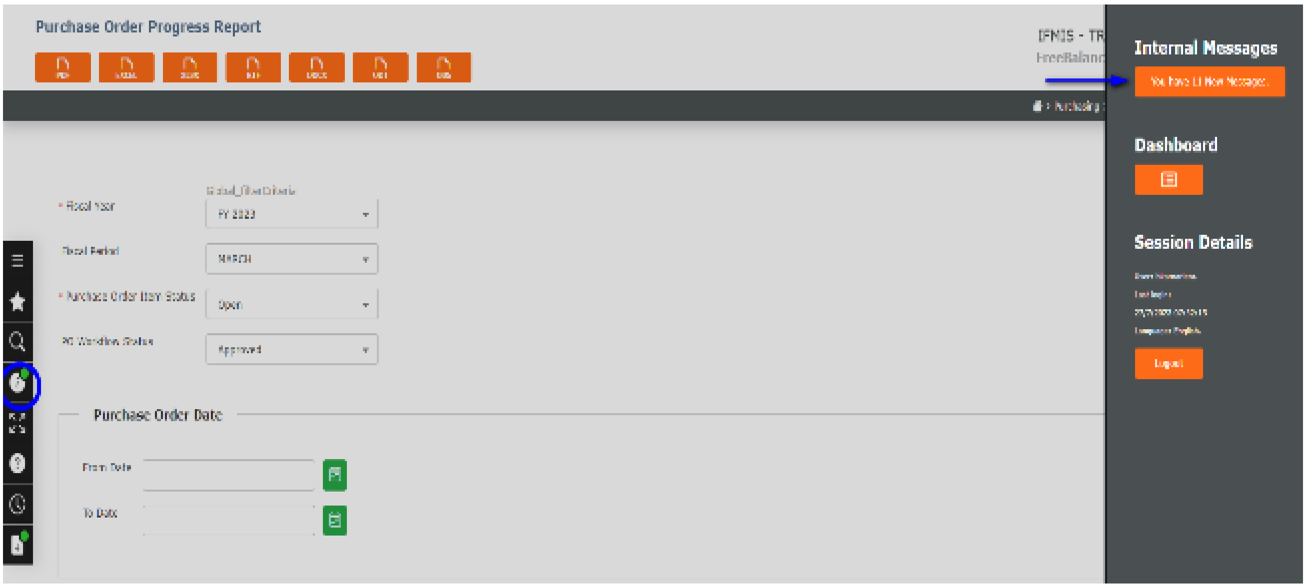
- Fiscal Year: Transaction year
- Fiscal Period: Transaction month or period
- Purchase order Item Status: **Open**
- PO Workflow Status: **Approved**
- From Date: Option to see list Purchase Order prepared from a particular date
- To Date: Option to see list Purchase Order prepared up to a particular date



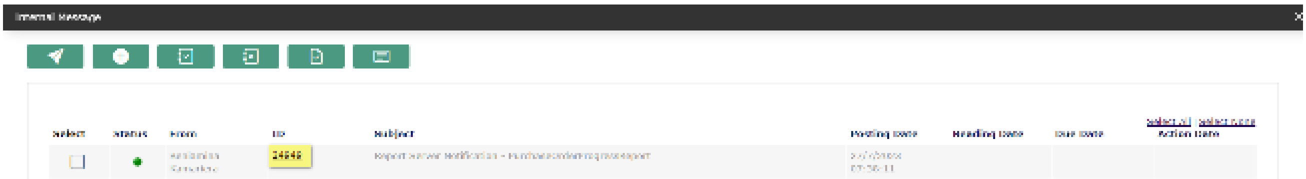
Step 3. Generate the report according to your preferred report format, by clicking on any format button as shown below. It may be PDF, Excel or Word. In this example, we will generate the **Excel** format.



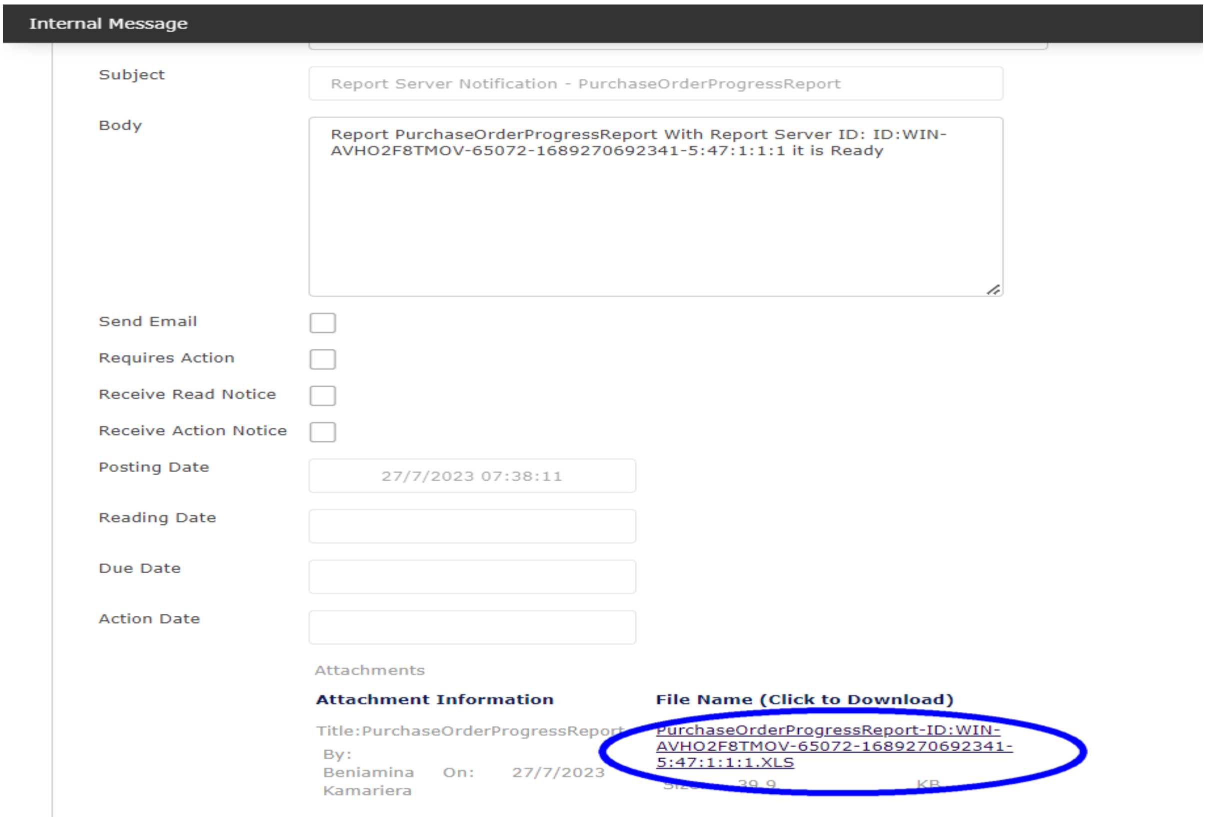
Step 4. Once the report is ready, a notification will be sent to the internal message, Click the (i) button to display the Internal Messages.



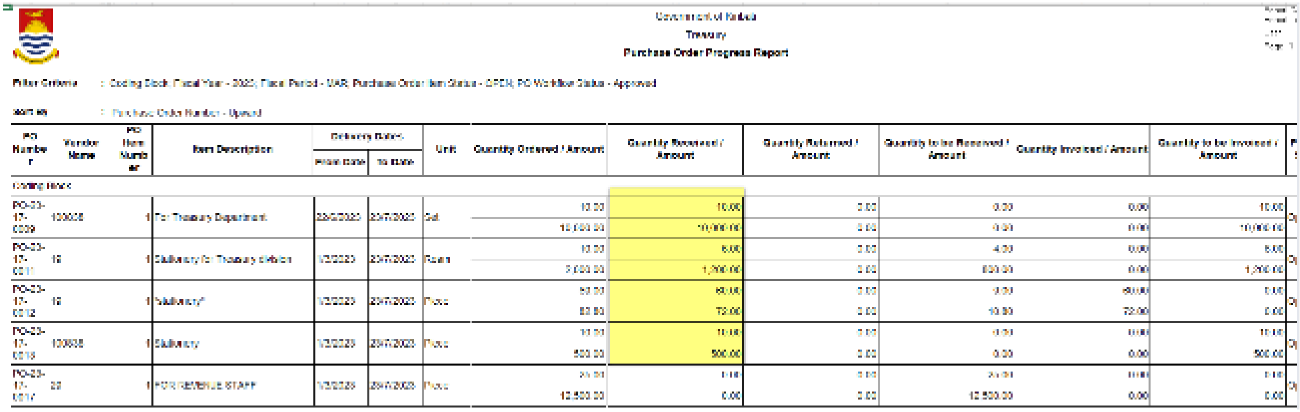
Step 5. Click the number of notifications in the Internal message to open the notifications. Then click the link ID to open the details.



Step 6. Scroll down to the bottom on the screen for the details and click the link to the file to download the report.



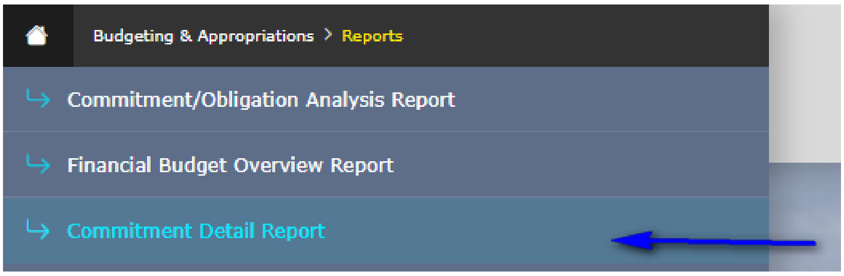
Step 7. Open the downloaded report. Purchase Orders with equivalent Item received amount and quantity are the ones that should be processed for payment.



11.7 How to check Commitment if eligible for Payment Voucher

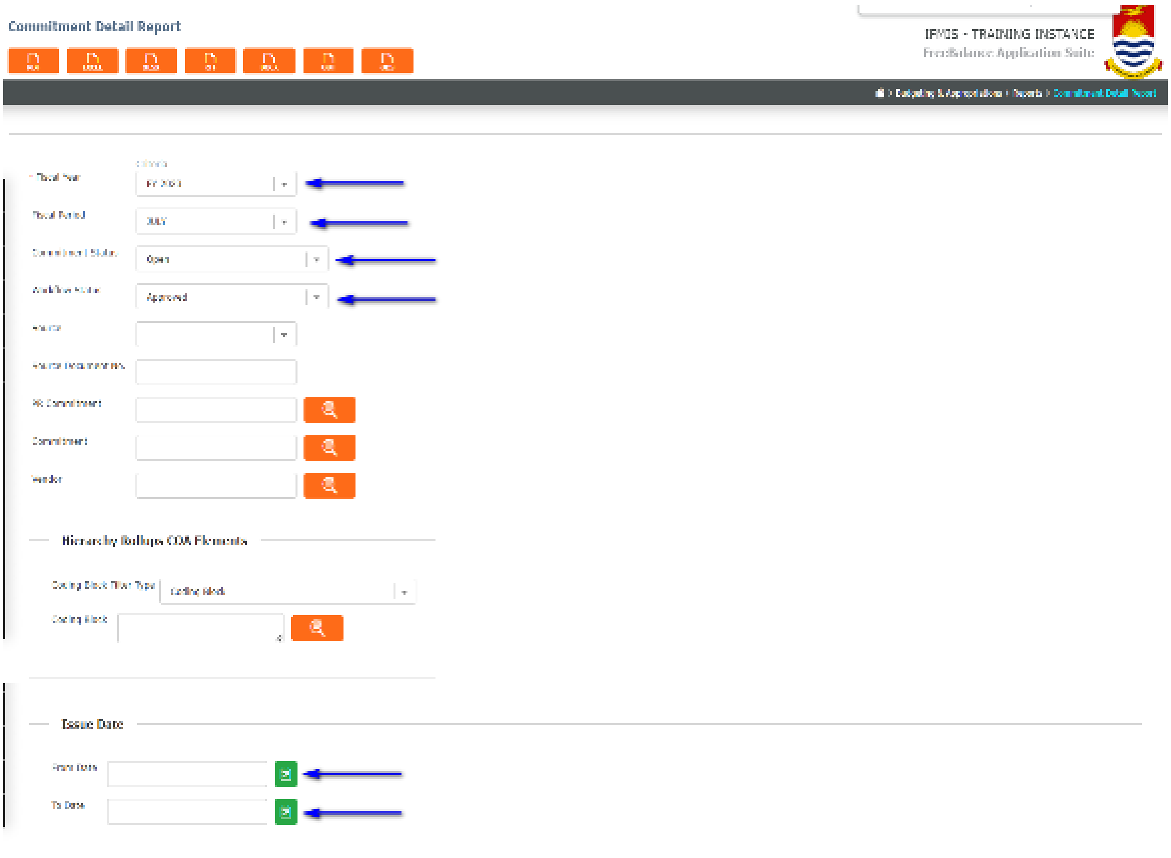
The Accounts office can only process Payment Vouchers for already approved Commitments. In order to track this, users may be able to secure the list through the **Commitment Detail Report.**

Step 1. Go to Menu > Budgeting & Appropriations > Reports > Commitment Detail Report

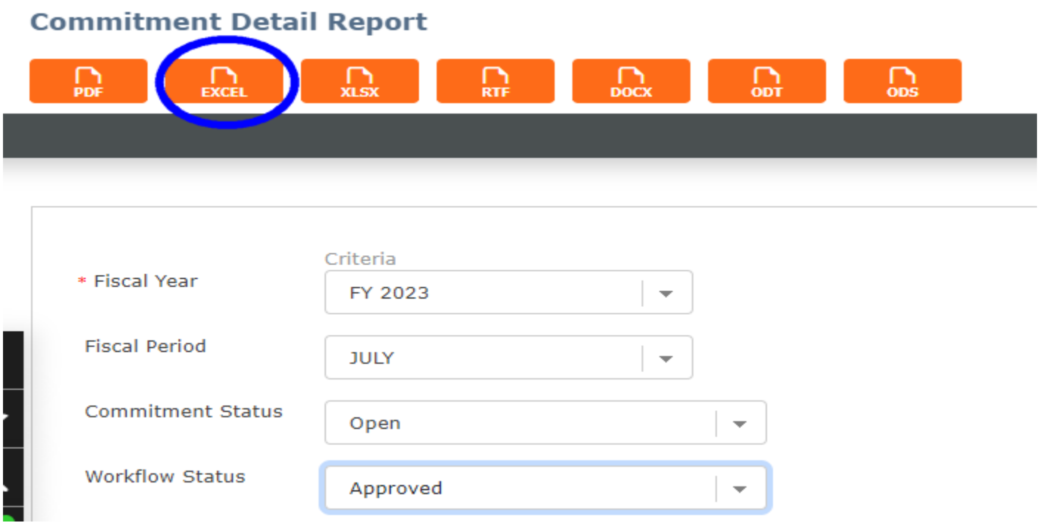


Step 2. In order to generate report that lists only the Approved and Open Commitment (manually created and not based on approved PO) on specific dates, ensure that the following fields are completed:

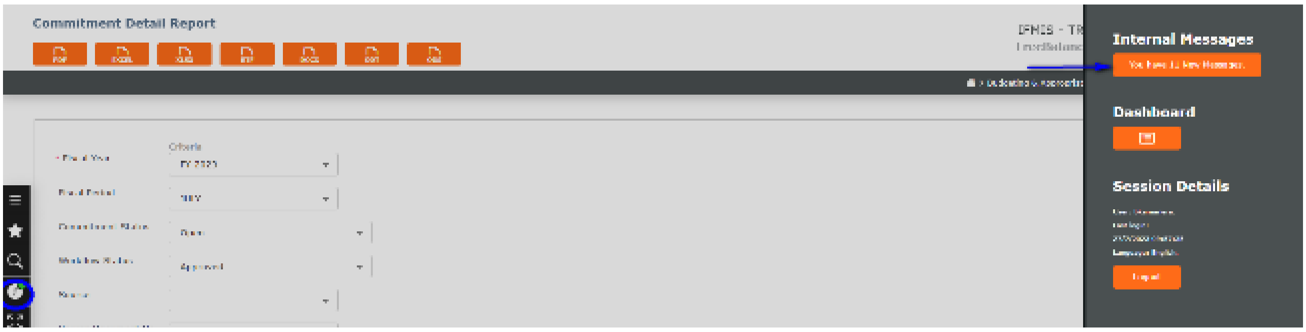
- Fiscal Year: Transaction year
- Fiscal Period: Transaction month or period
- Obligation Status: **Open**
- Workflow Status: **Approved**
- From Date: Option to see list of Commitment issued from a particular date
- To Date: Option to see list of Commitment issued up to a particular date



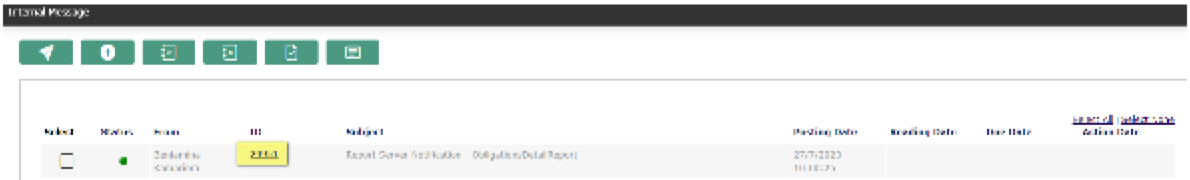
Step 3. Generate the report according to your preferred report format, by clicking on any format button as shown below. It may be PDF, Excel or Word. In this example, we will generate the **Excel** format.



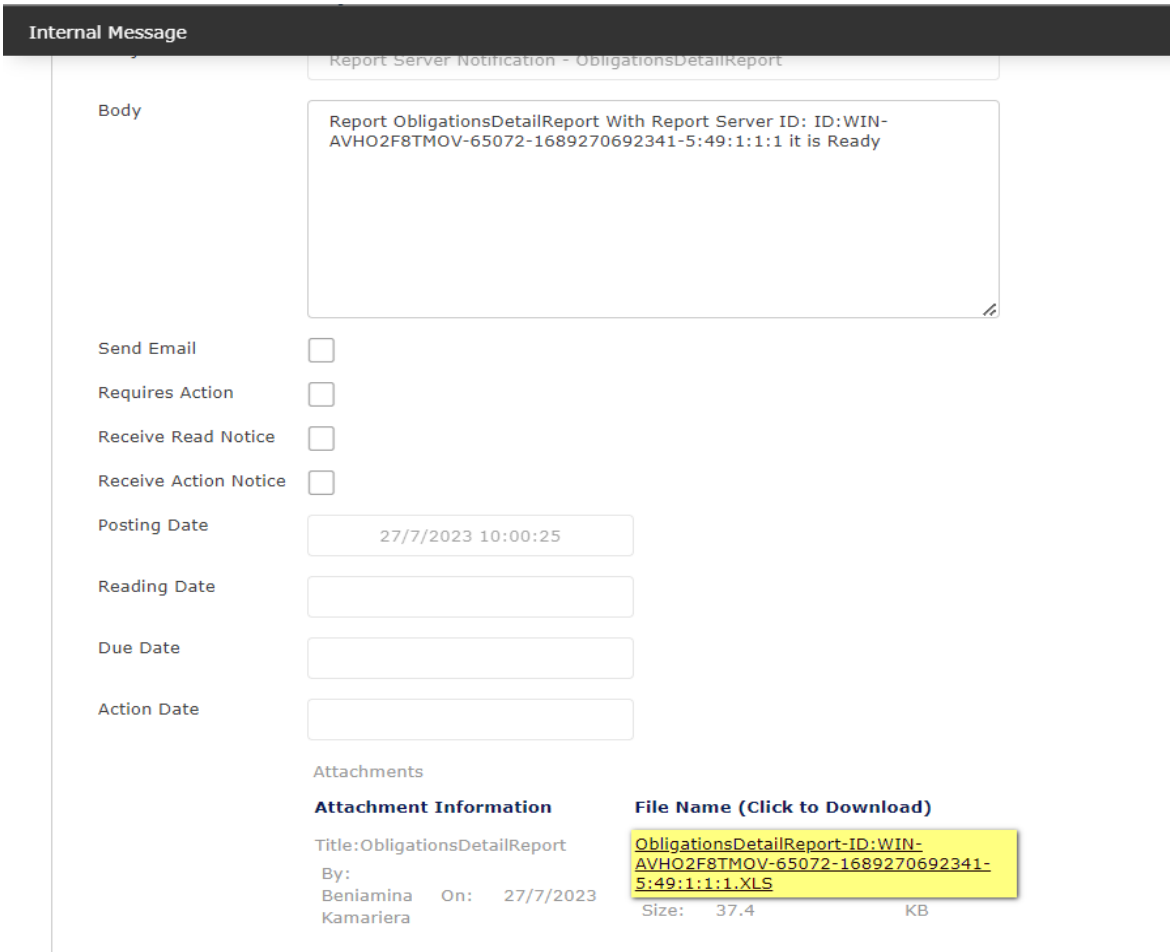
Step 4. Once the report is ready, a notification will be sent to the internal message, Click the (i) button to display the Internal Messages.



Step 5. Click the number of notifications in the Internal message to open the notifications. Then click the link ID to open the details.



Step 6. Scroll down to the bottom on the screen for the details and click the link to the file to download the report.



Step 7. Open the downloaded report. Listed Commitments from this report should be processed for payment. Prepare the Payment Voucher for these Commitments, following the steps in section 5.1. How to prepare PVs from Commitment request.

Government of Kiribati
Ministry Of Finance
Commitment Detail Report

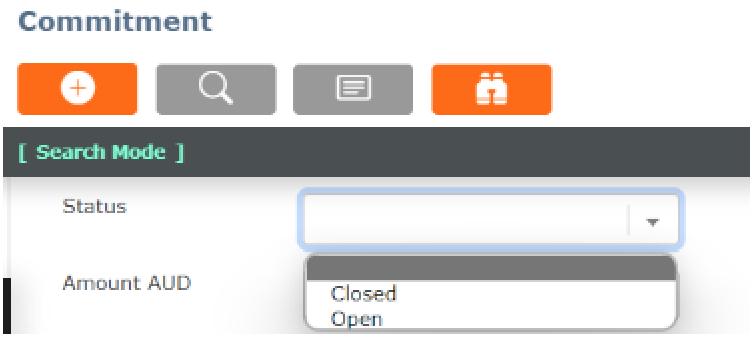
Report Date : 27/7/2023
Report Time : [illegible]
User : [illegible]
Page 1 Of 1

Fiscal Year : FY 2023   Fiscal Period : JULY   Currency : AUD A$
Filter Criteria : Commitment Status - Open; Workflow Status - Approved; Coding Block
Sort By : Commitment ID - Upward
Group By : Commitment ID

Commitment ID	Issue Date	Commitment Status	Coding Block	Vendor Code	PR Commitment ID	Workflow Status	Source	Source Document No	Commitment Description	Total Amount	Total YTD Actual Amount	Total Balance
COMM-23-17-0044	21/7/2023	Open	1701/1101/00000/81/220112/011	66		Approved	Manual		Test Tax	500.00	0.00	500.00
Sub Total For Commitment ID - COMM-23-17-0044										500.00	0.00	500.00
Grand Total For Commitment ID										500.00	0.00	500.00

11.8 How to check if Commitment has a Payment Voucher already?

Answer1: *Refer to* *__Section 3.2 How to Monitor Commitments__**, step 6. If the Commitment Status is Closed, then the Payment Voucher for the Commitment is already approved.*



Answer2: *Refer to Section* *__4.1.2 Commitment List by Number report__**, step 3.* ***Total YTD Actuals:*** *The Payment Voucher Amount. If it is 0.00 that means that there is no PV yet for the Commitment.*

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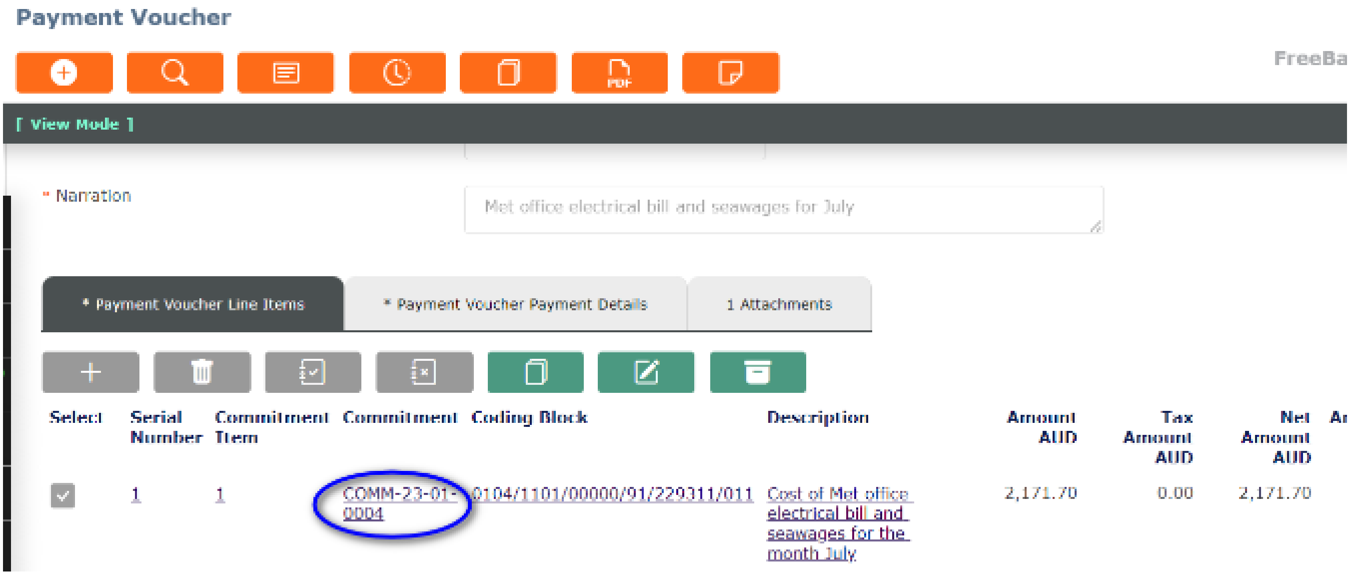
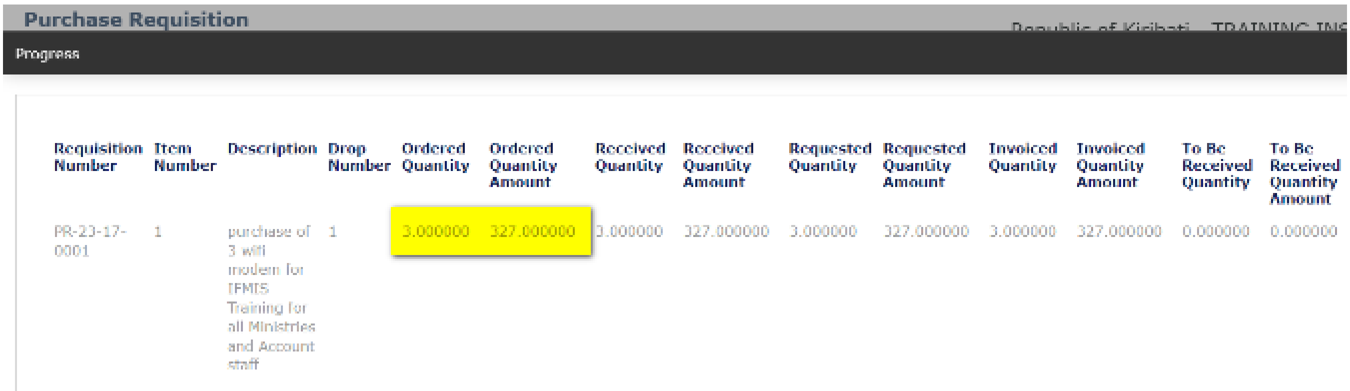
Obligation ID	Commitment Source	Issue Date	Approval Date	Vendor Name	Item Number	Item Description	Item Status	Currency	Total Amount FC	Total YTD Actual FC	Variance FC	Total Amount DC	Total YTD Actual DC	Variance DC
COMM-23-14-0006	Manual	3/8/2023	3/8/2023	Tiiara Rental House	1	Rental House for Dr Ulimei (June)	Closed	AUD				400.00	400.00	0.00
Obligation ID COMM-23-14-0006-Total Amount												400.00	400.00	0.00
COMM-23-14-0007	Manual	3/8/2023	3/8/2023	Lu's Marine Shipping Services	1	Shipping services Inv#12920, 12924, 12923, 12926 & 12925	Closed	AUD				803.14	803.14	0.00

Answer3: *To check whether a PV that is not yet approved is already linked to the Commitment. Copy the vendor code of the Commitment, then navigate the Payment Voucher, paste the Vendor Code copied in the Payment Voucher Vendor field. Click the Search button and all PVs created for the Vendor is displayed. Click the PV that has the amount same with the Commitment. Navigate the PV Line Item and check the Commitment Number*

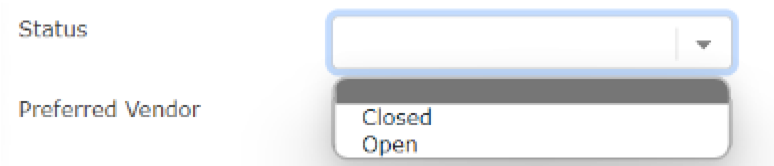


11.9 How to check if PR has a Purchase Order already?

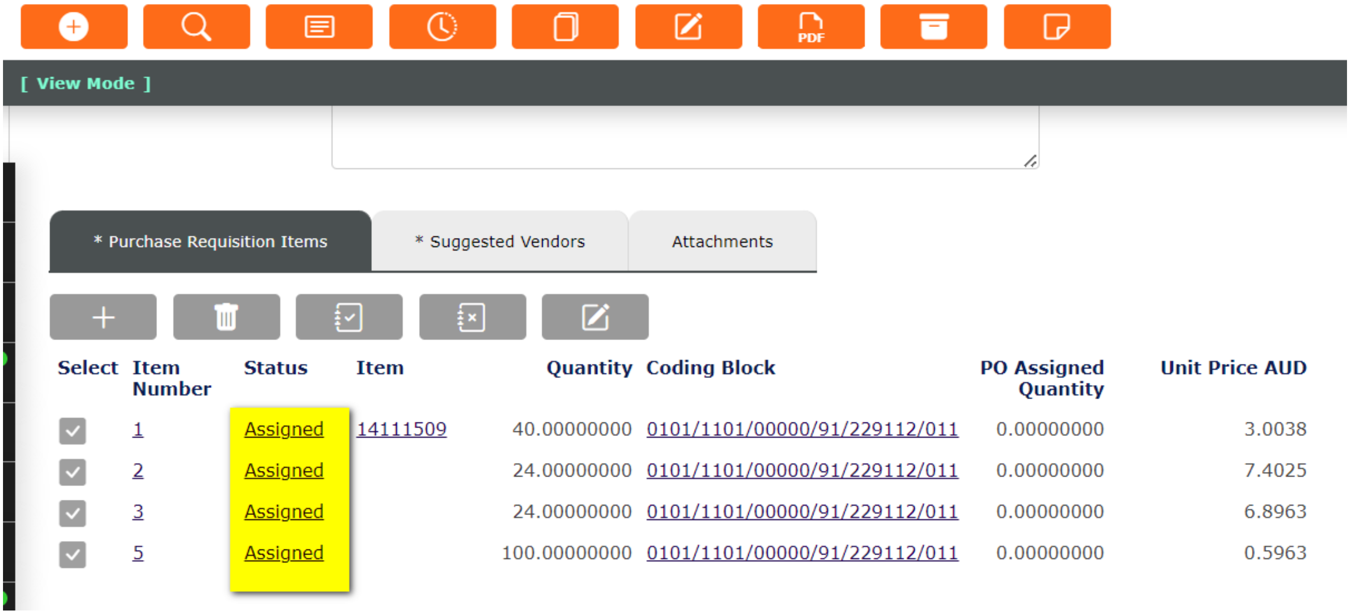
Answer1: *Refer to the* ***Section 3.3 How to monitor Purchase Requisition****, step 10 and 11. • Ordered Quantity and Amount: when a value is available other than 0.00, this means that the PO assigned to the PR is already approved.*



Answer2: *Refer to section 3.3 How to Monitor Purchase Requisition, step 5. • Closed: Either this is closed by the user so the budget can be returned to the available balance, or the PR is already processed in Purchase Order (PO)*

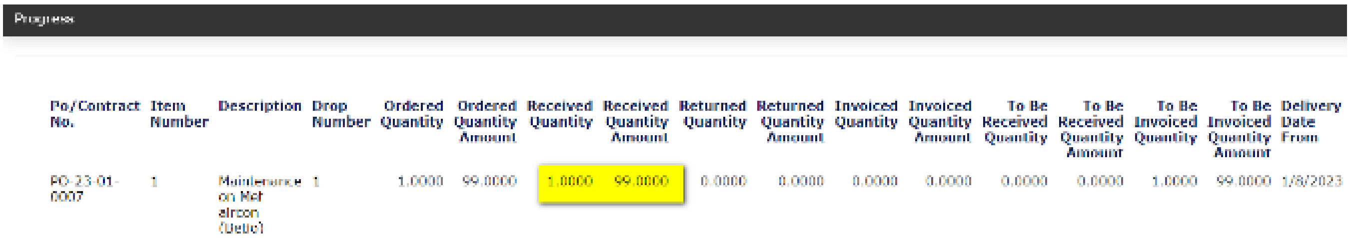


Answer3*: To check if the if a not yet approved PO is already assigned to the PR. Navigate the PR and go to the line-item screen. If the Status of the Item is Assigned, it means that a PO is already created for the PR.*



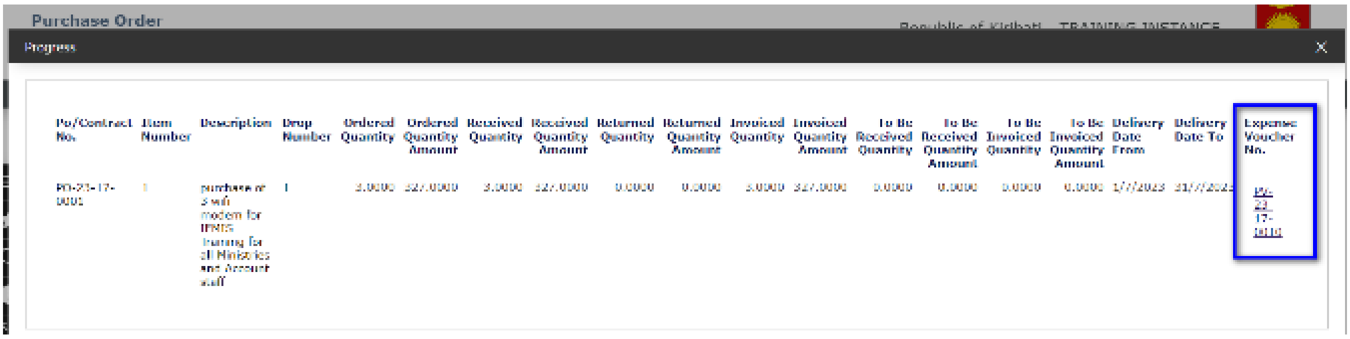
10.10 How to check if items in PO is already received and inspected?

Answer: *Refer to step 10 of* *section 3.4 How to monitor PO*. • *Received Quantity and Amount: when a value is available other than 0.00, this means that the Goods/Services Received Note (GSRN) for the PR is already prepared*

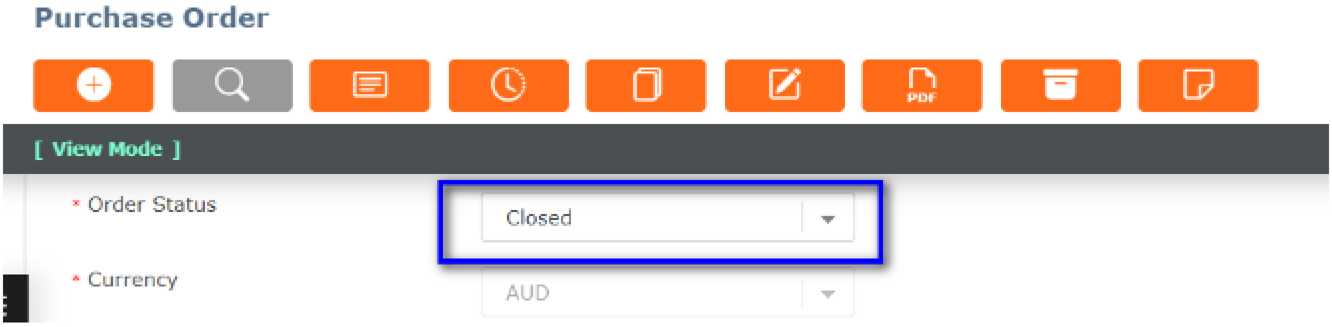


10.11 How to check if Purchase Order has a Payment Voucher already?

Answer1: *When a PV is prepared for the PO, refer to step 10 of* *section 3.4 How to monitor PO*. *When a PV Number is displayed in the screen displayed upon clicking the Progress button, then it means a Payment Voucher is already created for the PO.*

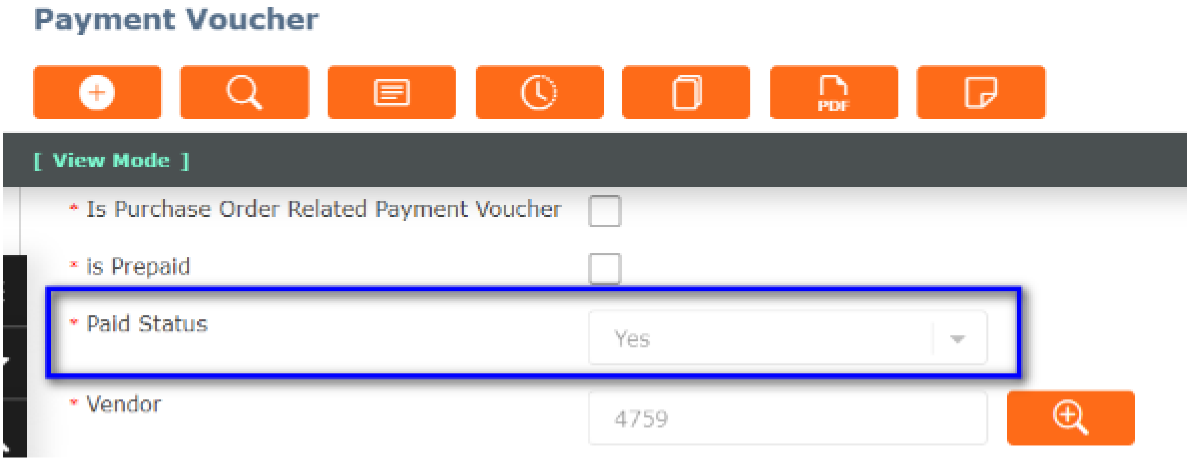


Answer2: *The status of the PO is already in "**Closed**". This means that the PV created for the PO is already approved.*

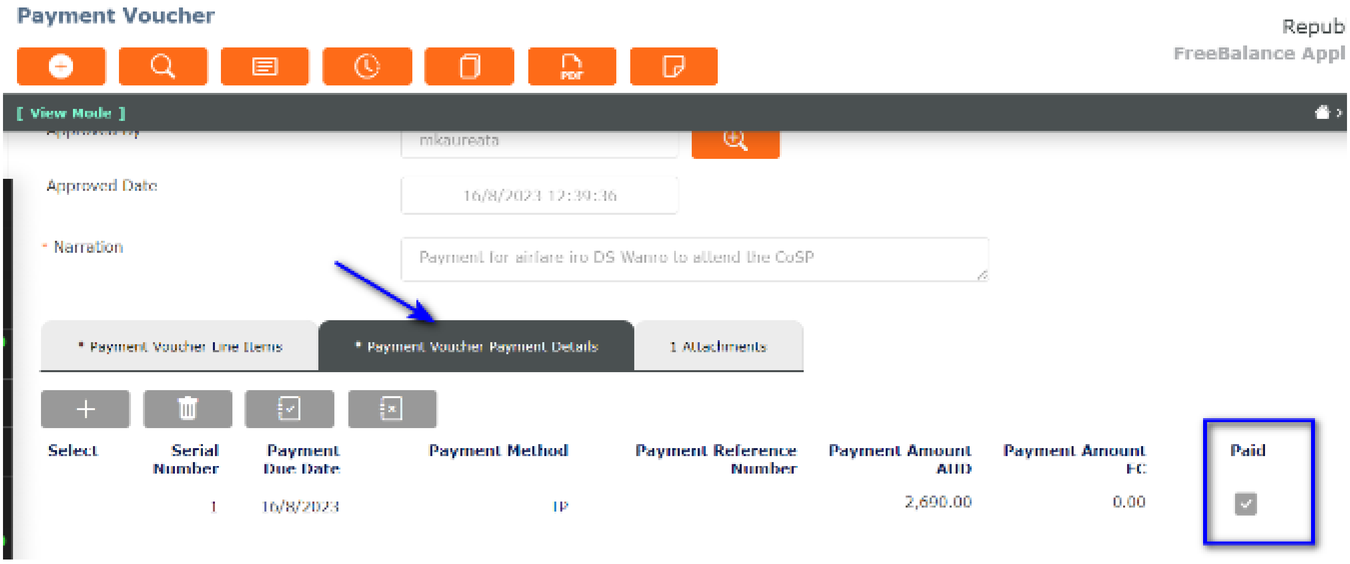


11.12 How to check if Payment Voucher is already paid?

Answer1*: Go to the field "Paid Status", if the status is already updated to YES, then the PV is already paid.*



Answer2: Go to the tab Payment Details. The Paid Column is checked.



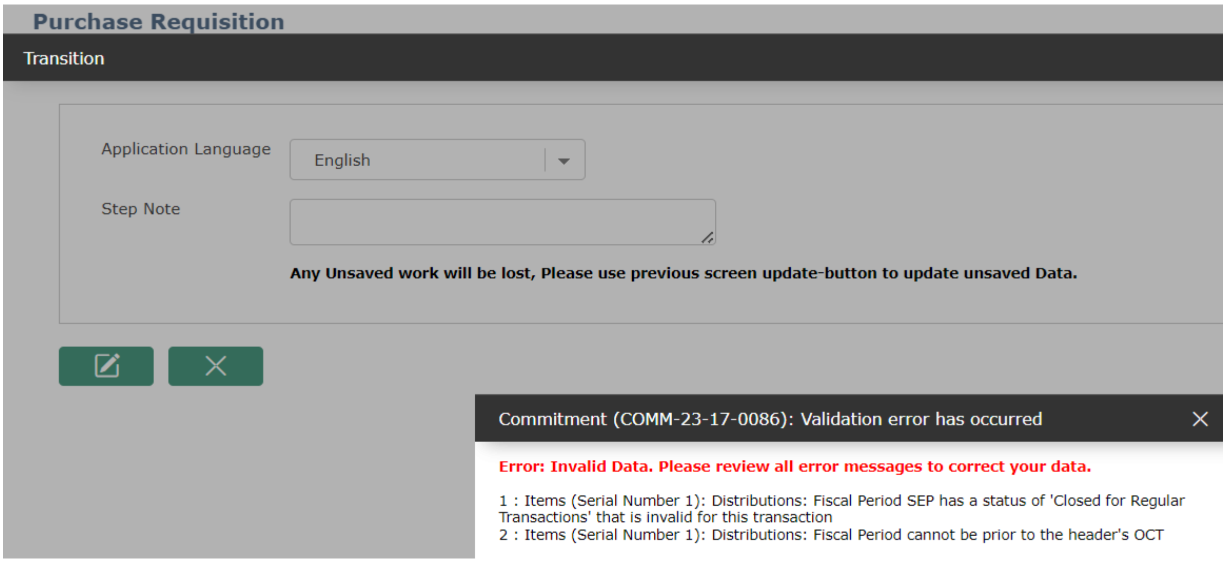
11.13 How to update transactions to current month.

Please note that the **Commitment and Purchase Requisition** is available for the Approver to edit. The reason for this is that the PR and commitment is the data from source, this means there is no prerequisite transaction. As for the **Purchase Order**, there is a need for the Approver to **RETURN** it **IF**

the Fiscal Period is NOT EDITABLE to the user who prepared the PO. The reason for this is that edit function is not available to the approver, it must be returned so that the user who prepared it is informed and is accountable for the PO prepared.

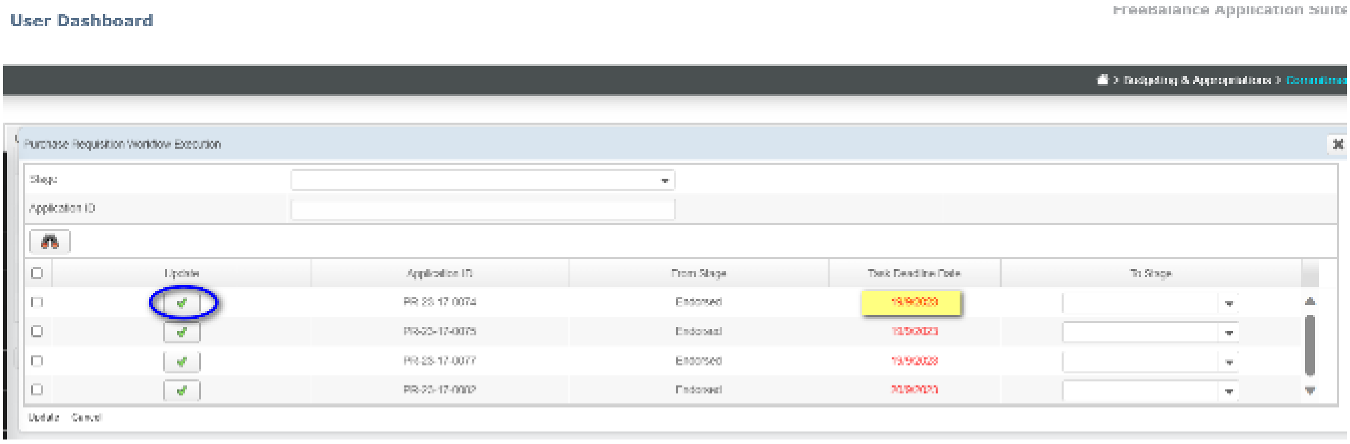
11.13.1 Update Purchase Requisition

The validation message encountered in the Purchase Requisition is this.

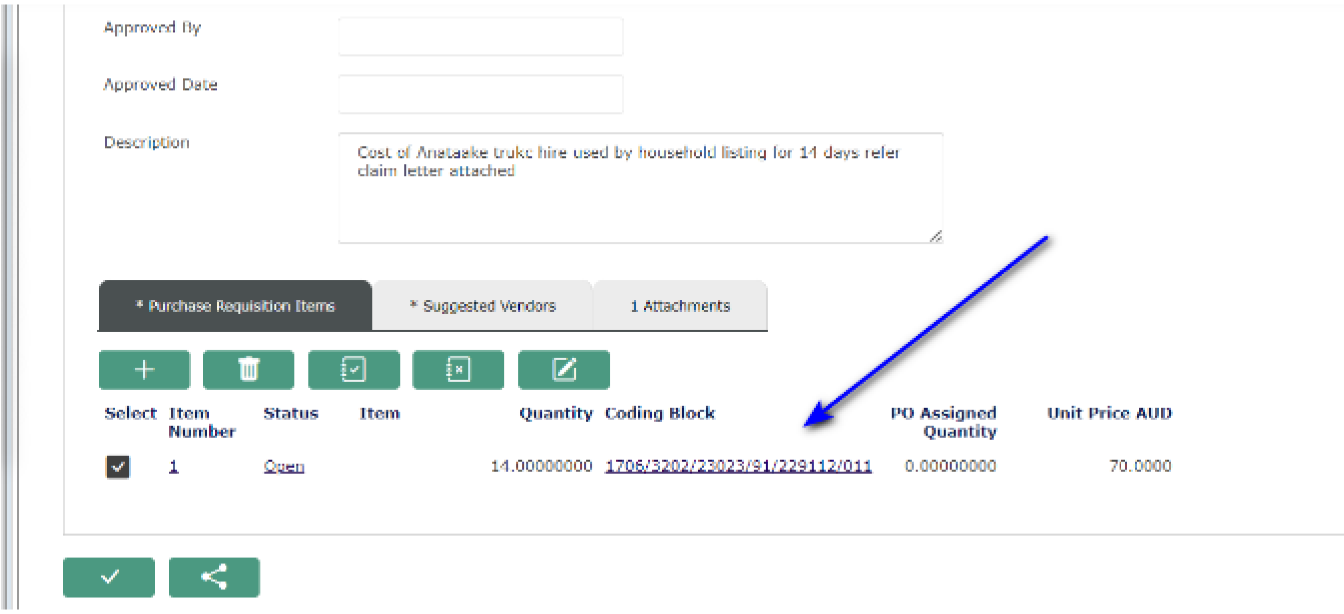


To proceed with the update, follow these steps.

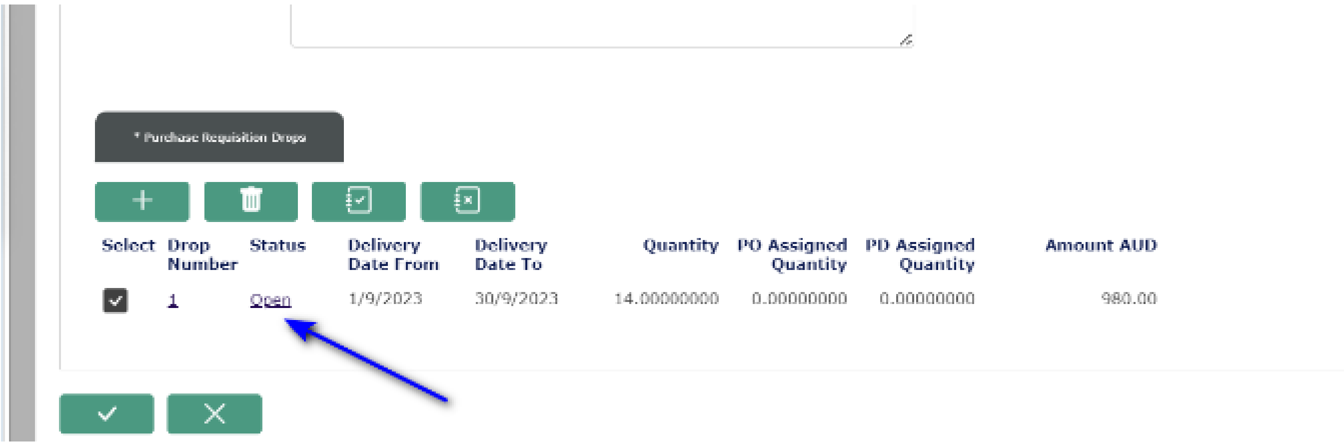
Step 1. On the dashboard, with the list of PRs, click on one to approve.



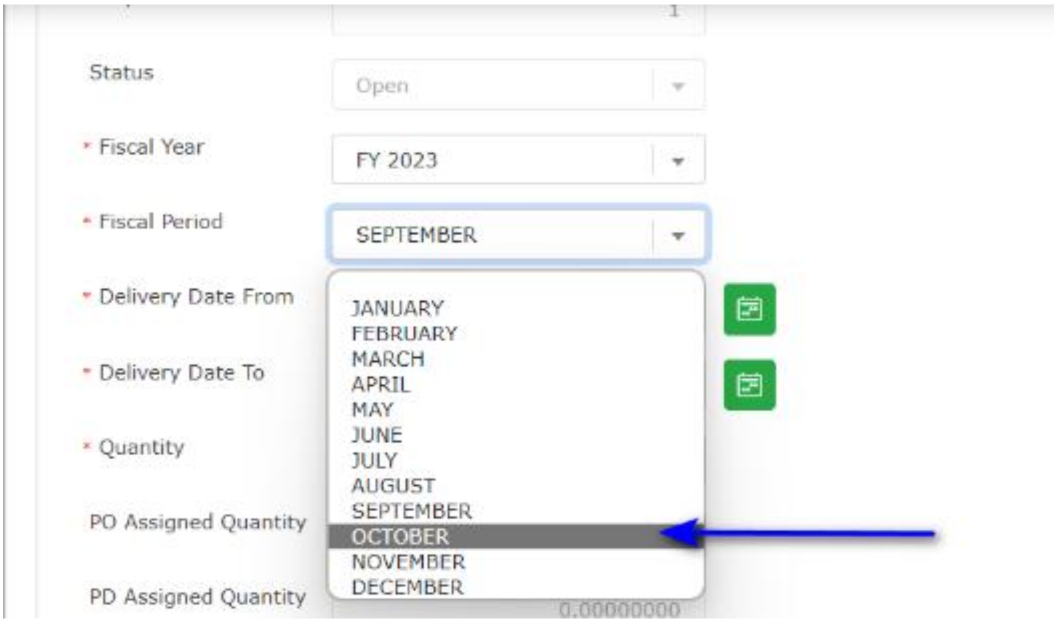
Step 2. Scroll all the way down to the Coding Block. Click it to open the Item Details.



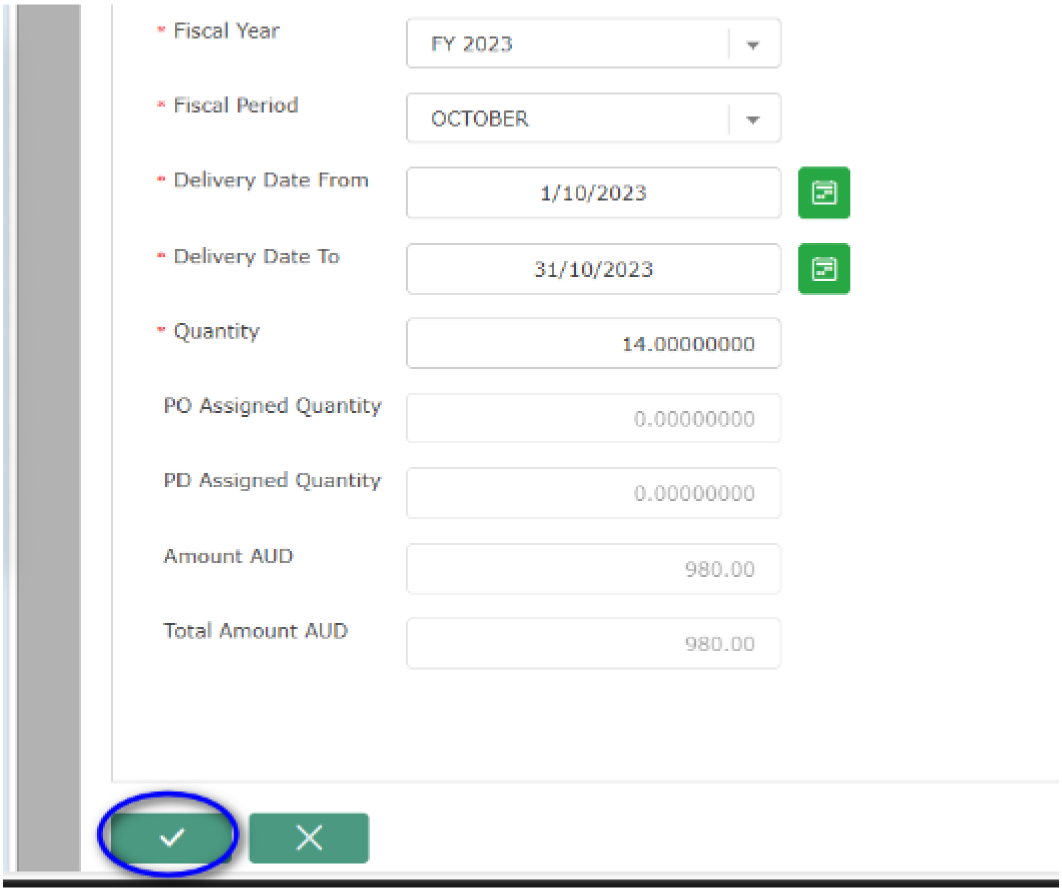
Step 3. Scroll all the way down and go to the PR Drops. Click the Open link. This will open the details.



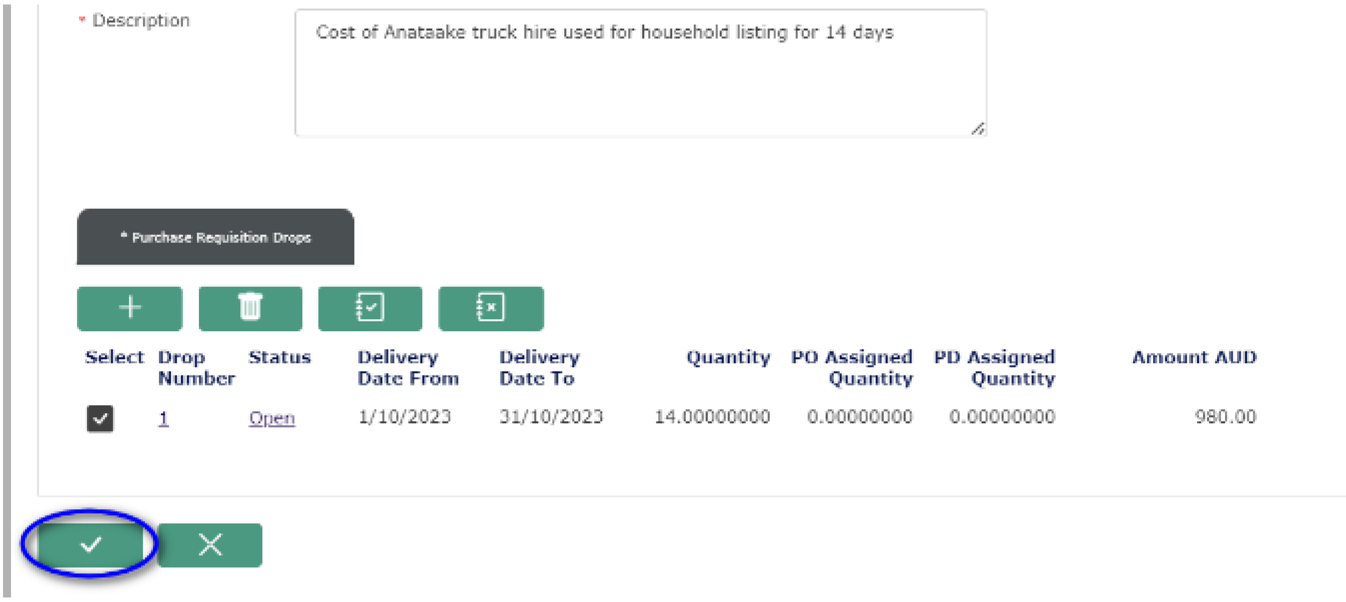
Step 4. Change the month to the current month.



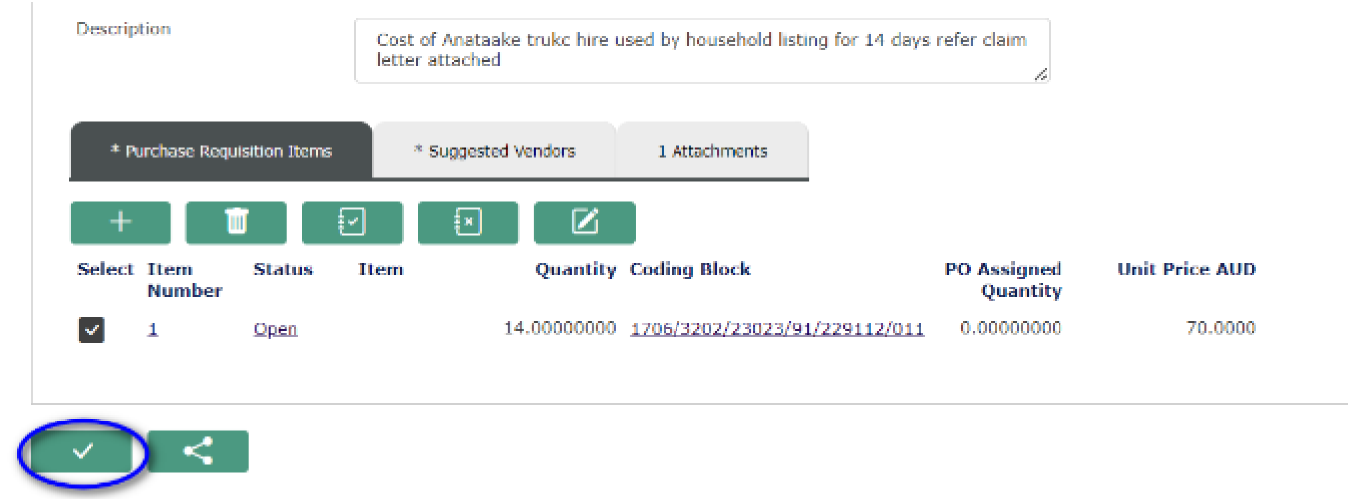
Step 5. Click on the Update button on the PR Drop screen.



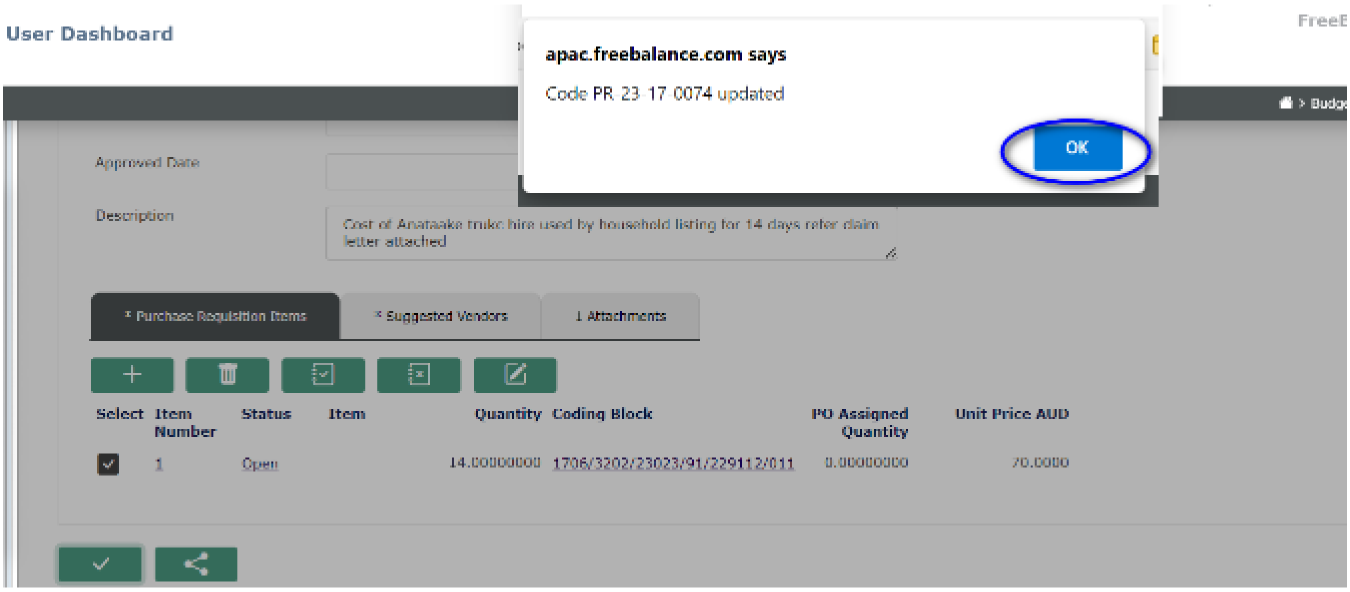
Step 6. Click the Update button on the PR Item screen.



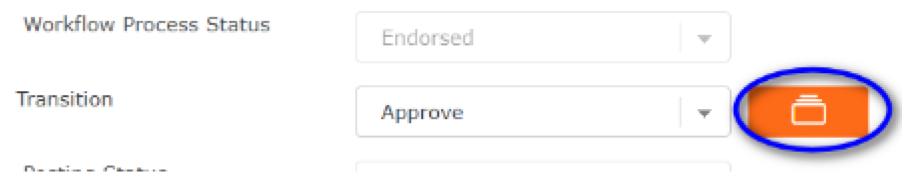
Step 7. Click on the Update button on the Purchase Requisition screen.

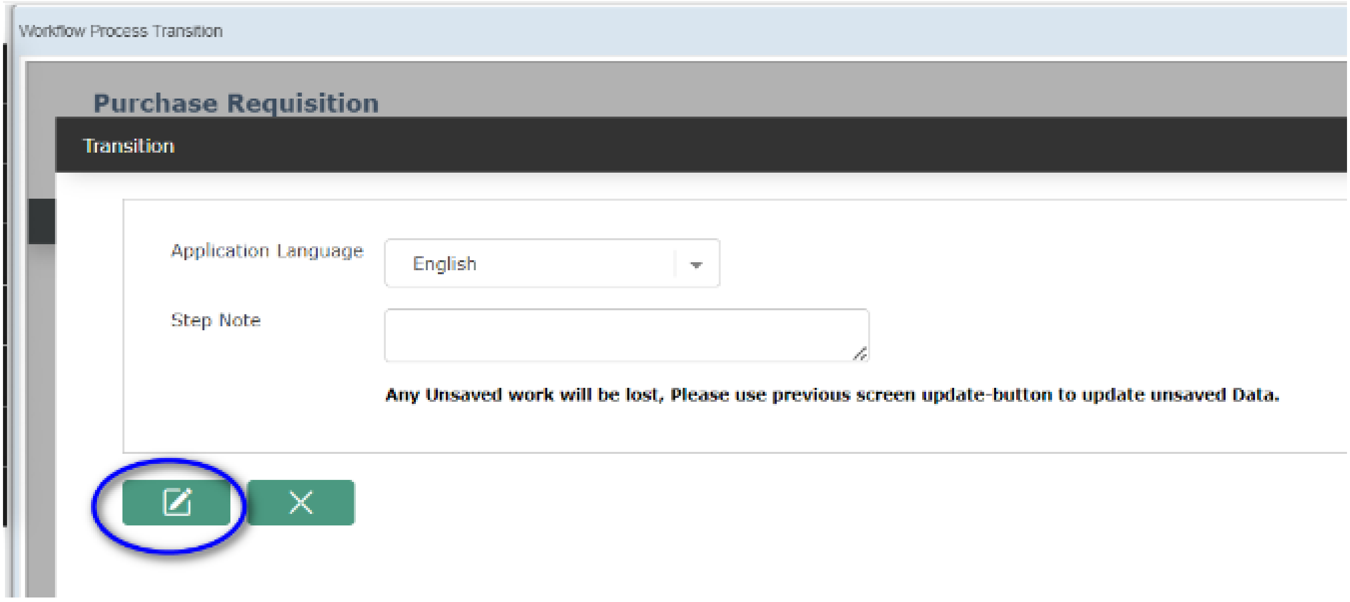


Step 8. Click OK on the displayed message.

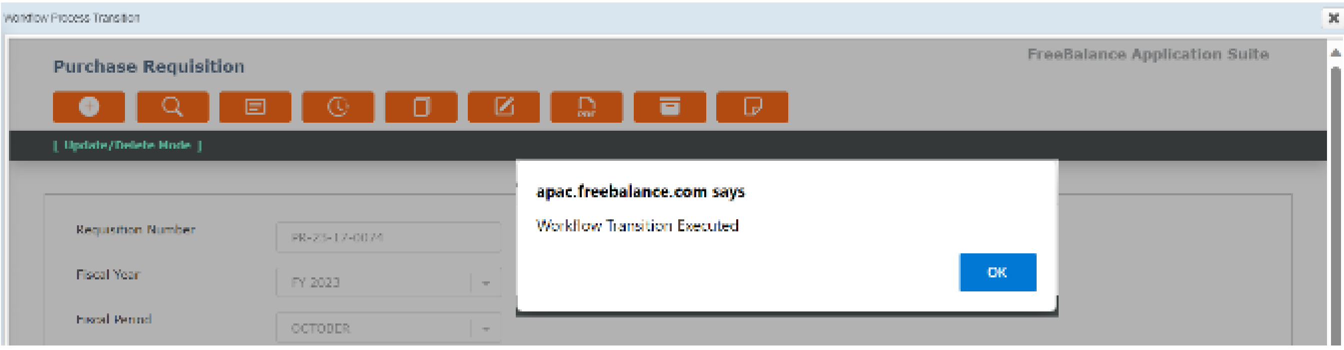


Step 9. Go to the Transition button and proceed with the approval.

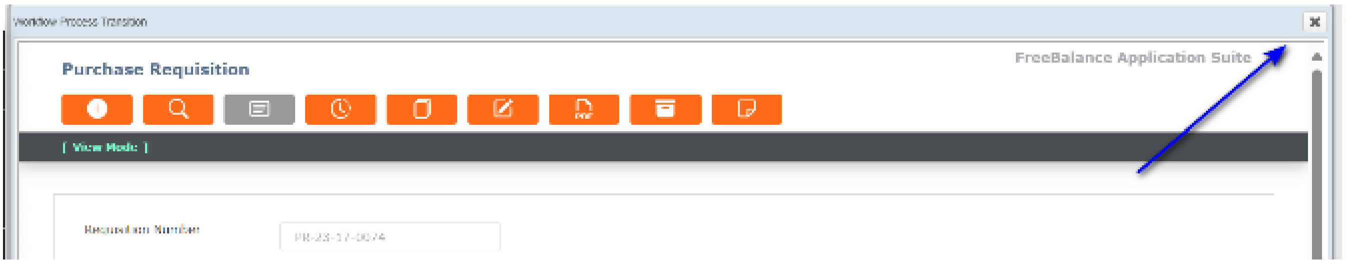




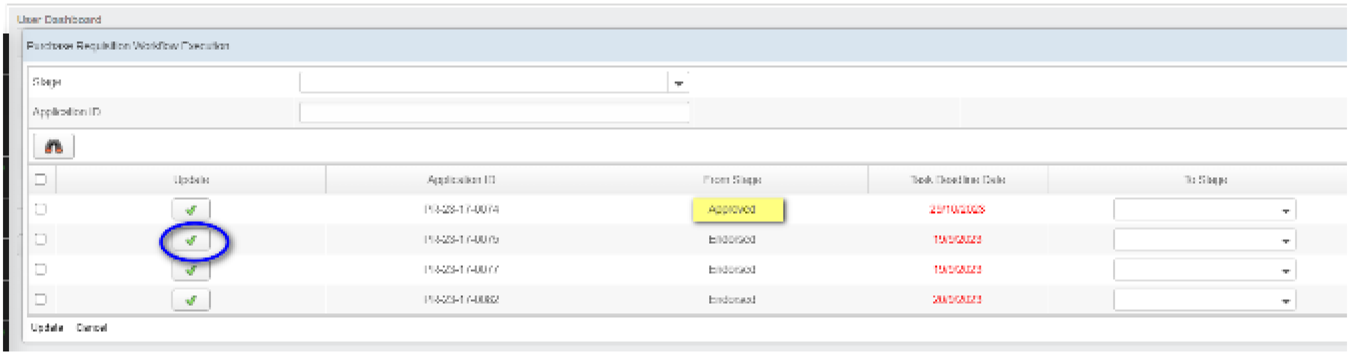
Step 10. Click Ok to complete the approval of the Purchase Requisition.



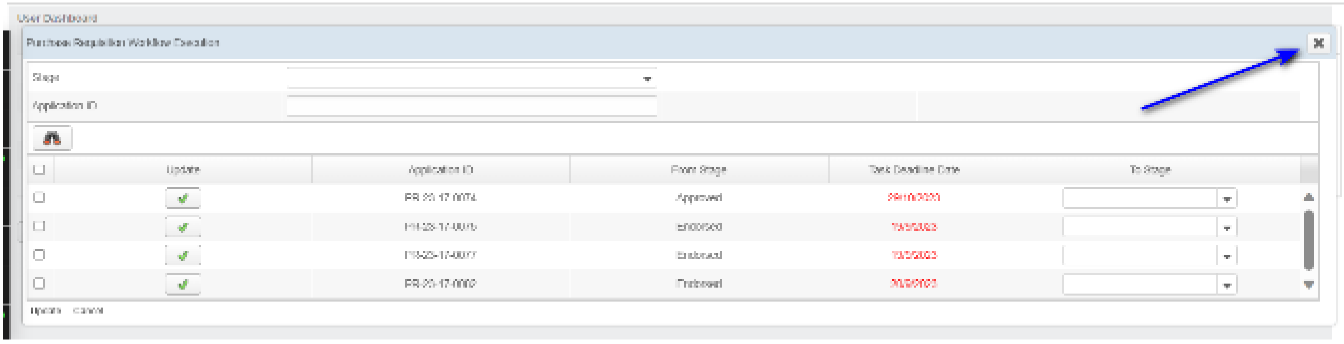
Step 11. Click the close button.



Step 12. Proceed with the next transaction.

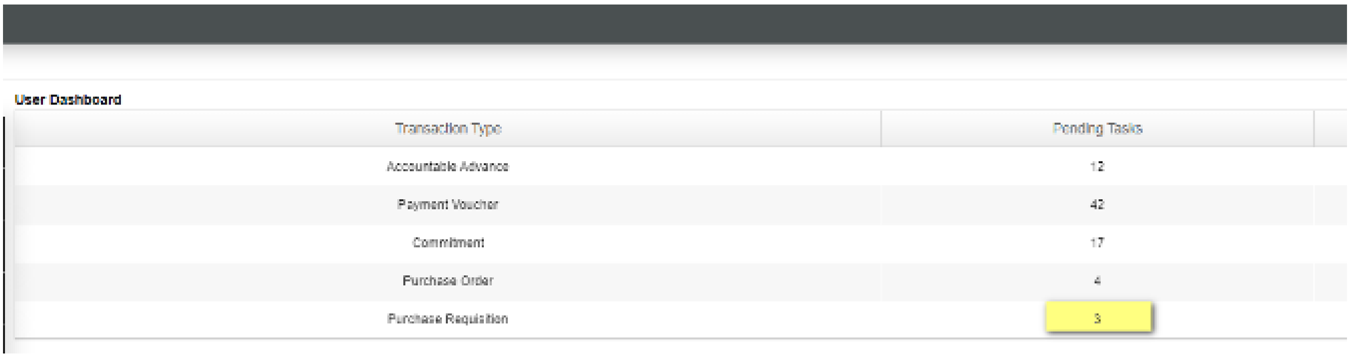


Step 13. If the list of PR List screen is closed,



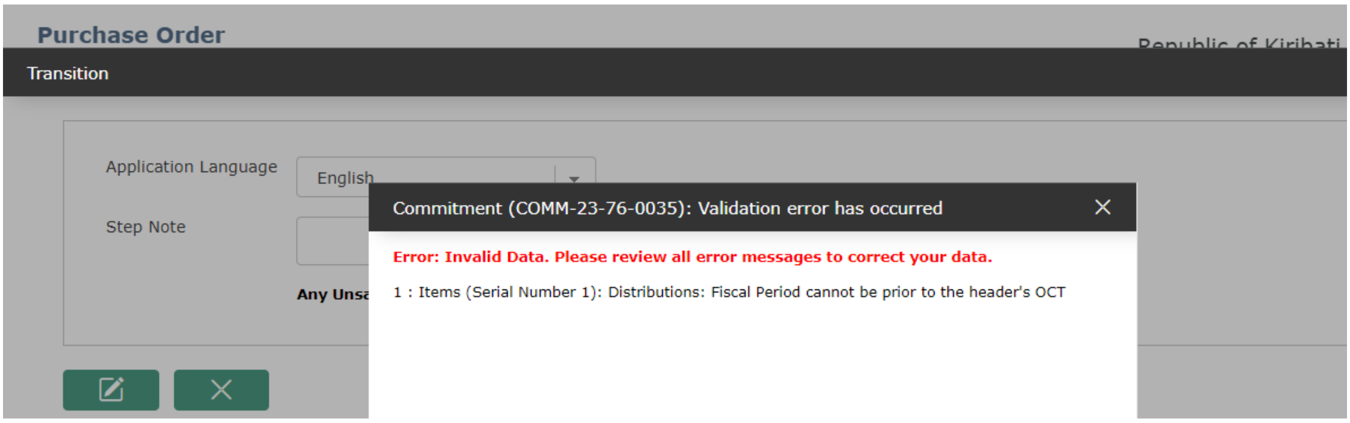
Step 14. The number of pending tasks will be reduced in this screen.

User Dashboard



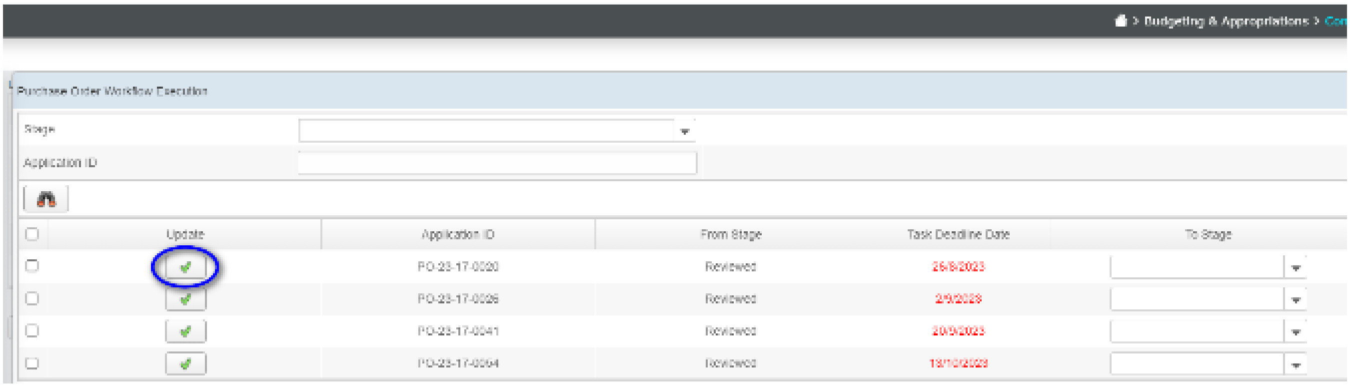
11.13.2 Update Purchase Order

The validation message encountered in the Purchase Requisition is this.

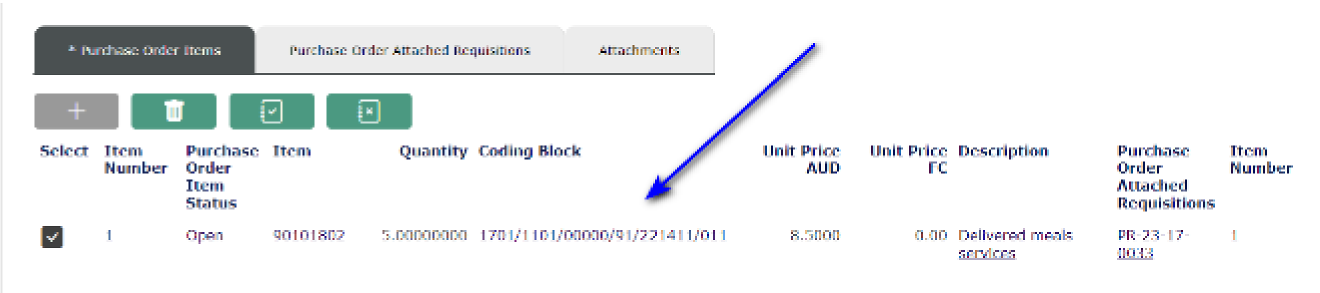


To proceed with the update, follow these steps.

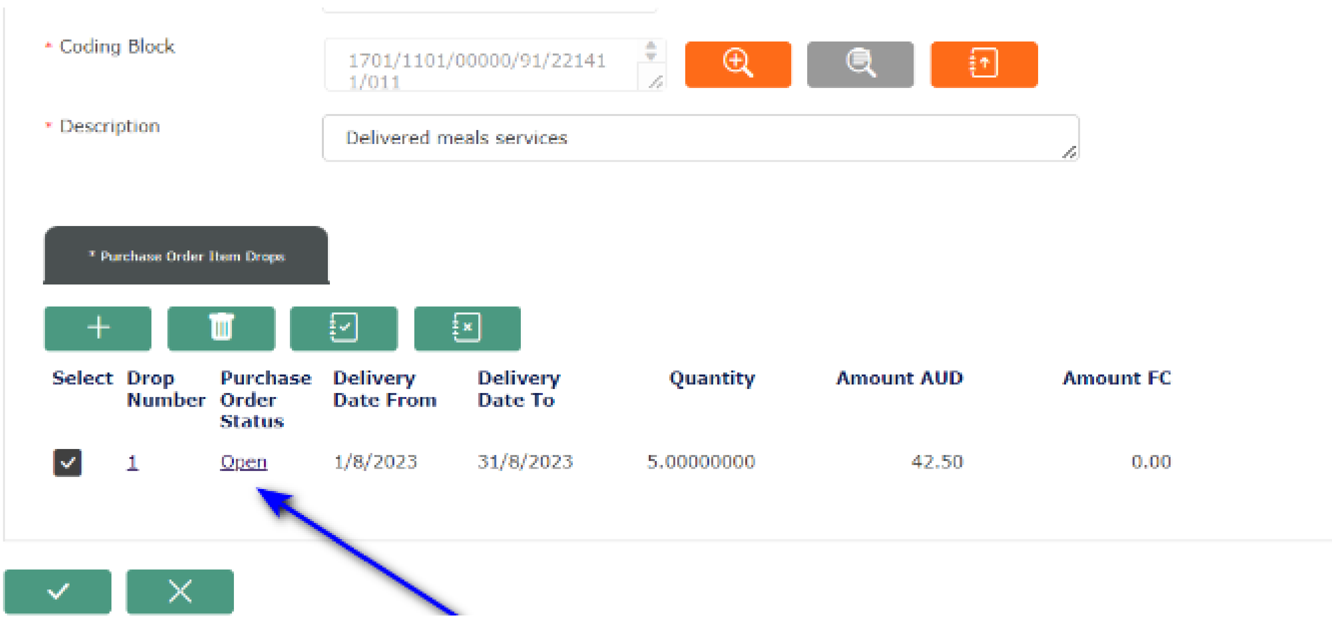
Step 1. On the dashboard, with the list of POs, click on one to approve.



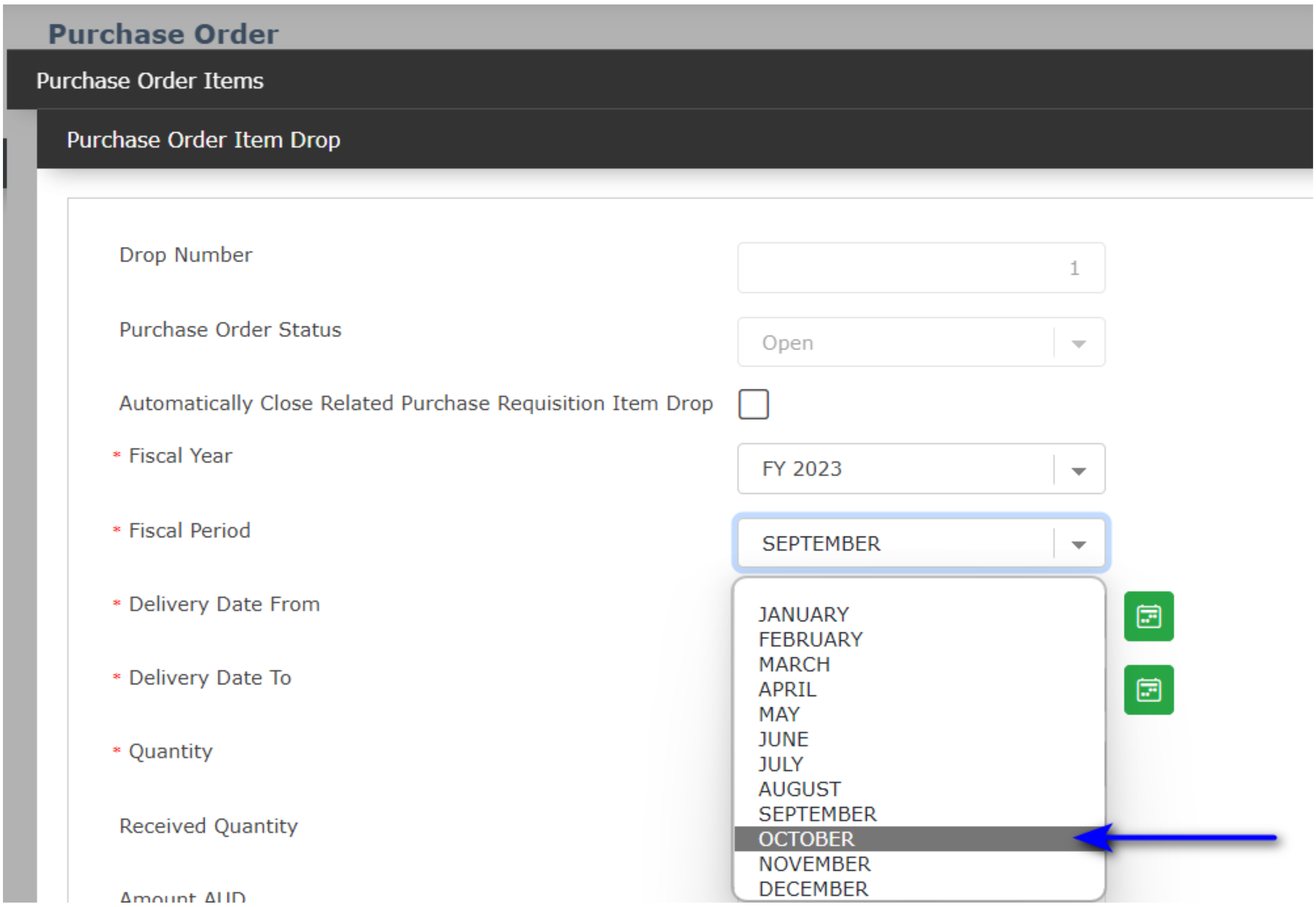
Step 2. Scroll all the way down to the Coding Block. Click it to open the Item Details.



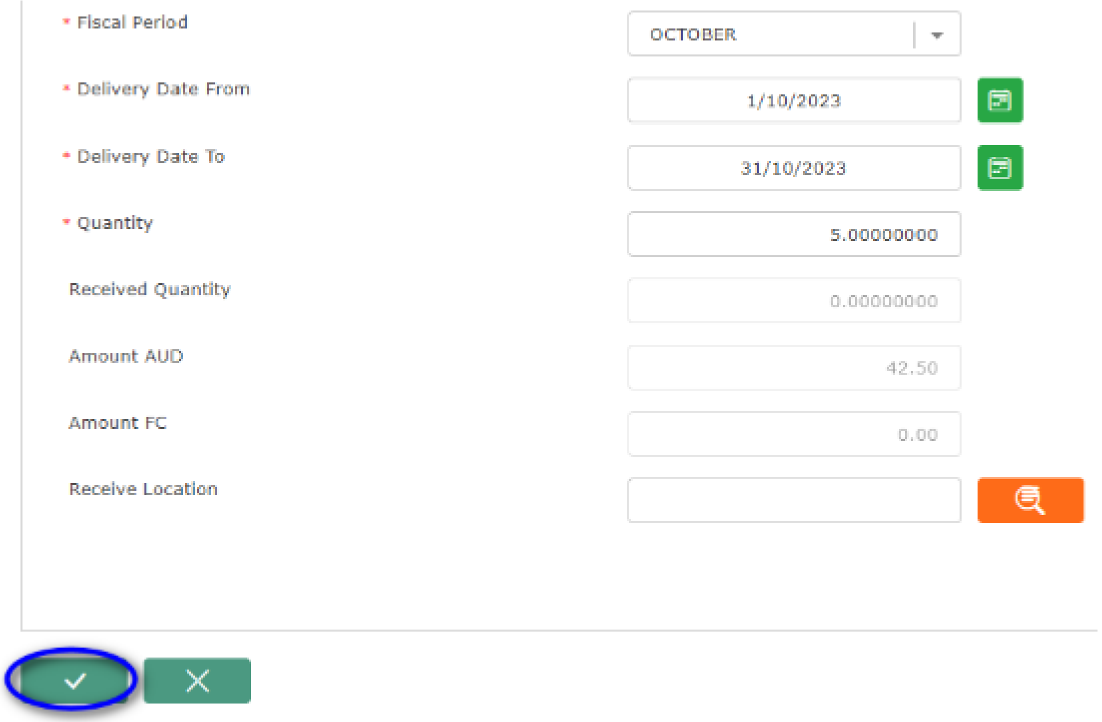
Step 3. Scroll all the way down and go to the PO Drops. Click the Open link. This will open the details.



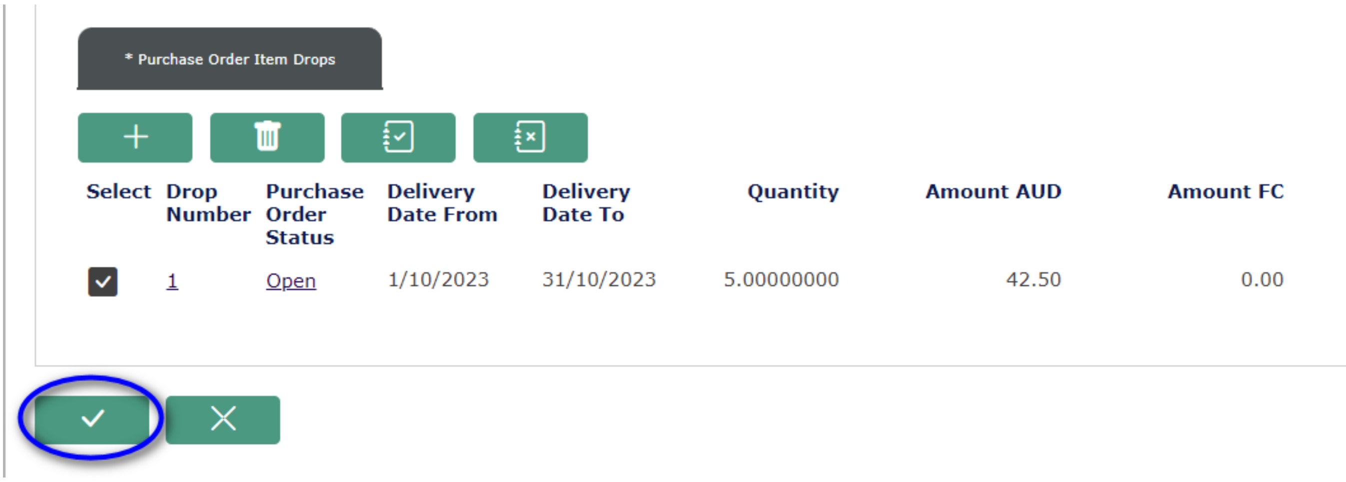
Step 4. Change the month to the current month.



Step 5. Click on the Update button on the PO Drop screen.

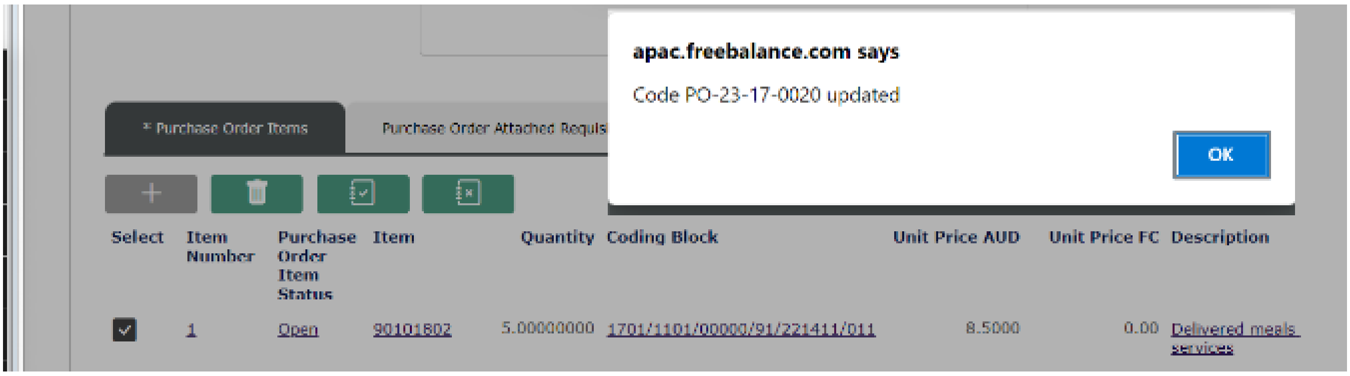


Step 6. Click the Update button on the PO Item screen.

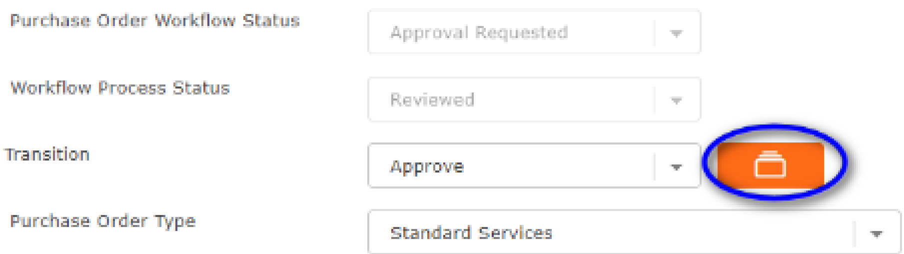


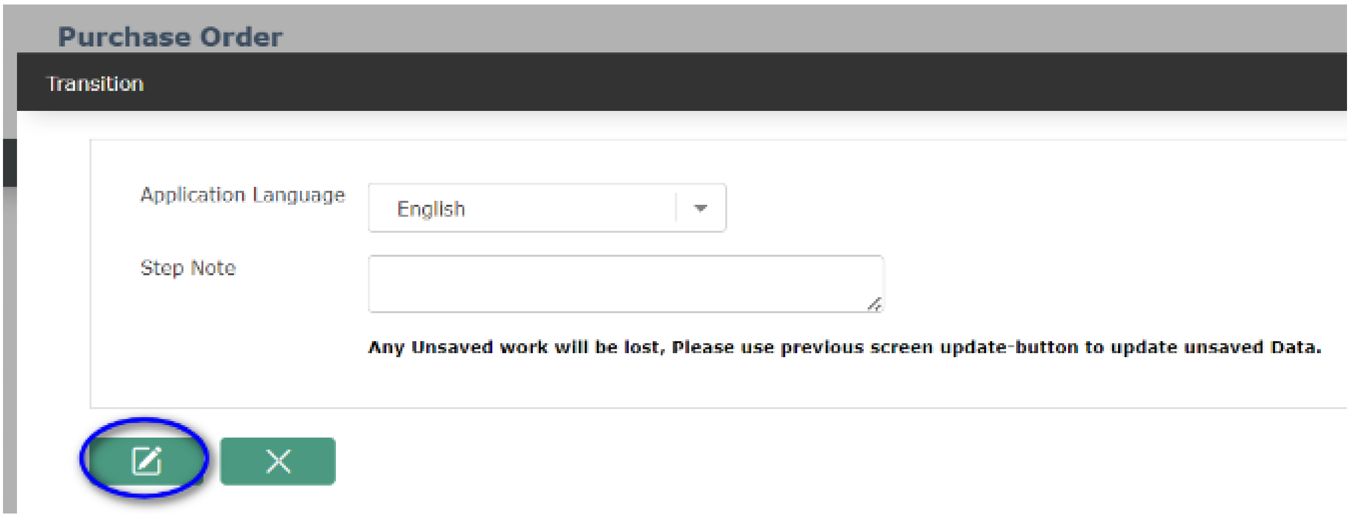
Step 7. Click on the Update button on the Purchase Order screen.

Step 8. Click OK on the displayed message.



Step 9. Go to the Transition button and proceed with the approval.

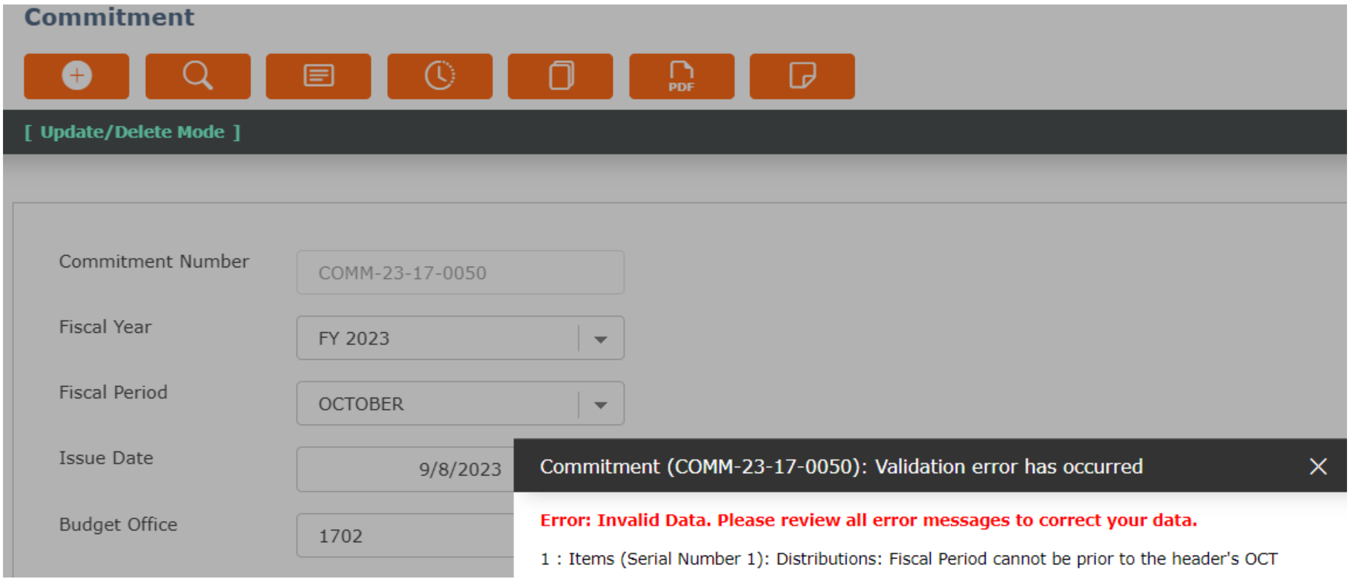




Step 10. Proceed with the next PO to approve.

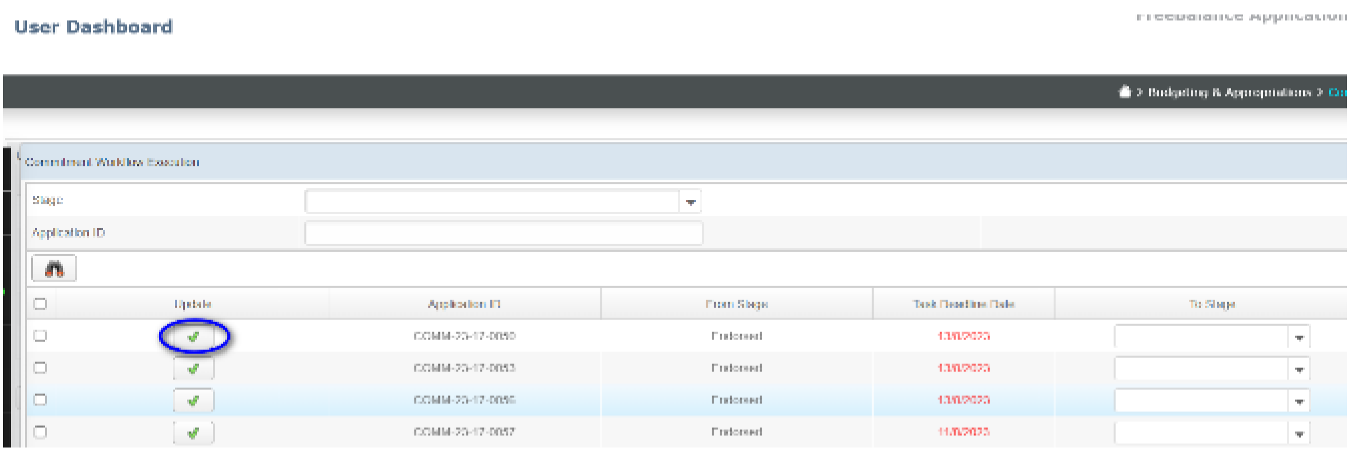
11.13.3 Update Commitment

The validation message encountered in the Commitment is this.

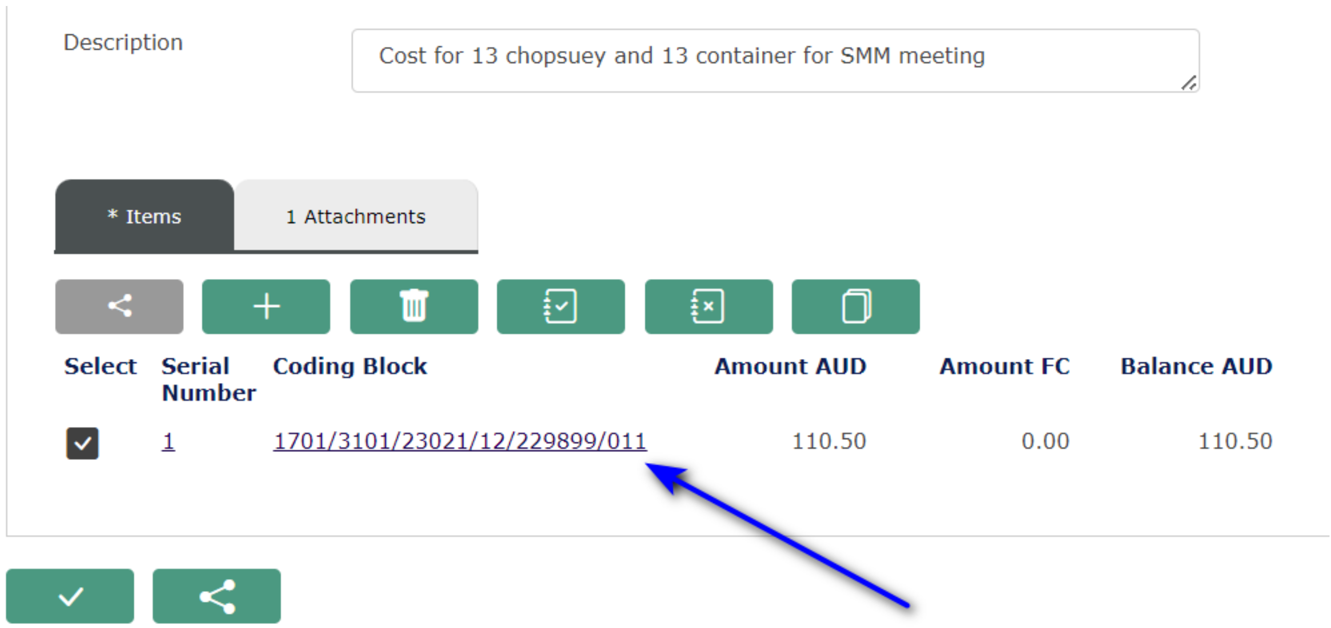


To update the details of the Commitment, please follow these steps.

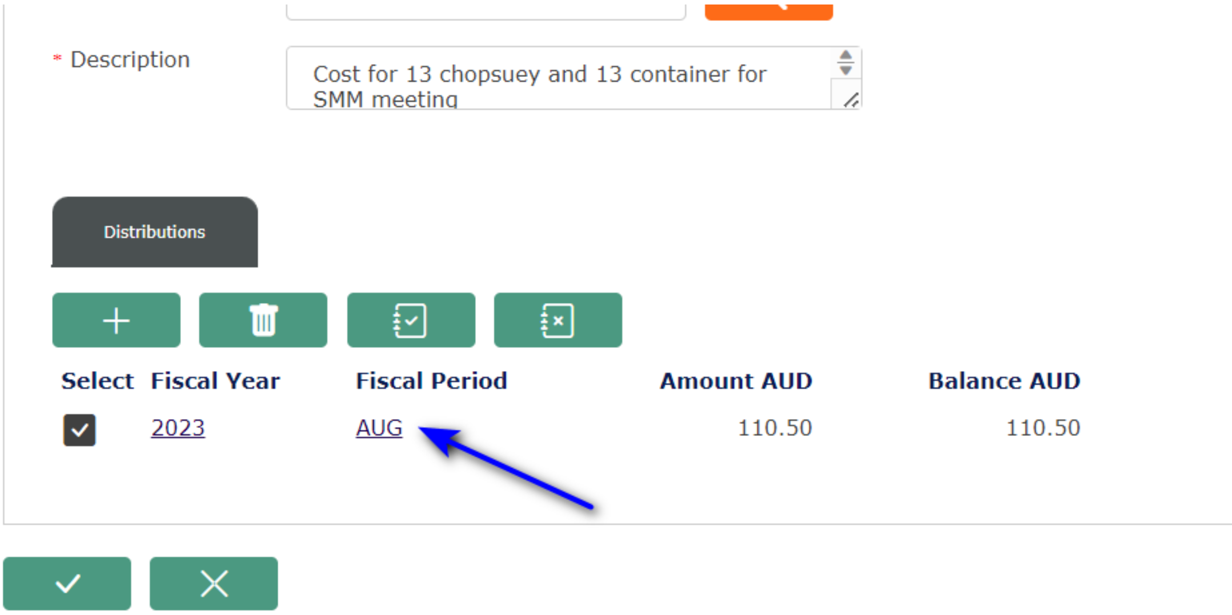
Step 1. On the dashboard, with the list of Commitments, click on one to approve.



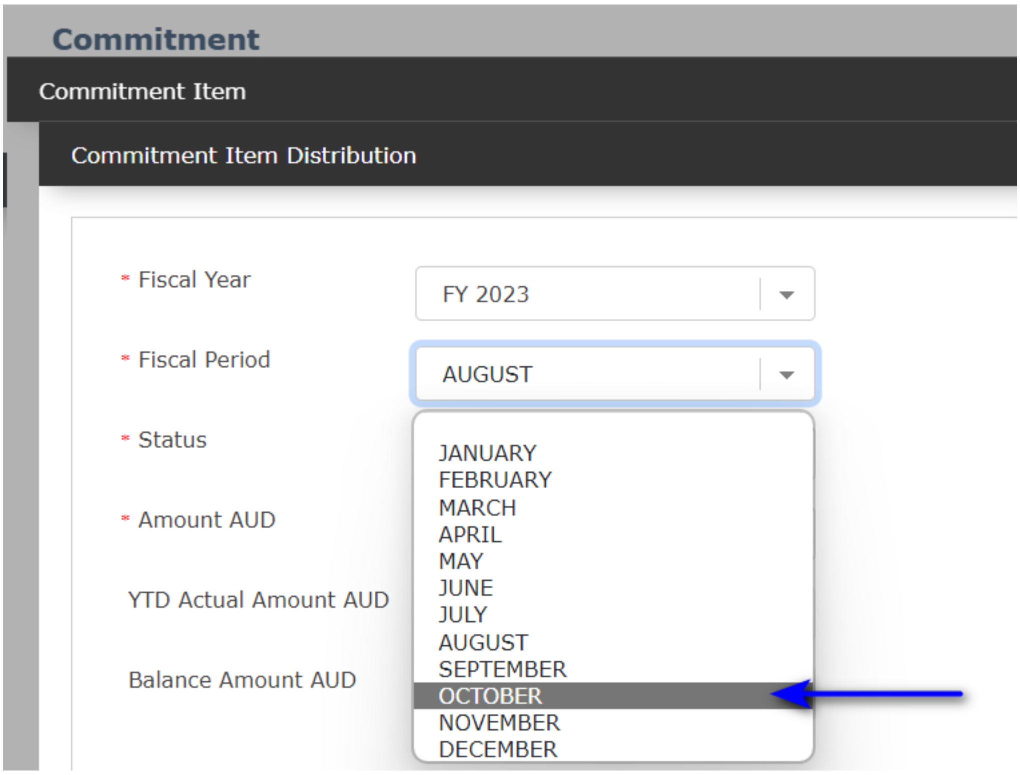
Step 2. Scroll all the way down to the Coding Block. Click it to open the Item Details.



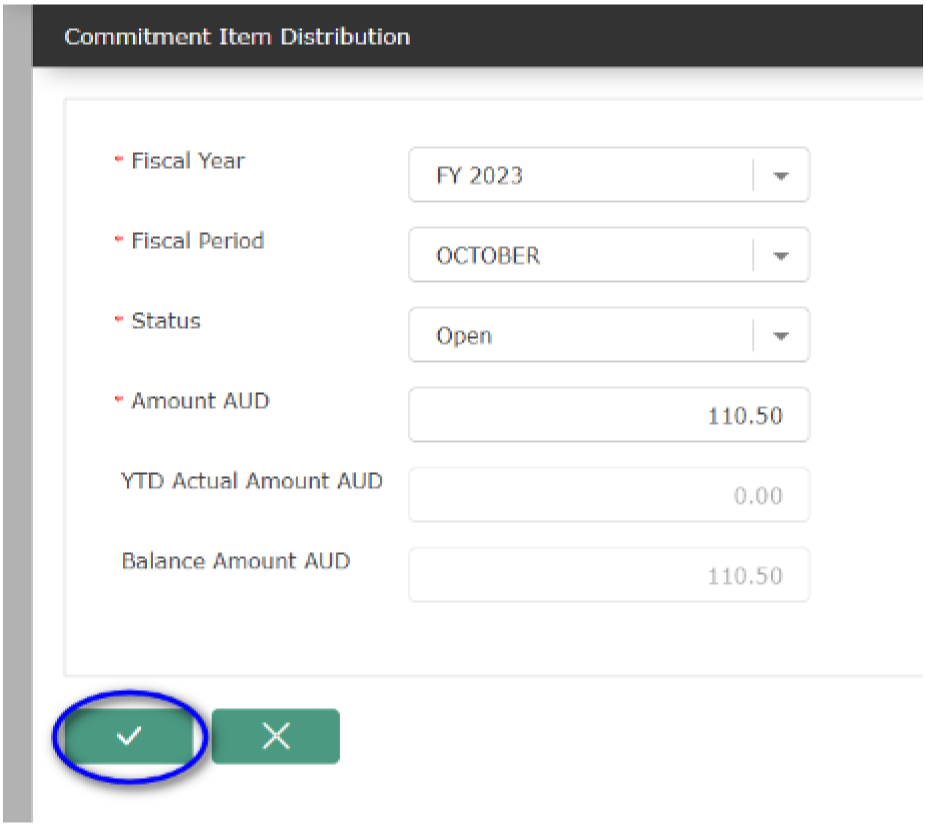
Step 3. Scroll all the way down and go to the Distributions. Click the Month. This will open the distribution screen.



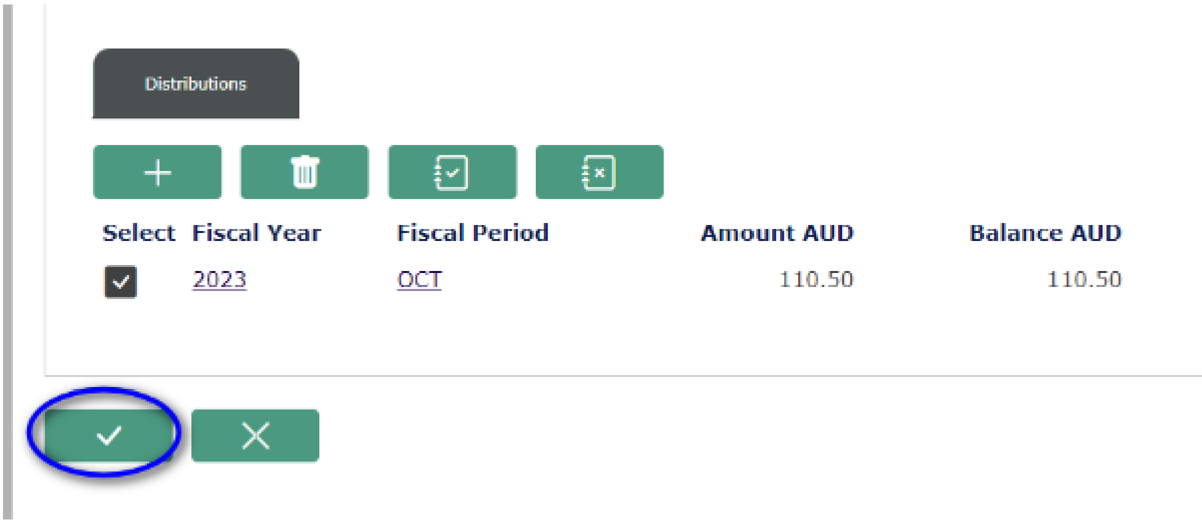
Step 4. Change the month to the current month.



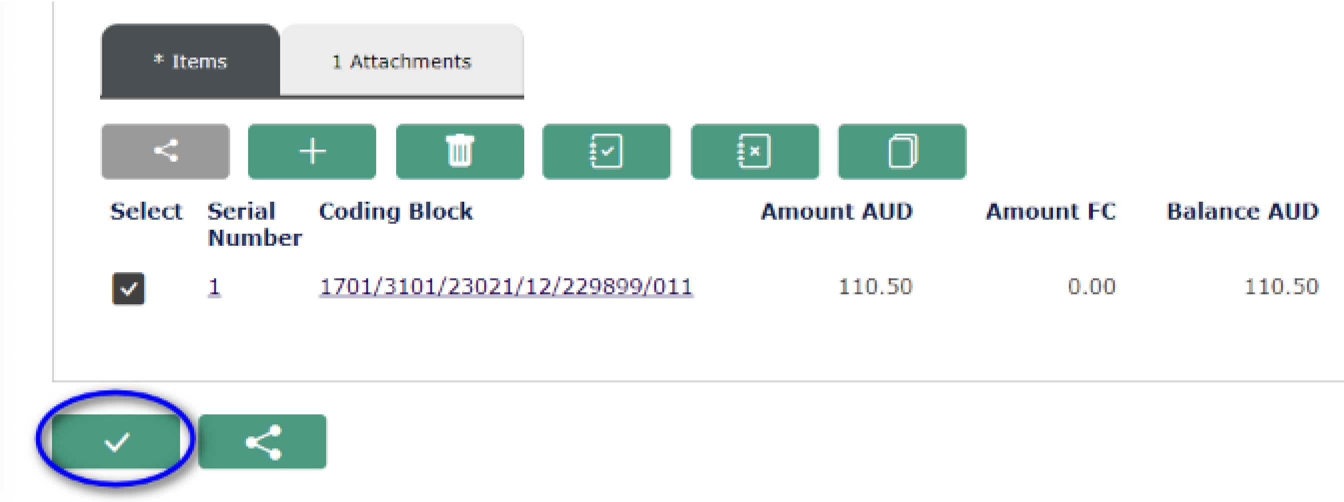
Step 5. Click on the Update button on the Distribution screen.



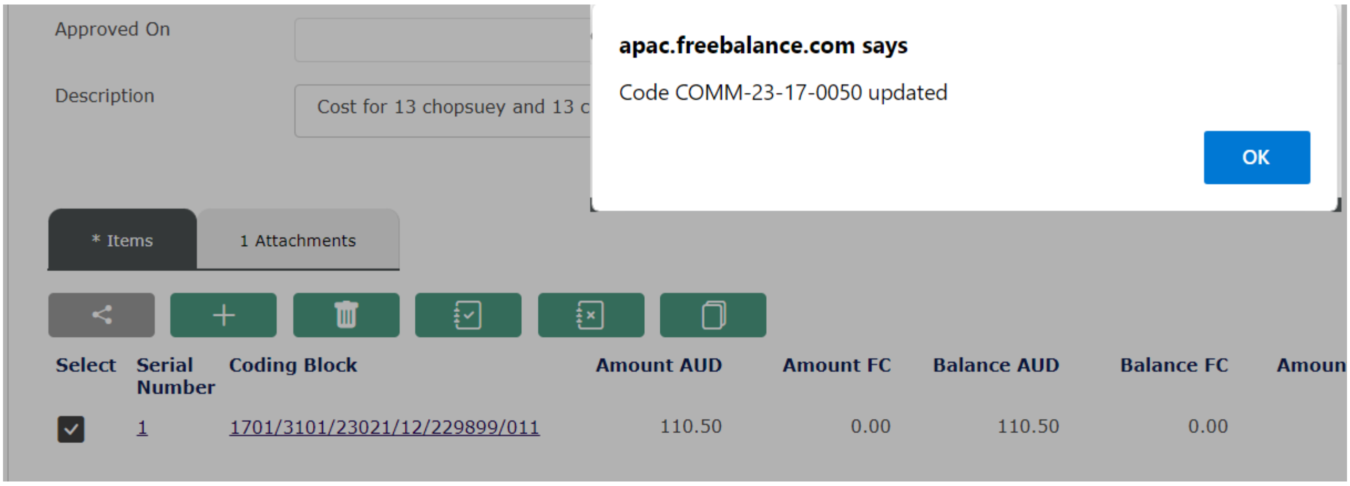
Step 6. Click the Update button on the Commitment Item screen.



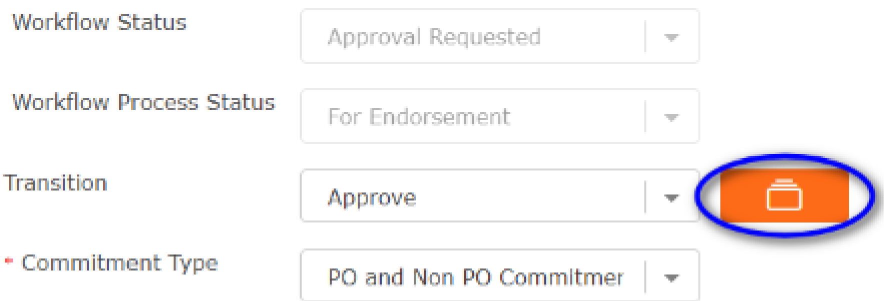
Step 7. Click on the Update button on the Commitment screen.

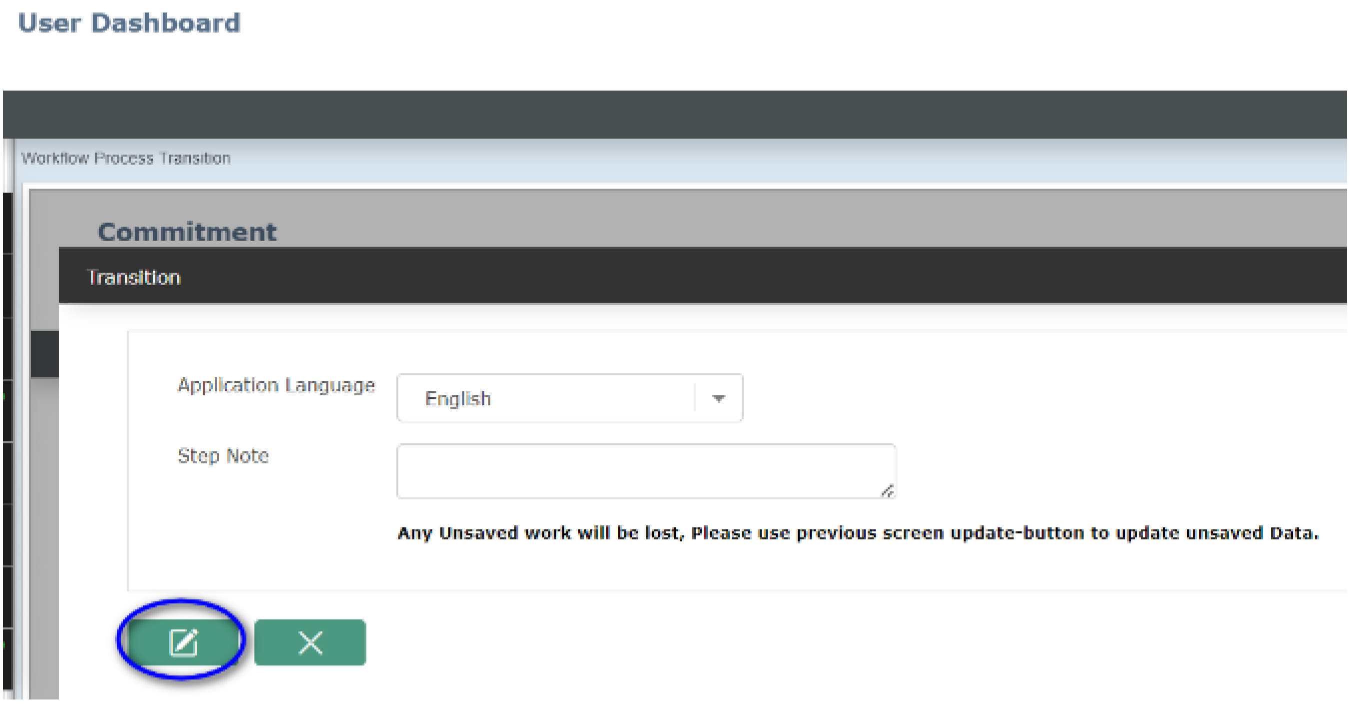


Step 8. Click OK on the displayed message.



Step 9. Go to the Transition button and proceed with the approval.

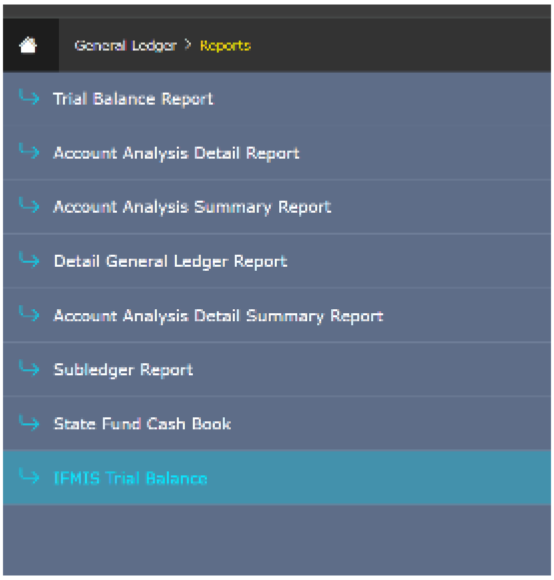




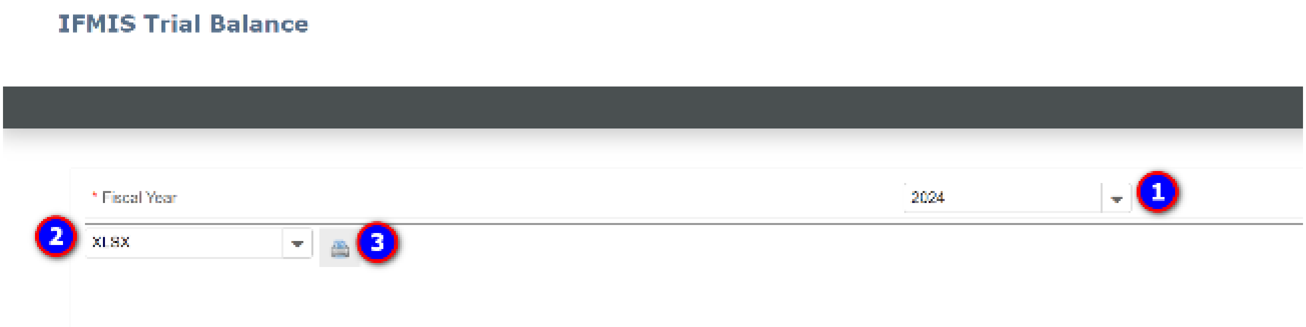
Step 10. Proceed with the next Commitment to approve.

11.14 How to generate Trial Balance Report.

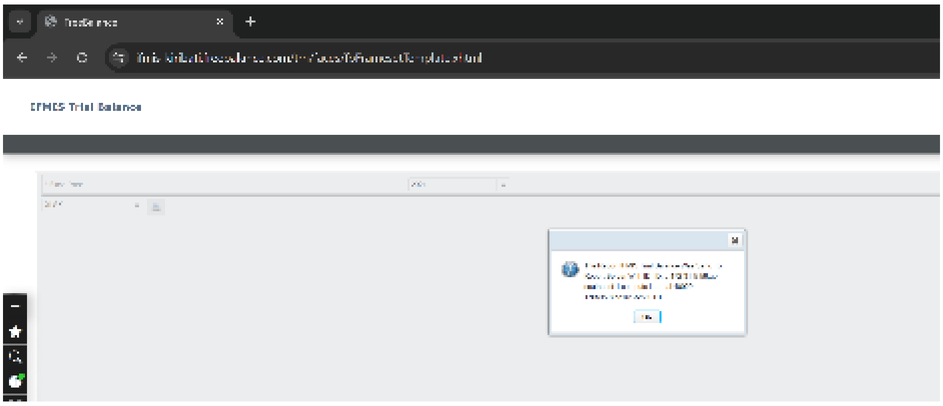
Step1: Go to Menu > General Ledger > Reports and click on IFMIS Trial Balance.



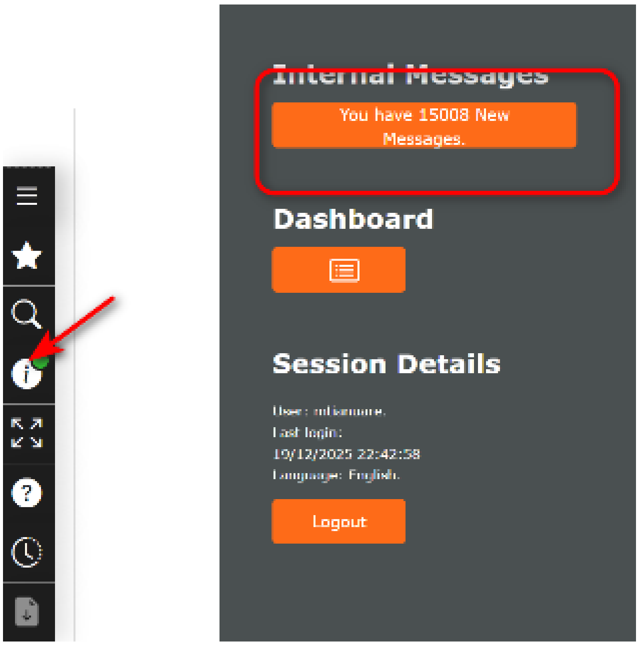
Step 2: Filter the year, select the file type from the dropdown list and then click to generate.



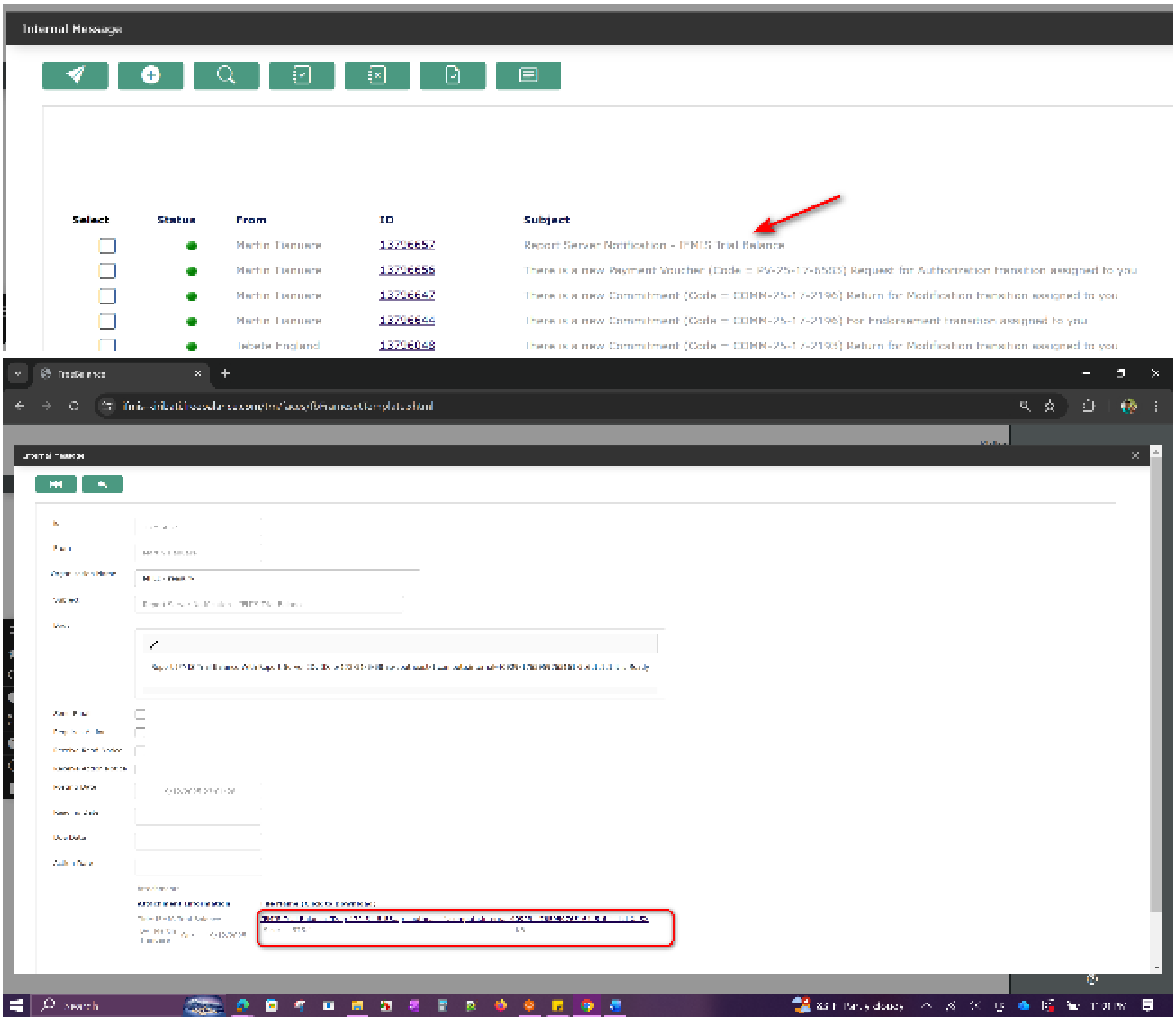
Step 3: Click ok to generate report.



Step 4: Click information icon and check report in your internal message.

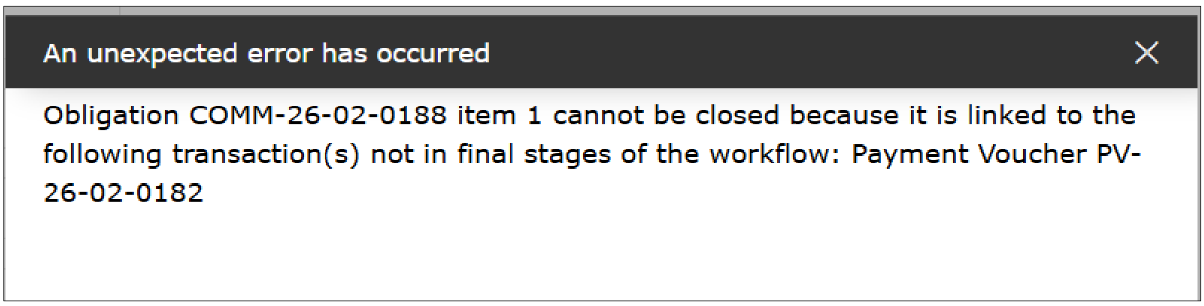


Step 5: Check for ifmis report and open message to download report



11.15 What to do when error message shows upon closing Commitment

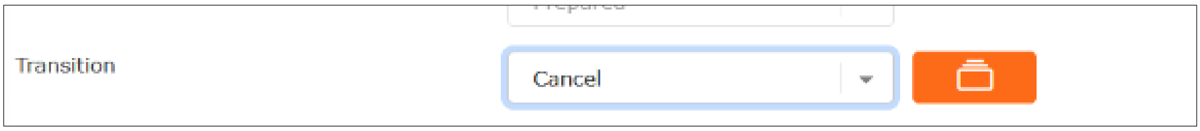
When closing Commitments, it is important to check if there are other transactions (PV, PR/PO/GRN) that are still linked to the said commitment. The screenshot below shows a sample error of a Commitment that is linked to a Payment Voucher.



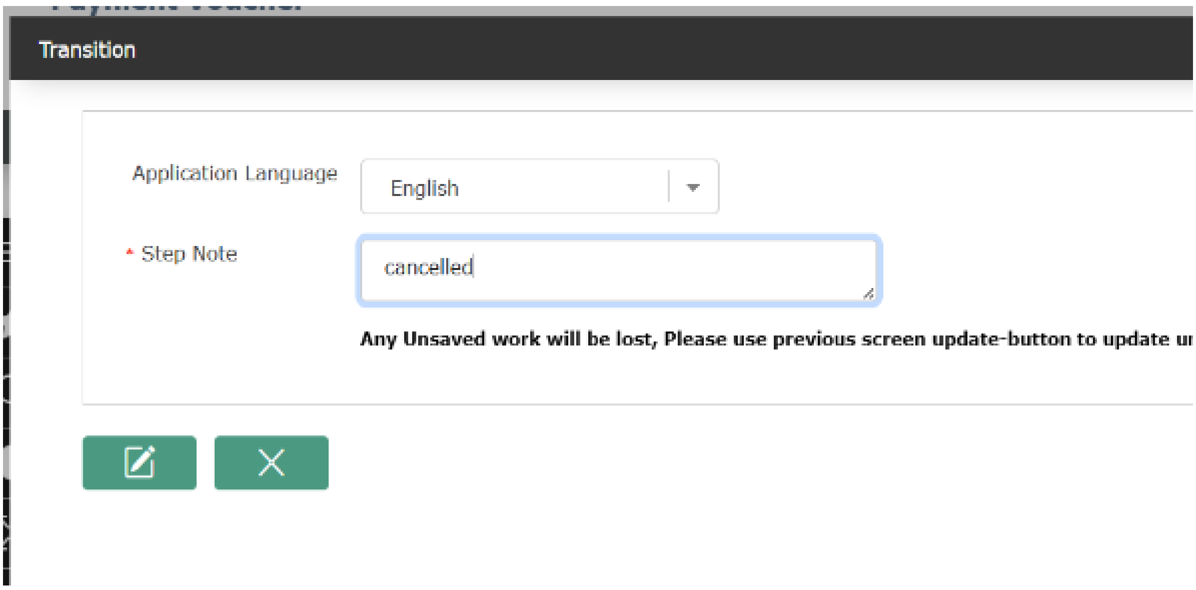
For links to the Payment Voucher, the following are the steps to take:

Step 1. From the Menu, search for the indicated Payment Voucher No. in the error message.

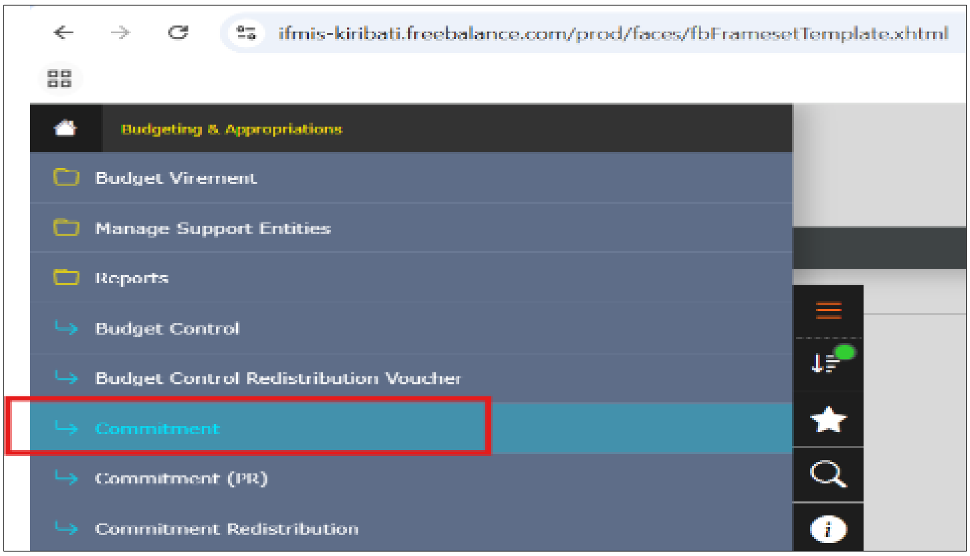
Step 2. Go to Transition field and choose ‘Cancel’.



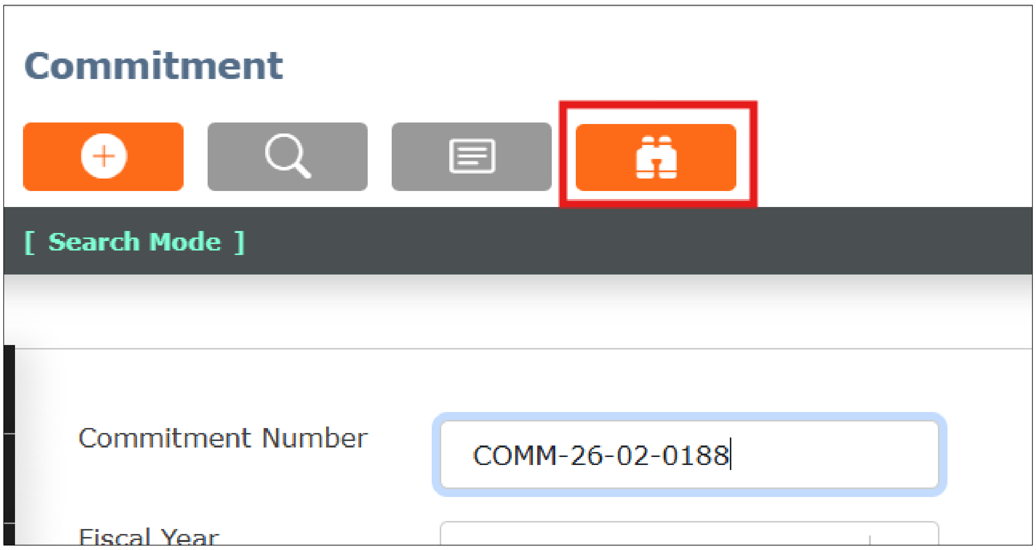
Step 3. Click the Transition button, write your reason for cancellation on the Step Note field. then click the Finish button.



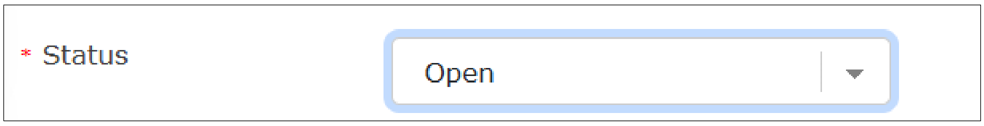
Step. 4. Next is go to Commitment. Navigate to Commitment by clicking Menu > Budgeting and Appropriations> Commitment

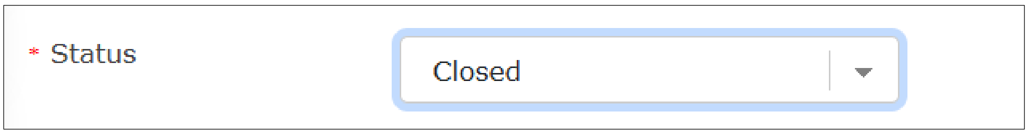


Step 5. Encode the Commitment Number as indicated in the error message, then click Find.



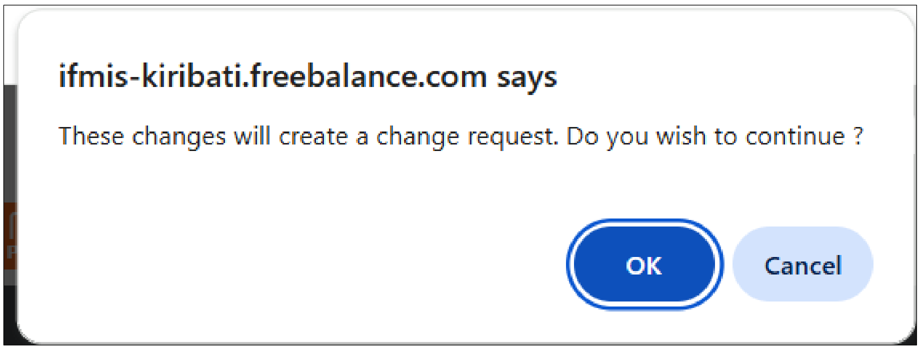
Step 6. Scroll down and change the status field from 'Open' to 'Closed'.



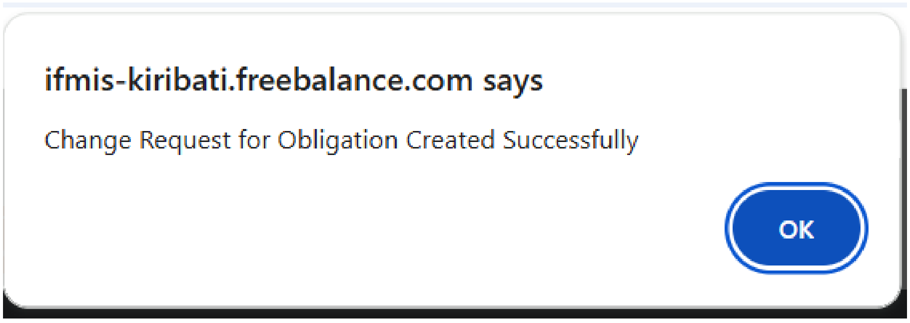


Step 7. Click Update  button.

Step 8. A prompt will appear confirming the change request. Click OK.

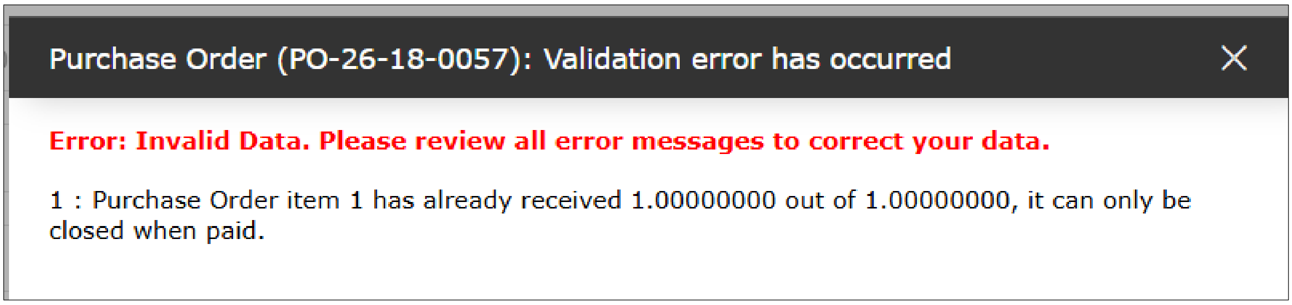


Step 9. A system generated message will appear "Change Request for Obligation Created Successfully." Click OK.



11.16 What to do when error message shows upon closing Purchase Order

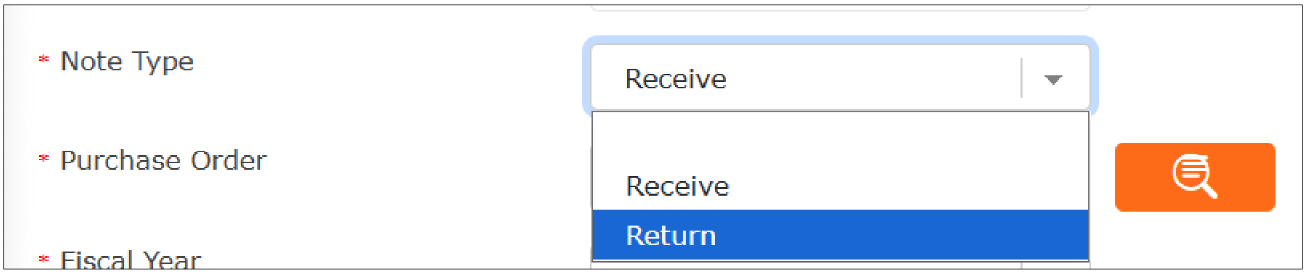
Upon closing PO, and you encountered this error, follow the steps provided below.



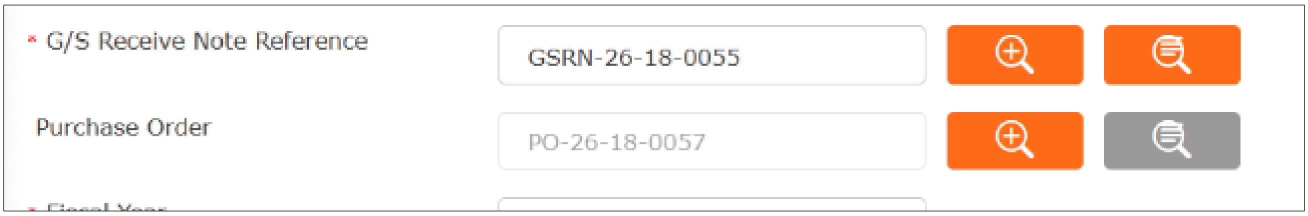
Step 1. Return GSRN first. Navigate to the GSRN module.

Step 2. Click New.

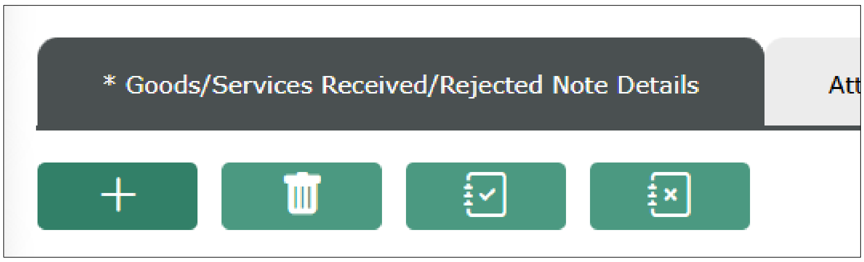
Step 3. On the Note Type – select 'Return'.



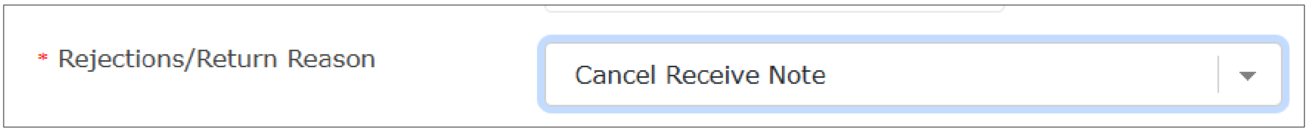
Step 4. Type the GSRN Number in the field G/S Receive Note Reference field. Once filled, the corresponding PO no is pre-filled too.



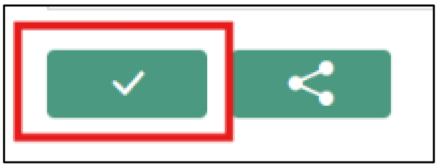
Step 5. Click New from the Goods/Services Received/Rejected Note Details Tab.



Step 6. Highlight reason for rejections in the corresponding field.



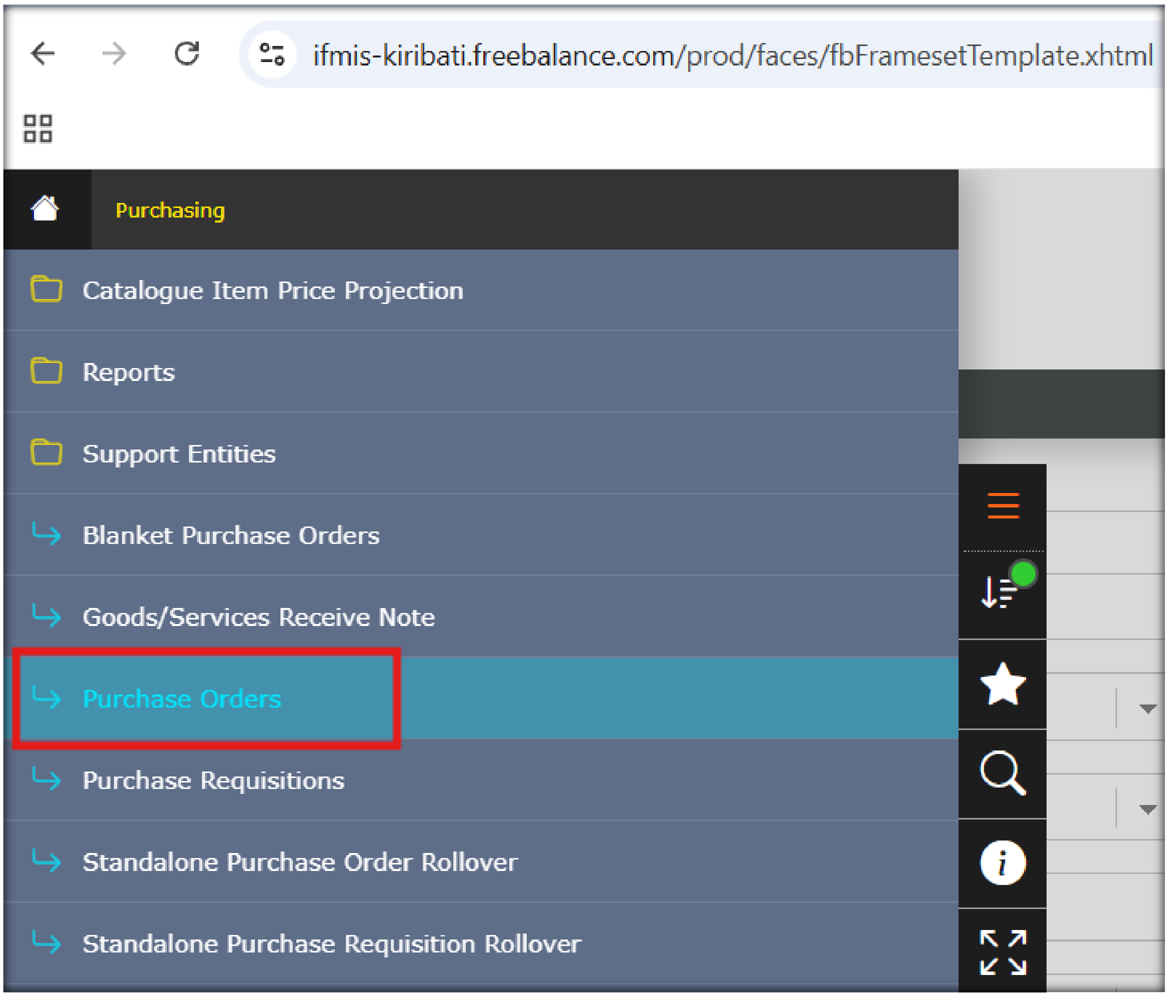
Step 7. Click Save.



A new GSRN No will be generated by the system. Transition for Inspection. Then have it approved.

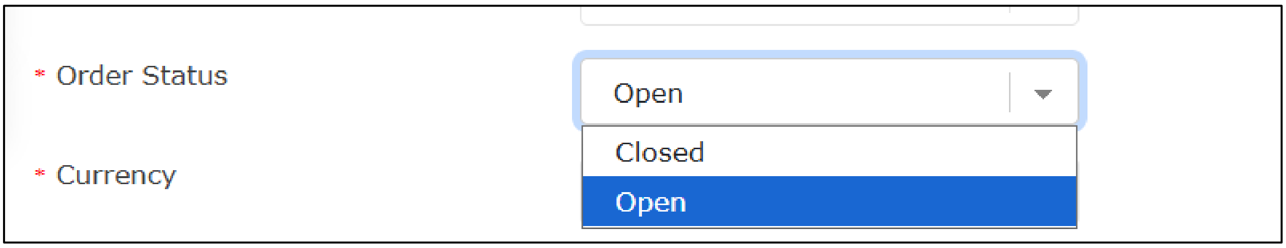
Next activity is to close Purchase Order.

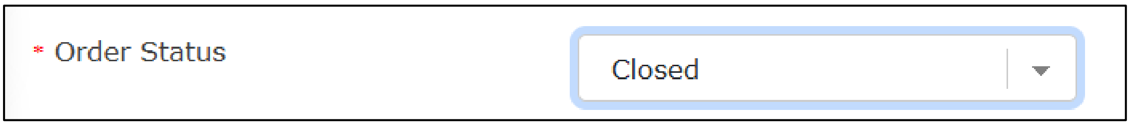
Step 8. Navigate to Menu > Purchasing > Purchase Orders



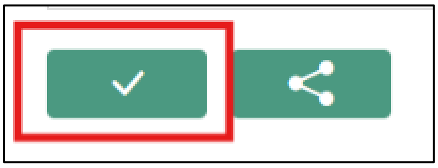
Step 2. Type Purchase Order Number and Click Find.

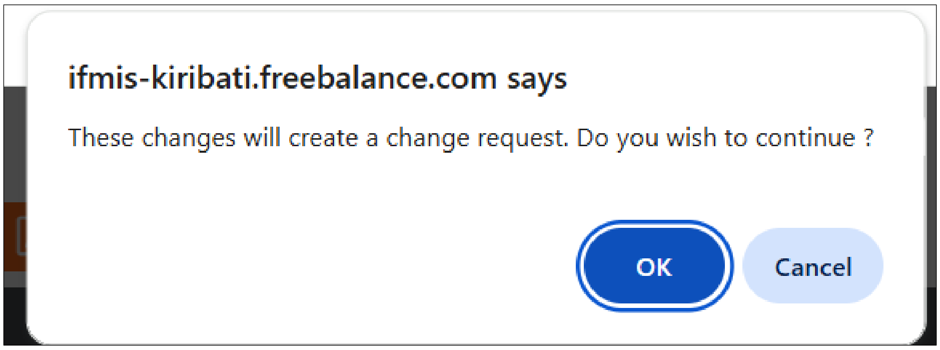
Step 3. Scroll down and look for the Order Status field. The current status is indicated as Open. Now select 'Closed'.





Step 4. Click Update button.





To check, open the same PO# then check the status.
The Purchase Order is now on Closed status.