



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

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Document History

Version	Date	By	Revision
1	2023-June-12	FreeBalance	Initial Version
2	2023-July-21	FreeBalance	Updated to include reports and process flow
3	2023-August-13	FreeBalance	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.
4	2023-October-19	FreeBalance	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
5	2024-July-12	FreeBalance	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

			○ 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	9
1.1 Project Overview	9
1.2 Document Purpose	9
1.3 Intended Audience and Reading Suggestions	9
1.4 Terms and Abbreviation	9
2 Line Ministry Users and Processes	11
2.1 Users Account	11
2.2 List of Ministry Processes	13
3 Purchasing Management	18
3.1 Pre-requisites in recording of Line Ministry Expenses	18
3.1.1 Check if Budget is available.	19
3.1.1.1 Check if Budget is Available through report	19
3.1.1.2 Check if Budget is Available through the Budget Control	22
3.1.2 Check the Vendor details	28
3.1.1.1 Check if Vendors are existing.	28
3.1.1.2 Create of New Vendor	29
3.1.1.3 How to change Vendor Bank Account	37
3.1.1.4 How to check if Vendor changes are approved.	46
3.1.1.5 How to create new Financial Institution	47
3.1.1.6 How to update the Financial Institution Branch.	50
3.2 Processes relating to Requisition of Items	53
3.2.1 How to record a Purchase Requisition	53
3.2.1.1 How to prepare a new PR.	53
3.2.1.2 How to prepare a new PR for Fixed Asset	61
3.2.1.3 How to Add/delete PR Item	64
3.2.1.4 How to Add Document to PR	65
3.2.1.5 How to create new from copying an existing PR.	67
3.2.1.6 How to print the PR report.	68
3.2.2 Approval process of Purchase Requisition	69
3.2.2.1 How to endorse the PR.	69
3.2.2.2 How to update PRs with corrections.	74
3.2.2.3 How to approve the PR.	74
3.2.3 How to cancel Purchase Requisition	77
3.3 Processes relating to Local Purchase Orders	80
3.3.1 How to record Purchase Orders	81

3.3.1.1 How to record Purchase Orders	81
3.3.1.2 How to record Purchase Orders for Fixed Assets	86
3.3.2 How to process approval of Purchase Orders	87
3.3.2.1 How to review PO.	87
3.3.2.2 How to approve PO.	89
3.3.2.3 How to print PO Report	92
3.3.3 How to cancel Purchase Order	93
3.4 Processes relating to recording of receipt of items purchased.	94
3.4.1 How to record GSRN.	95
3.4.1.1 How to record GSRN	95
3.4.1.1 How to record GSRN for Fixed Assets	100
3.4.2 How to inspect of GSRN.	100
3.4.3 How to print of GSRN.	103
3.3.4 How to Cancel GSRN	104
4 Commitment Management	109
4.1 How to record Commitment requests.	109
4.2 How to print the Commitment report.	114
4.3 How to process approval of Commitment requests.	115
4.3.1 How to review Commitments.	115
4.3.2 How to approve Commitments.	117
4.4 How to Cancel Commitment	119
6 Accounts Payable & Expenditure Management	122
6.1 Payment Vouchers for Direct Payments	122
6.2 Payment Vouchers for Purchase Orders	128
6.3 Payment Vouchers for Commitment	135
6.4 How to process Payment for Pay to Others.	140
6.5 Approval Process of Payment Voucher	146
6.5.1 How to authorize Payment Voucher	146
6.5.2 How to print PV report.	148
6.6 How to cancel PV	149
7 Revenue and Collection Management	151
7.1 How to record Revenue Vouchers	151
7.2 How to print General Receipt	156
7.3 How to Approve the Revenue Voucher from the Line Ministry	160
7.4 How to record Deposits.	162
8 General Ledger and Reporting	168
8.1 How to record adjustments.	168

8.2 How to Record Inter-Ministry Transactions	172
8.3 How to create Subledger for DNE Payments	179
8.3.1 How to create Generic Subledger	179
8.3.2 How to check the transactions of the Subledger.	183
8.3 How to Approve Journal Voucher from the Line Ministry	183
9 Warrants, Supplements and Virements	186
9.1 How to record Recurrent Budget Internal Transfers	187
9.2 How to record Recurrent Budget Virements	194
9.3 How to record Department Warrant – Location Transfers	201
9.4 How to record Department Warrant- Budget Transfers	207
9.5 How to Approve Budget Transfers, and Virements	211
10 Fixed Asset Management	214
10.1 How to Register Fixed Asset	214
10.1.1 How to Register Fixed Assets from Received Purchases	214
10.1.2 How to Register Fixed Assets from Donations	220
10.1.3 How to Transition Fixed Asset	221
10.1.3.1 How to Authorize Fixed Asset Registration	221
10.1.3.2 How to Post the Fixed Asset to the Registry	221
10.2 How to Manage Work in Progress (WIP) Assets	223
10.2.1 How to Register Fixed Asset for Work in Progress	223
10.2.2 How to Record Work in Progress Incremental Cost	225
10.2 How to Manage Fixed Asset Custody Assignments	227
10.2.1 How to record Custody Assignment	227
10.2.2 How to record Custody Reassignment	232
10.2.3 How to record Custody Release	236
10.2.5 How to print Custody reports	241
10.3 How to Manage Fixed Asset Transfers	244
10.3.1 How to record Asset Transfers	244
10.3.2 How to transition Asset Transfers	246
10.3.3 How to record the Transfer Acceptance	247
10.4 How to Record Fixed Asset Transactions	248
10.4.1 How to record Disposal of Asset	248
10.4.1.1 How to record Disposal by Sale	249
10.4.1.2 How to record Disposal by Retirement	251
10.4.2 How to record a change in the value of a Fixed Asset	253
10.4.2.1 How to Record Asset Revaluation	254
10.4.2.2 How to record Asset Devaluation	257

10.5 How to Record Fixed Asset Maintenance	259
10.5.1 How to record a Maintenance List	259
10.5.2 How to record a Maintenance Schedule	263
10.6 How to Record Fixed Asset Insurance	269
10.6.1 How to record an Insurance Policy	269
10.6.2 How to record an Insurance Claim	275
10.7 Generation of Fixed Asset Reports	278
10.7.1 How to generate report	278
10.7.3 Asset Detailed Report per Institution	279
10.7.4 Asset Transaction per Asset Detailed report	282
10.7.5 Asset Detailed Information Report	285
11 Frequently Asked Questions (FAQs)	287
11.1 How to check the Budget Available	287
11.3 How will the Accounts Record PV with Non-Taxable Item	287
11.4 How to Temp Save Transactions	291
11.5 Managing/Deleting the Internal Messages	292
11.6 How to check Purchase Orders eligible for Payment Voucher	293
11.7 How to check Commitment if eligible for Payment Voucher	296
11.8 How to check if Commitment has a Payment Voucher already?	299
11.9 How to check if PR has a Purchase Order already?	300
10.10 How to check if items in PO is already received and inspected?	301
10.11 How to check if Purchase Order has a Payment Voucher already?	301
11.12 How to check if Payment Voucher is already paid?	302
11.13 How to update transactions to current month.	302
11.13.1 Update Purchase Requisition	303
11.13.2 Update Purchase Order	308
11.13.3 Update Commitment	312
11.14 How to generate Trial Balance Report.	317
11.15 What to do when error message shows upon closing Commitment	319
11.16 What to do when error message shows upon closing Purchase Order	322

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

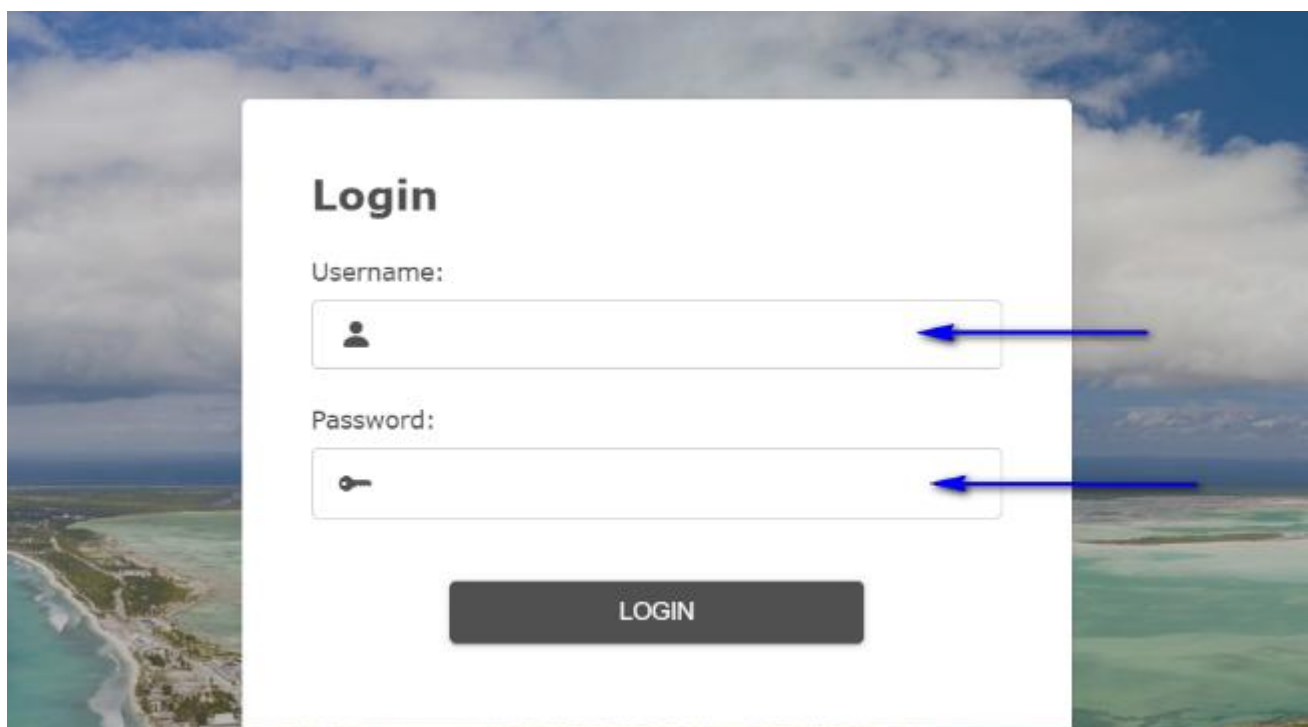
Please read this before you start working in IFMIS

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>

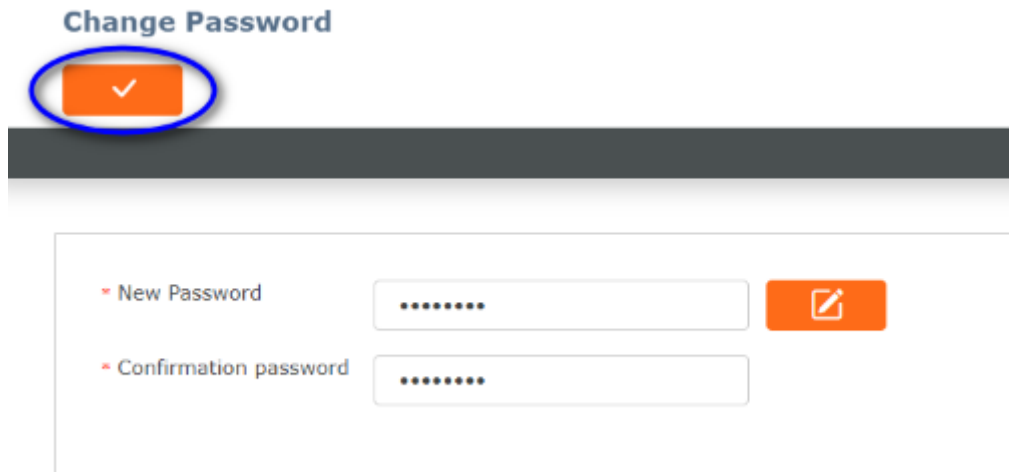
The Username and the Password shall be provided to each of the users.

Logging in for the first time:

A screenshot of the IFMIS login interface. The page has a white background with a dark blue header. The title "Login" is in bold black text. Below it, the "Username:" label is followed by a text input field containing a person icon. A blue arrow points to this field. Below that, the "Password:" label is followed by a text input field containing a key icon. Another blue arrow points to this field. At the bottom, there is a dark grey button with the word "LOGIN" in white capital letters. The background of the page shows a scenic view of a tropical coastline with turquoise water and white sand beaches under a blue sky with clouds.

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:



The screenshot shows the 'Change Password' interface. At the top left, there is an orange button with a white checkmark, which is circled in blue. Below this, there are two input fields: 'New Password' and 'Confirmation password', both containing masked characters (dots). To the right of the 'New Password' field is an orange button with a white pencil icon. The background is a dark grey header bar.

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.

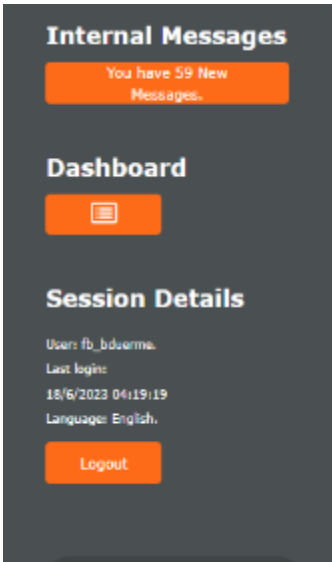


On the **left side** of the IFMIS screen, users will see a set of buttons called the sidebar. **This is from where you will navigate IFMIS.**

-  **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 &

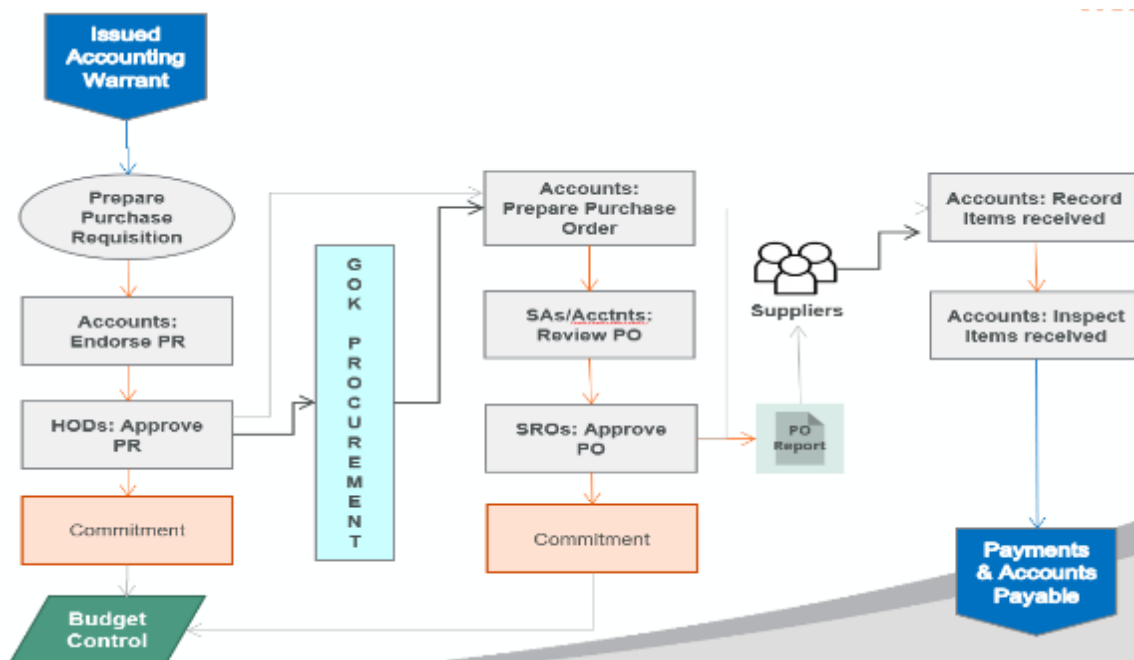
#	Business Process	IFMIS Process	GoK User Role	System Function
		Approve Budget Voucher by Line Ministry	Secretaries	Supplements Voucher
5.	Record Department Warrants	Prepare Department Warrants	Accounts Section	Warrants, Virements & Supplements Voucher
		Approve Department Warrants	Accounts Section	
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.

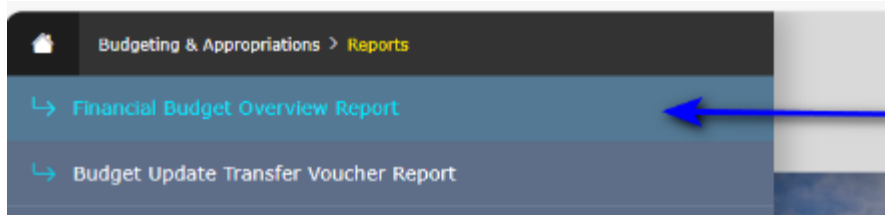
3.1.1 Check if Budget is available.

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

Overview Report

PDF
EXCEL
XLSX
RTF
DOCX
ODT
ODS

▾ Fiscal Year

▾ Budget Control Type

Comment

FY 2023

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.

Segment	Concept	Group Is Hide	From Element Filter	To Element Filter	Filter
ORGANIZATION	SUB HEAD - SUB HEAD	☒	1701	1710	+
FUND	FUNDA - FUNDING AGENCY	☒	1101	1101	+
PROJECT	PROJECT - PROJECTS	☒			+
LOCATION	REGION - REGION	☒			+
ECONOMIC CLASSIFICATIO	NAC - NATURAL ACCOUNT CODI	☒			+

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

Overview Report

PDF EXCEL **XLSX** RTF DOCX ODT ODS

Segment	Concept	Group Is Hide	From Element Filter	To Element Filter
ORGANIZATION	SUB HEAD - SUB HEAD	☒	1701	1710
FUND	FUNDA - FUNDING AGENCY	☒	1101	1101
PROJECT	PROJECT - PROJECTS	☒		
LOCATION	REGION - REGION	☒		
ECONOMIC CLASSIFICATIO	NAC - NATURAL ACCOUNT CODI	☒		

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

Overview Report

PDF EXCEL XLSX RTF DOCX ODT ODS

Internal Messages

Dashboard

Session Details

Segment	Concept	Group Is Hide	From Element Filter	To Element Filter
ORGANIZATION	SUB HEAD - SUB HEAD	☒	1701	1710
FUND	FUNDA - FUNDING AGENCY	☒	1101	1101
PROJECT	PROJECT - PROJECTS	☒		
LOCATION	REGION - REGION	☒		
ECONOMIC CLASSIFICATIO	NAC - NATURAL ACCOUNT CODI	☒		

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

Overview Report

Internal Message








Select	Status	From	ID	Subject
☐	●	Tiraka Tabera	<u>133821</u>	Report Server Notification - Financial Budget Overview Report

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

Overview Report

Internal Message

Subject

Report Server Notification - Financial Budget Overview Report

Body

Report Financial Budget Overview Report With Report Server ID: ID:WIN-AVHO2F8TMOV-58990-1698405304863-5:14:1:1:1 it is Ready

Send Email

☐

Requires Action

☐

Receive Read Notice

☐

Receive Action Notice

☐

Posting Date

3/11/2023 14:14:19

Reading Date

Due Date

Action Date

Attachments

Attachment Information	File Name (Click to Download)
Title:Financial Budget Overview Report	Financial Budget Overview Report-ID:WIN-AVHO2F8TMOV-58990-1698405304863-5:14:1:1:1.XLSX
Rv:	

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

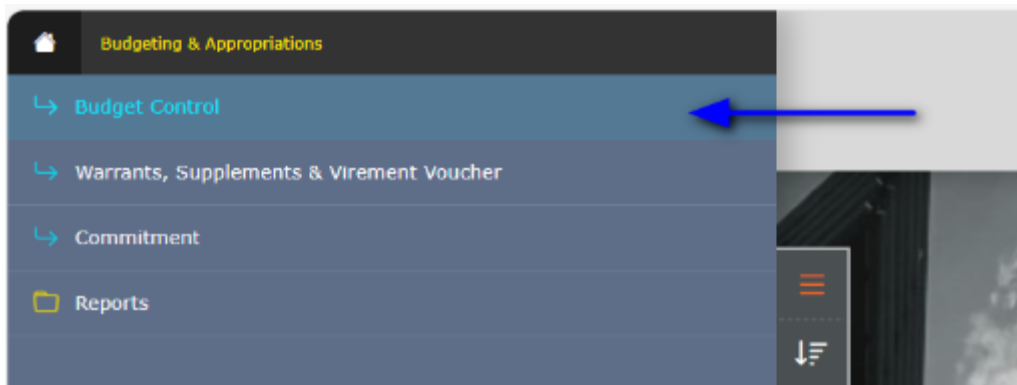
- Coding block: 1701/1101/00000/91/221311/011
- Original Budget: This is the original amount from the Accounting Warrant
- Current Budget: This is the revised Amount after virements and transfers.
- Payment Voucher Amount: All PVs and actuals
- Commitment/Purchase Order: These are charged from approved 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 Registration)	Available Balance
SUB_HEAD / FUNDING AGENCY / PROJECTS / REGION / NATURAL ACCOUNT CODE	A	B	C = B - A	D	E	F	G	H = H - (F + G)
1/01 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
11110 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	1,192,531.55
11121 Company Tax	-	-	-	-	(10.00)	-	-	10.00
21111 Salaries	303,808.40	303,808.40	-	-	-	-	-	303,808.40
21113 Housing Assistance	11,328.00	11,328.00	-	-	-	1,302.00	-	10,026.00
21114 Allowances	28,508.70	28,508.70	-	-	-	-	-	28,508.70
21115 Overtime	23,400.38	23,400.38	-	-	-	-	-	23,400.38
21116 Temporary Assistance	14,880.00	14,880.00	-	-	-	-	-	14,880.00
21117 Leave Grants	72,000.00	72,000.00	1701/1101/00000/91/221311	-	-	-	-	72,000.00
22111 K/P Contributions	23,901.63	23,901.63	-	-	-	-	-	23,901.63
22113 Consultancy Services - Local	27,242.79	27,242.79	(10,000.00)	-	7,684.49	4,834.38	-	35,123.92
22131 Cleaning Services	8,189.80	8,189.80	(2,000.00)	-	1,201.00	292.00	-	6,988.80
22111 Recruitment- Advertisement Cost	12,780.00	12,780.00	-	-	547.25	49.50	62.50	11,761.25
22211 Repairs and Maintenance- Office Bldg	-	-	-	-	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.

Budget Control

+

🔍

📄

👤

[Search Mode]

Budget Control Type

ALLOTMENT

⌵

Fiscal Year

FY 2024

⌵

Budget Office

1801

🔍

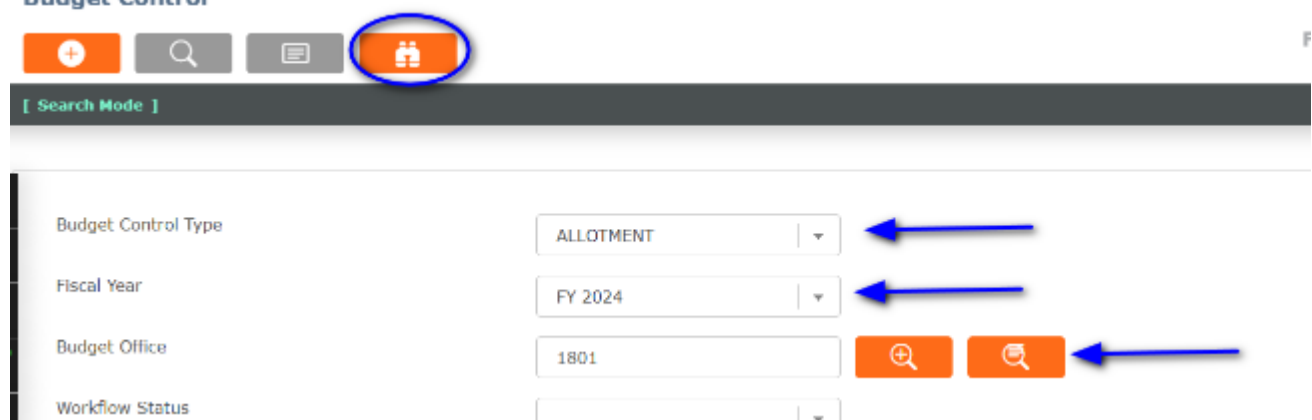
🗨

Workflow Status

⌵

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

Budget Control



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

Budget Control Type	Fiscal Year	Budget Office	Coding Block	Workflow Status	Workflow Process Status
ALLOTMENT	2024	1801	1801/1101/00000/9/228112	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/228911	Approved	Approved
ALLOTMENT	2024	1801	1801/2101/00000/9/228112	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/228113	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/228911	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/226111	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/221113	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/211111	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/227112	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/227211	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/229112	Approved	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/221113	SUB-HEAD - Administration	Amused
ALLOTMENT	2024	1801	1801/1101/00000/9/223113	FUNDING AGENCY - Government of Kiribati	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/223113	PROJECTS - Nat Defined	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/222113	REGION - National	Approved
ALLOTMENT	2024	1801	1801/1101/00000/9/222113	NATURAL ACCOUNT CODE - Local Stationery and Supplies	Amused

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 1801/1101/00000/91/229112/**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.

* Budget Control Type	ALLOTMENT	
* Fiscal Year	FY 2024	
* Budget Office	1801	 
* Workflow Status	Approved	
Workflow Process Status	Approved	
* Allow To Exceed	No	
* Coding Block	 1801/1101/00000/9/229112	 
* Currency	AUD	

Original Amount AUD	13,975.00		
Original Amount (Foreign) Transfers Amount AUD	-4,210.00		
Updates Amount AUD	0.00		
Current Amount AUD	9,765.00		
Allocated AUD	0.00		
Unallocated Amount AUD	9,765.00		
Payment Vouchers AUD	2,193.25		
Commitments (Purchase order / Manual) AUD	0.00		
Commitments (Purchase Requisition) AUD	2,611.90		
Available Balance AUD	4,959.85		
Paid Amount AUD	4,386.50		

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

Original Amount AUD	13,975.00	
Original Amount (Foreign)		

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.

Budget Control						
Budget Control Update Voucher						
Update Voucher No.	Item No.	Fiscal Period	Description	Currency	Debit	Credit
105000	1221	JANUARY	Initial Budget Plan from Budget Planning	AUD	13,975.00	0.00
2417						
0001						

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 Disability 06	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	3,600
227312	External Travel- Airfare			78,164	78,164	46,000	4,525	14,289	2,300		4,000	7,000
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	1,500	9,275	16,650	1,350	16,000
228213	Local Training- Reimbursement	6,980	6,980	1,500	(5,480)							
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	
229311	Overseas Training- Fees	2,000	2,000		(2,000)	1,600						
229311	Local Printing	5,600	5,600	1,600	(4,000)							
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							
229911	Office Equip. Furniture and Software- Local			22,335	22,335	6,561		3,014	1,700	2,500	5,560	3,000
229999	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

Original Amount (Foreign)

Transfers Amount AUD

Updates Amount AUD

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

Budget Control						
Budget Control Update Voucher						
Update Voucher No.	Item No.	Fiscal Period	Description	Currency	Debit	Credit
WSPV-24-18-0034	1	MARCH	Top up budget for HM outstanding 2023 imprest #1448/23 (Mlsm 11 - 21 september 2023)	AUD	6.00	4,210.00

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

Payment Vouchers AUD

Commitments (Purchase order / Manual) AUD

Step 11. The list of PVs are displayed.

Budget Control						
Journal Voucher						
Journal Voucher No.	Item No.	Fiscal Period	Description	Currency	Debit	Credit
JV-2024-MAR-18-0034	2	MARCH	Photocopier toner	AUD	398.00	0.00
JV-2024-MAR-18-0034	4	MARCH	Photocopier toner	AUD	578.00	0.00
JV-2024-MAR-18-0034	5	MARCH	Photocopier toner	AUD	189.00	0.00

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

Commitments (Purchase order / Manual) AUD	0.00	
Commitments (Purchase Requisition) AUD	2,611.90	

Step 13. The list of PRs are displayed.

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

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

Paid Amount AUD	4,386.50	
-----------------	----------	---

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 -	325.00		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 1		APRIL	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.

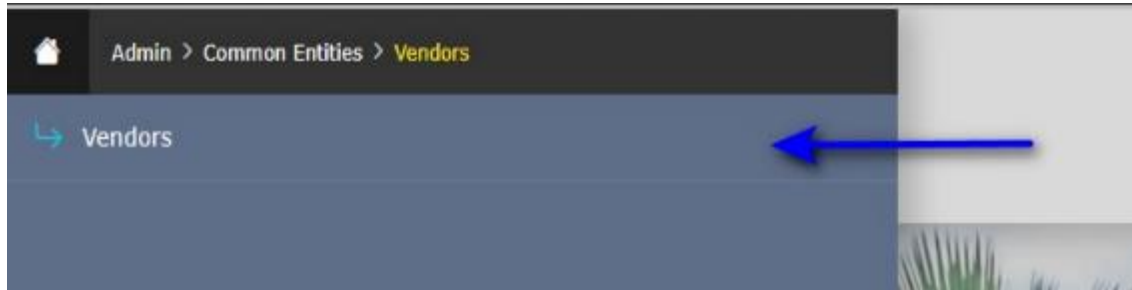
Payment Vouchers AUD	2,193.25	
Commitments (Purchase order / Manual) AUD	0.00	
Commitments (Purchase Requisition) AUD	2,611.90	
Available Balance AUD	4,959.85	
Paid Amount AUD	4,386.50	

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.

Vendor

[+] [🔍] [📄] [👤]

[Search Mode]

Code

Eligibility Status

Name 

Short Name

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

Vendor

[+] [🔍] [📄] [👤]

[Search Mode]

Code

Eligibility Status

Name

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.

Vendor



[Selection Mode]

Code	Name	Short Name
K0050000106A	Kiribati Housing Over payment	
K0050000108A	Kiribati housing overpmt	

3.1.1.2 Create of New Vendor

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



Step 2. Click the New button.

Vendor



[Search Mode]

Code

Step 3. Enter the Name and Short Name

* Name

Short Name

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

Vendor Classification

01



* Vendor Classification Type



Bank Account



Vendor Classification Type



[Search Mode]

Vendor Classification Type



[Selection Mode]

Application ID	Name
1	Vendor
2	Individual
3	Island Council
4	SOEs
5	Union

Step 5. Click the New button in the Bank Account

* Vendor Classification Type  

Bank Account 

Treasury Bank Account 

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

Bank Account

* Financial Institution  

* Branch  

* Currency  

* Account Number 

IBAN

National Transfer Code

* Bank Account Name 

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

Comments

Intermediary Bank BIC

* Is Active ☒

* Created On

Commercial Bank Account Name

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

- Click on the Address tab and click New.

*** Addresses** *** Contacts** *** Vendor Business Types**

Select Address

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

Is Main ? ☐

* Address Type

Country

Region

Region Name

Emergency
Home
Mailing
Permanent
Routing Information
Temporary
Unknown
Work

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

Country

Region

Region Name

Location

* Address

Zip Code/PO Box

Guinea
Guinea-Bissau
Guyana
Haiti
Holy See
Honduras
Hong Kong
Hungary
India
Indonesia
Iraq
Ireland
Israel
Italy
Jamaica
Japan
Jordan
Kazakhstan
Kenya
Kiribati

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

* Address Type
 Country
 Region
 Region Name
 Location
 * Address
 Zip Code/PO Box

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

Address

Is Main ? ☐

* Address Type
 Country
 Region
 Region Name
 Location
 * Address
 Zip Code/PO Box

Step 10. Add the Vendor Contact Information.

- Click on the Contact tab and click New.

* Addresses *** Contacts** * Vendor Business Types

Select Contact Type Contact Value

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

Contact

Is Main ☐

* Contact Type

* Contact Location Type

* Contact Value

Description

Electronic Mail
Fax
Mobile Phone
Pager
Phone
Web Site

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

* Contact Location Type

* Contact Value

Description

Unknown
Emergency
Home
Mailing
Permanent
Temporary
Unknown
Work

- 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

Contact

Is Main ☐

* Contact Type

* Contact Location Type

* Contact Value

tkaoten@moe.gov.ki

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

Contact

Is Main ☐

* Contact Type

* Contact Location Type

* Contact Value

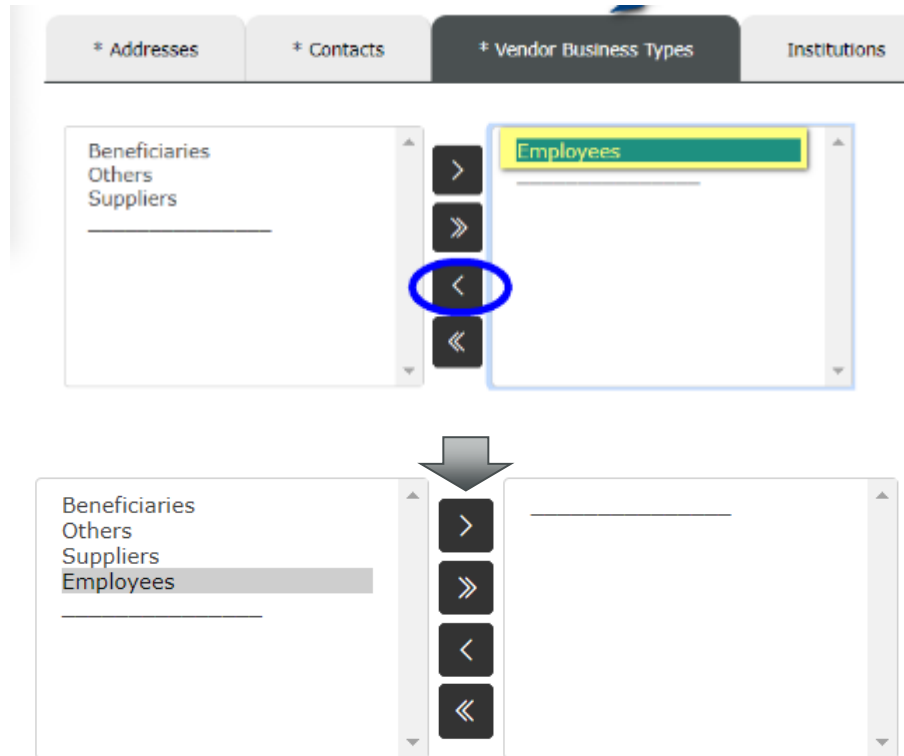
tkaoten@moe.gov.ki

Description

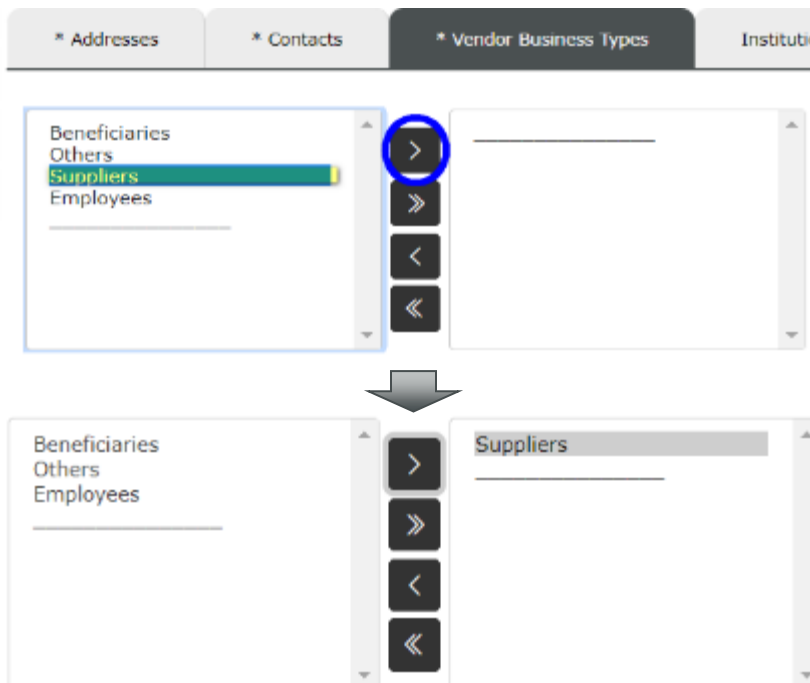


- Do the same process in adding a new Contact information.

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

Information

Application ID

Attachment Classification

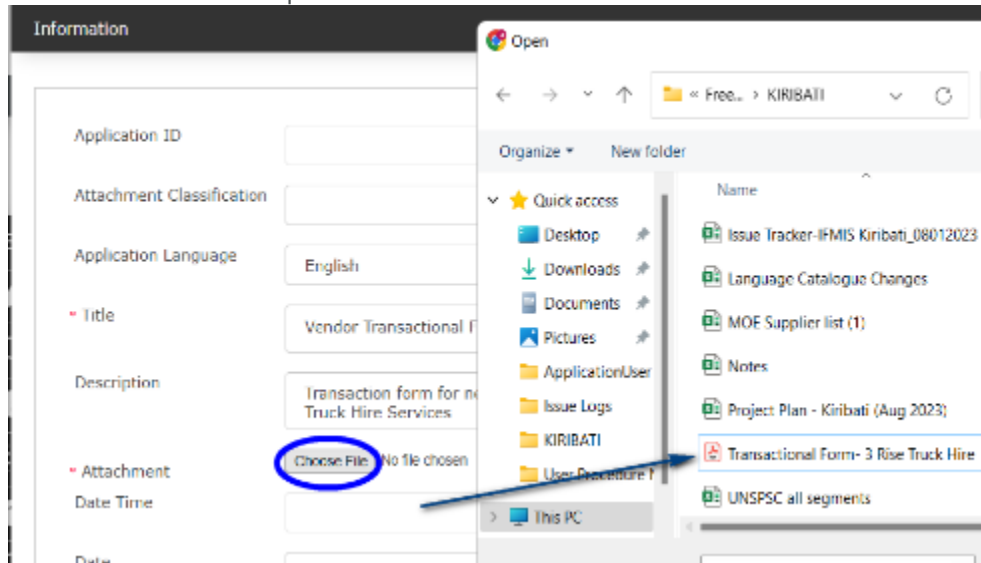
Application Language

* Title 

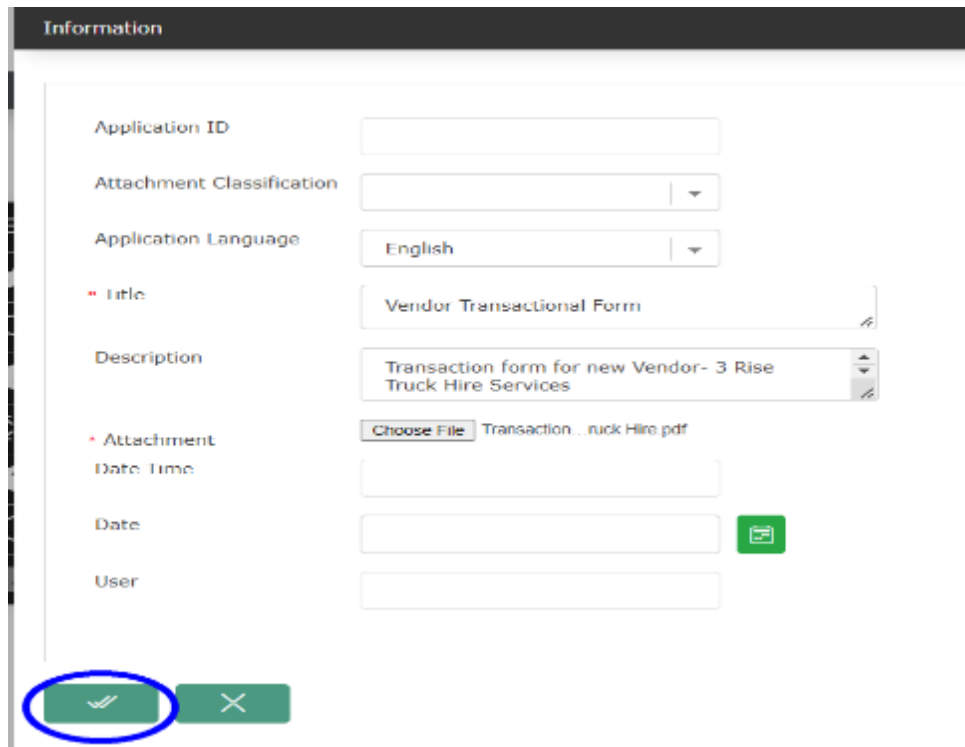
Description 

* Attachment No file chosen

- 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.

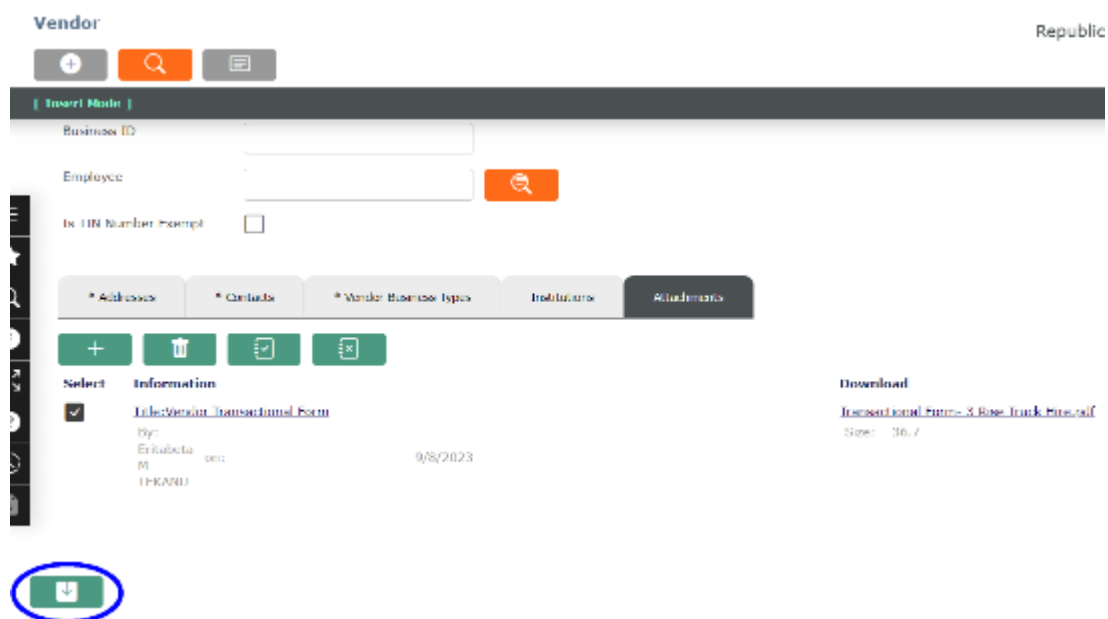


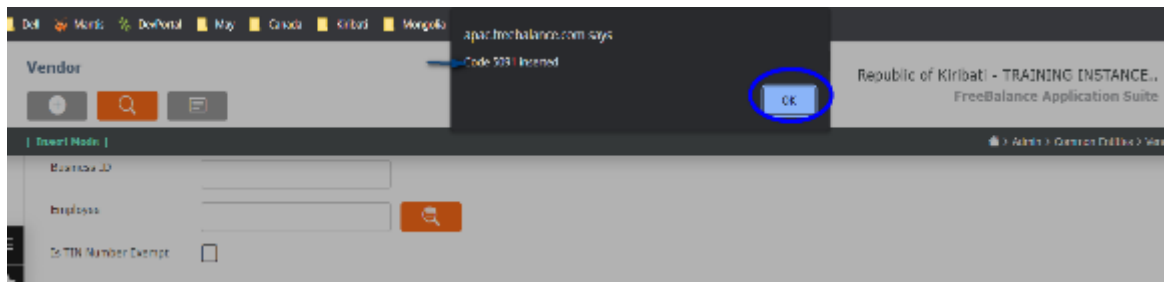
- After all the details are indicated, click the **Save and Return** button to go back to the main screen.



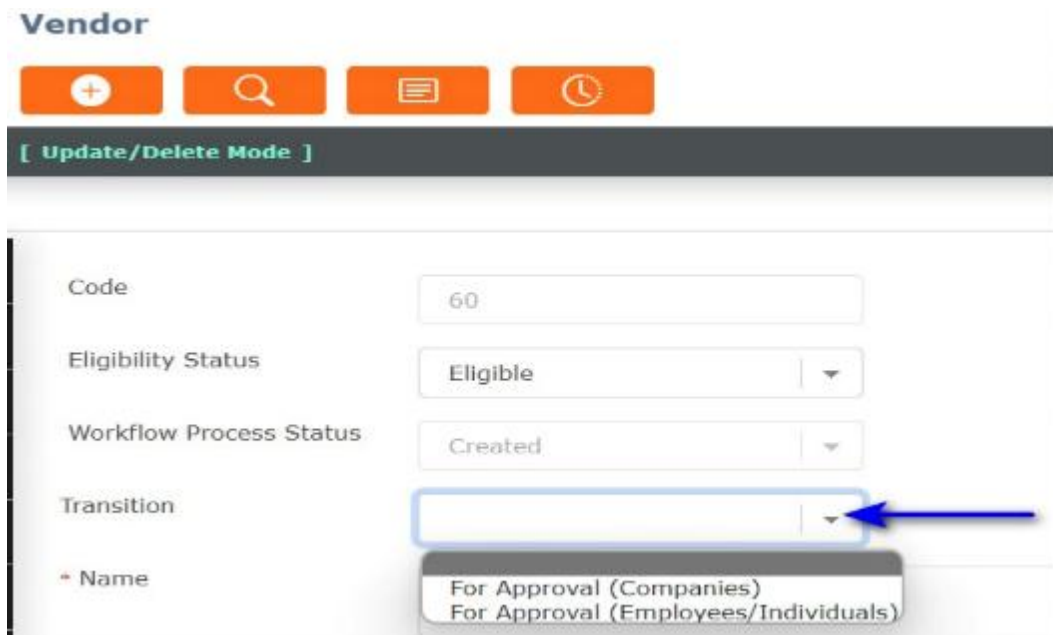
- Do the same process if required to attach more than one file

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.

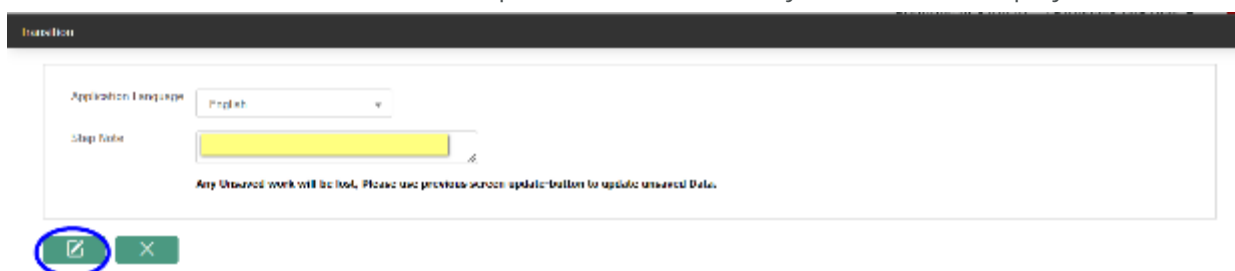


Transition

For Approval (Companies)



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.

Vendor

2 Kiribati Training Instance
FreeBalance Application Suite

[Search Mode] > Admin > Common Entities > Vendors > Vendors

Code

Eligibility Status

Workflow Process Status

1 enter name of vendor

Name

Short Name

Is Active ☒

Created By

Created Date

Approved By

Approved Date

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

Vendor Kiribati Training Instance Finance Application Suite

[Update/Delete Mode] Admin > Common Entities > Vendors > Vendors

Payment Mode

* Internal/External

National ID entity Card

* Remarks

Additional Information

Is Customer ☐

Customer

Business ID

Employee

Is TIN Number Exempt ☐

* Addresses * Contacts * Vendor Business Types **Additional Bank Accounts** ¹

Specific Catalogue Item Institutions 1 Attachments

2

Select	Financial Institution	Branch	Account Number	Bank Account Name	Currency
☒	ANZ	ANZ Kiribati (Please don't use)	602266	Toromon Metutera	AUD

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

Vendor

Kiribati Training Instance

Bank Account

Application ID

1 Financial Institution

ANZ Kiribati

2 Branch

018970-ANZ Tarawa, Kiriba

3 Currency

AUD

4 Account Number

123456

IBAN

National Transfer Code

5 Bank Account Name

Toromon Testing

Account Type

6 Type Of Bank Account

Current

Routing Information

Comments

Intermediary Bank BIC/Swift Number

Is Active

☒

Created On

19/12/2025

Commercial Bank Account Name

7

✓

✕

Addresses

Contacts

Vendor Business Types

Additional Bank Accounts

Specific Catalogue Item

Institutions

1 Attachments

+

✕

✓

✕

Select	Financial Institution	Branch	Account Number	Bank Account Name	Currency
☒	ANZ	ANZ Kiribati (Please don't use)	602266	Toromon Mehutera	AUD
☒	ANZ	018970-ANZ Tarawa, Kiribati	123456	Toromon Testing	AUD

✓

✕

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

Vendor

[Update/Delete Mode]

Customer

Business ID

Employee

Is TIN Number Exempt ☐

* Addresses * Contacts * Vendor Business Types Institutions Attachments

+

Select Address

Step 5. Click the New button

Vendor

[Update/Delete Mode]

Customer

Business ID

Employee

Is TIN Number Exempt ☐

* Addresses * Contacts * Vendor Business Types Institutions Attachments

+

Select Information Download

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

Vendor

Information

Application ID

Attachment Classification

Application Language

* Title 

Description

* Attachment Invoice.pdf 

Date Time

Date 

User

Step 7. Click on the Update button.

Vendor

[Update/Delete Mode]

Employee

Is TIN Number Exempt ☐



* Addresses

* Contacts

* Vendor Business Types

Institutions

Attachments

+

✖

✓

✕

Select	Information	Download
☒	<u>Title: Invoice with Bank Details</u> By: Tiraka on: 24/1/2024 Tabera	<u>Invoice.pdf</u> Size: 27.4

✓

✖

Step 8. Click Ok on the message displayed.

[Update/Delete Mode]

Employee

Is TIN Number Exempt ☐

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?

OK

Cancel

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.

Vendor

[Update/Delete Mode]

Customer 

Business ID

Employee 

Is TIN Number Exempt ☐

* Addresses * Contacts * Vendor Business Types Institutions Attachments

+   

Select Address

☒ [KIRIBATI](#)



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

Vendor

[Update/Delete Mode]

Code

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.

Change Request



[Update/Delete Mode]

Application ID: 969
 Workflow Status: Approval Requested
 Workflow Process Status: Approval Requested
 Domain ID: 3606
 Restricted Properties Only: ☐
 Last Operation Sequence: 18
 Change Request Type: Vendor Changes
 Restriction Context: Changes In Vendor

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

Change Request							
Workflow History							
Current Stage		Approval Requested					
Filter On Execution Step Type							
Execution Date	Description	Transition Type	From Stage	To Stage	Workflow Execution Step Type	User	Step Not
23/1/2024 12:35:03	Request for Approval	Manual		Approval Requested	Completed	hmarea	
23/1/2024 12:35:03	Reject	Manual	Approval Requested	Rejected	Assigned	btamuenu	
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	tneemla	
23/1/2024 12:35:03	Review	Manual	Approval Requested	Reviewed	Assigned	btamuenu	
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	tneemla	

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.

Vendor

Bank Account

Application ID

67420

Financial Institution

ANZ Kiribati

Branch

018970-ANZ Tarawa, K

Currency

AUD

Account Number

099509

IBAN

National Transfer Code

Bank Account Name

Auri Taromon

Account Type

Type Of Bank Account

Current

Routing Information

Comments

Intermediary Bank BIC/Swift Number

Is Active

☒

Created On

19/12/2025

Commercial Bank Account Name

tick for the current bank account to be used.

untick for the bank account that is no longer used by the vendor

2

✓

✗

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.

Vendor

+

🔍

☰

🕒

✍

📎 ZIP

🔗

[Update/Delete Mode]

Vendor Classification

02

🔍

🔍

Vendor Classification Type

2

🔍

🔍

Bank Account

252287

✓

🗑

Treasury Bank Account

🔍

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

Payment Voucher

[Insert Mode]

▼ Vendor

2022267

Name

Toatu AMATIA

▼ Bank Account

1139022

Branch

ANZ Kiribati

Bank

ANZ Kiribati

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.

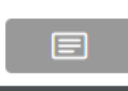
[illegible]

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.

Financial Institution








[Search Mode]

[Home](#) > [Admin](#) > [Common Entities](#)

Application ID

Swift Code

Vendor



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







FreeBalance Application Suite

[Insert Mode]

[Home](#) > [Admin](#) > [Common Entities](#) > [Banking Information](#) > [Financial Institutions](#)

* Application ID

NZ22

← 1

Swift Code

ANZBNZ22

← 2

Contact



Step 3. Add the vendor and the Bank Name.

* Vendor

4998

→ 3




Financial Institution Type

Bank Account



Bank Account Foreign

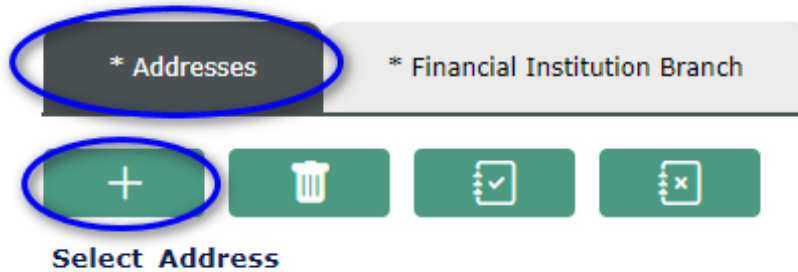


* Name

ANZ Bank New Zealand Limited

→ 4

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.

Address

Is Main ? ☐

* Address Type

Unknown

Country

Region

Region Name

Location

* Address

Floor 10, 170-186 Featherstone Street, Wellington, New Zealand

Zip Code/PO Box

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

* Addresses * Financial Institution Branch

+ [Trash] [Checkmark] [Close]

Select Code Addresses Name

[Download]

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

Financial Institution Branch

* Code: ANZNZ

Is Active: ☒

Contact: +

* Address: +

* Name: ANZ Bank New Zeland Limited

Branch Location: Outside Country

[Update] [Cancel]

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.

Financial Institution

Republic of Kiribati
FreeBalance Application Suite

[Search Mode]

Admin > Common Entities > Banking Information > Financial Institutions

Application ID

Swift Code

Vendor

Financial Institution Type

Calendar type

Cron Expression

Bank Account

Bank Account Foreign

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

Financial Institution

Republic of Kiribati
FreeBalance Application Suite

[Selection Mode]

Admin > Common Entities > Banking Information > Financial Institutions

ID	Name	Country
SCBUAE	Standard Chartered Bank UAE	4998
SEBSE	SEB (Svebanknadska Enskilda Banken)- Sweden	
SGMOR	SOCIETE GENERALE MAROCAINE DE BANQUES	
SGTQ	SOCIETE GENERALE TANGER OFFSHORE	
SGDX	SGDX s.a. Leobersdorf 7, 815 63, Bratislava, Slovakia	4998
SGFR	Société Générale - France	
TBAS	Territorial Bank of American Samoa (TBAS Bank)	4998
ID	ID Bank	4998
TFSNZL	TRAVELEX FINANCIAL SERVICES NZ LIMITED	
TGBL	TGB BANK LIMITED	
UBCB	Cathay United Bank	
UBS	UNION BANK OF SWITZERLAND	
UBSWC	UBS SA	4889
UNOR	UNION MAROCAINE DE BANQUES	
US44	BMO Bank N.A	4889
WRC	WESTPAC BANKING CORPORATION	
WRC	Westpac Banking Corporation / NZ	4998
WRPL	WESTPAC BANK - PNG - LIMITED	
WESTPACAM	WESTPAC BANKING CORPORATION AUSTRALIA	4889

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

Financial Institution Branch

Addresses

Select Country

Addresses

Name

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

Financial Institution Republic of Kiribati

Financial Institution Branch

Address

Is Main ? ☐

* Address Type

Country

Region 

Region Name

Location

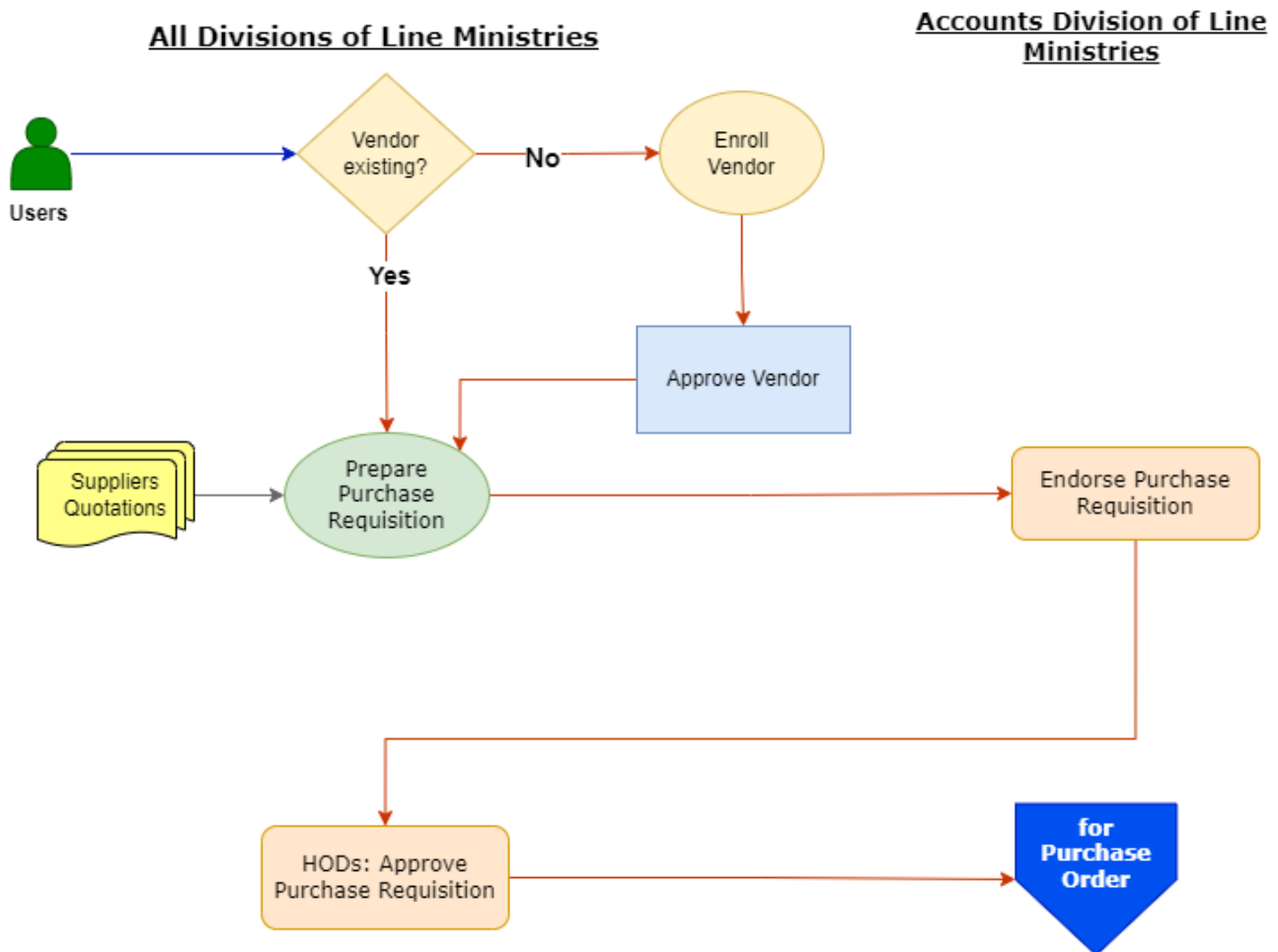
* Address

Zip Code/PO Box

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

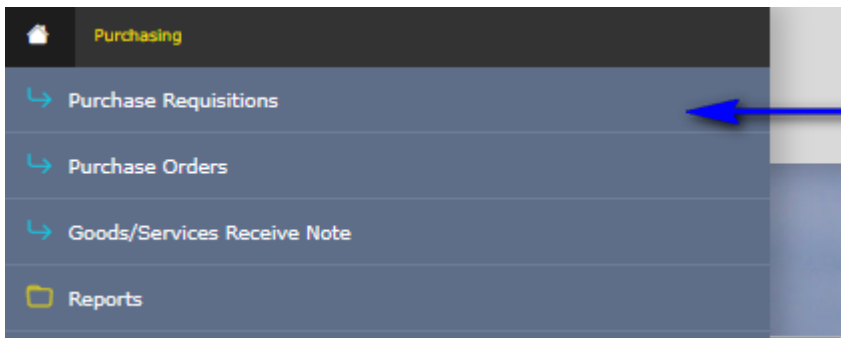
3.2.1 How to record a Purchase Requisition

3.2.1.1 How to prepare a new PR.

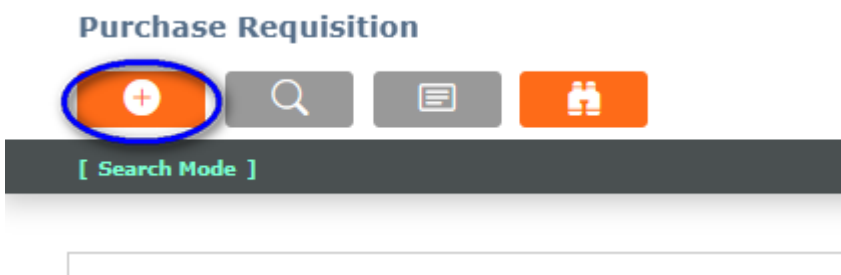
Based on purchasing plans and necessary purchase of goods or services, users must first enter a Procurement or Purchase Requisition.

To prepare the Purchase Requisition, follow these steps.

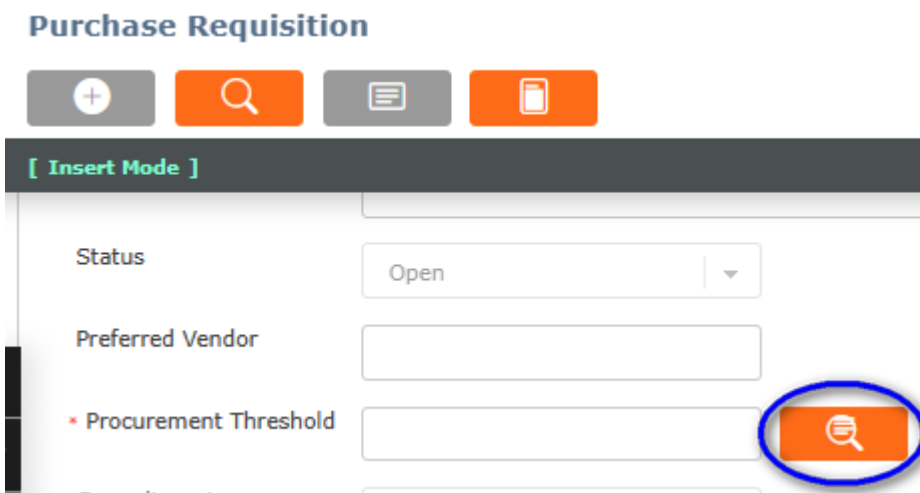
Step 1. Navigate the Menu > Purchasing > Purchase Requisitions. Click the Purchase Requisition to open the screen. by default, at Search Mode



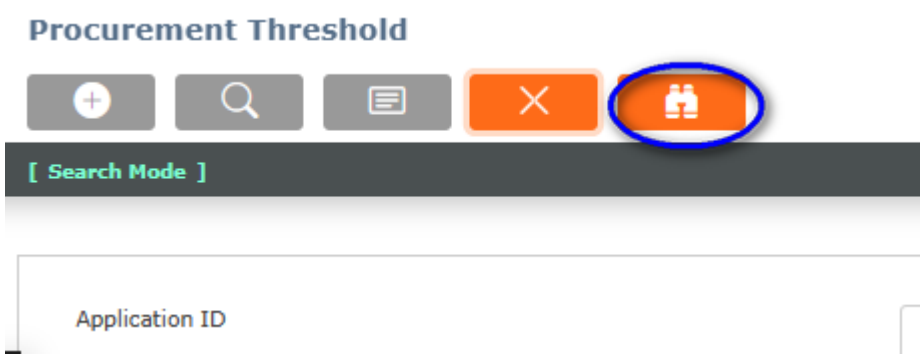
Step 2. Click the New  button and provide the mandatory (*) details.



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.

Procurement Threshold

IFMIS - TRAINING INSTANCE
FreeBalance Application Suite

[Selection Mode]

Application ID	Description	Abbreviation	Minimum Order Amount	Maximum Order Amount
1	Very Low Procurement Value (VLPV)	VLPV	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	49,999.00
4	High Value Procurement (HVP)	HVP	50,000.00	99,999,999.00

Step 6. Enter the details on the purchase.

* Description

Request forsupplies for the 3rd Quarter of 2023

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

* Purchase Requisition Items * Suggested Vendors Attachments

Select Item Number Status Item Quantity Coding Block PO Assigned Quantity Unit Price AUD

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

Purchase Requisition Item

Item Number

Status

Item 

Item Description

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

Catalogue Item



[Search Mode]

Application ID

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

Catalogue Item



[Selection Mode]

42183005	Ophthalmic colorimeters
42183006	Ophthalmic distometers
42281705	Medical equipment and instrume
43202215	Keyboard or mouse cable
43202216	Printer connection cable
43202222	Computer cable

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

Item	43202222		
Item Description	Computer cable		
* Unit Of Measure	Pack		
* Unit Price AUD	12.0000		
* Quantity	1.00000000		

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.

* Coding Block			
* Description	Computer cable		

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 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. 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.

Coding Block

SUB_HEAD	1801 - Administration	🔍	+	
FUNDING AGENCY	1101 - Government of Kiribati_Consolidate	🔍	+	
PROJECTS	00000 - Not Defined	Prev	1 - 500	
LOCATION	91 - National (Country Wide)	🔍	+	
NATURAL ACCOUNT CODE	229112 - Local Stationery and Supplies	🔍	+	
COFOG	101 - Sickness and disability	🔍	+	

✓

✕

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

Purchase Requisition Item

Quantity: 1.00000000
 PO Assigned Quantity: 0.00000000
 Estimated Price AUD: 12.00
 Total Amount AUD: 12.00

Coding Block: 1801/1101/00000/91/22911
 2/101

Description: Computer cable

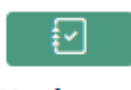
*** Purchase Requisition Drops**

Select	Drop Number	Status	Delivery Date From	Delivery Date To	Quantity	PO Assigned Quantity	PD Assigned Quantity	Amount AUD	Amount FC
☒	1	Open	1/3/2023	31/3/2023	1.00000000	0.00000000	0.00000000	12.00	0.00

Buttons: +, -, ✓, ✕

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

*** Purchase Requisition Items** *** Suggested Vendors** Attachments

Select Preferred Vendor Vendor Name

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.

Suggested Vendor

* Preferred Vendor

* Vendor 

* Justification

✓
✕

Vendor

+
🔍
☰
✕
👤

[Search Mode]

Code

Vendor

+
🔍
☰
✕

[Selection Mode]

13	ARIERA TAUANIBURE	
14	ATINIMARAWA COMPANY	ATINIMAR
15	KIRIBATI MOTOR COMPANY LTD	KMCL
16	BANIAN ATUERU	BANIATUE
17	KIRIBATI NURSE ASSOCIATION	KNA
18	BARANIKO RUITI	BARARUIT

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

* Preferred Vendor 

* Vendor  

Vendor Name

* Justification 

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

* Preferred Vendor

* Vendor  

Vendor Name

* Justification

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

Purchase Requisition

[Insert Mode]

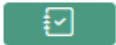
Created Date

Approved By

Approved Date

* Description

* Purchase Requisition Items * Suggested Vendors Attachments

Select	Preferred Vendor	Vendor Name	Suggested Vendor
☒	<u>1</u>	<u>MOEL TRADING</u>	<u>40</u>

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.**

Purchase Requisition

[Update/Delete Mode]

* Workflow Status: Created

Workflow Process Status: Prepared

Transition: []

Posting Status: Cancel, For Endorsement

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.

Transition

Application Language: English

Step Note: []

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

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).

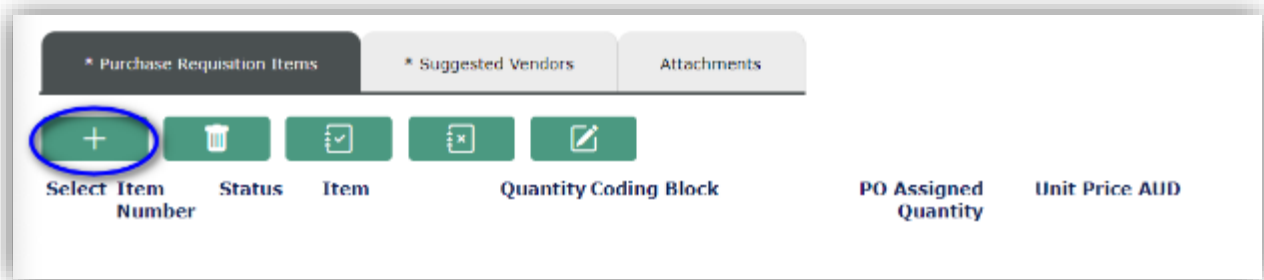
Note: Same procedure with creating a PR which can be found on page 50.

Purchase Requisition

[Search Mode]

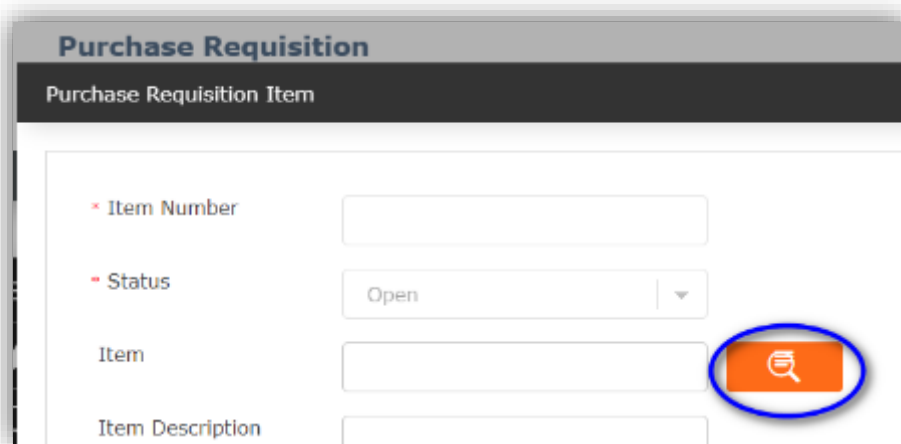
Requisition Number: []

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

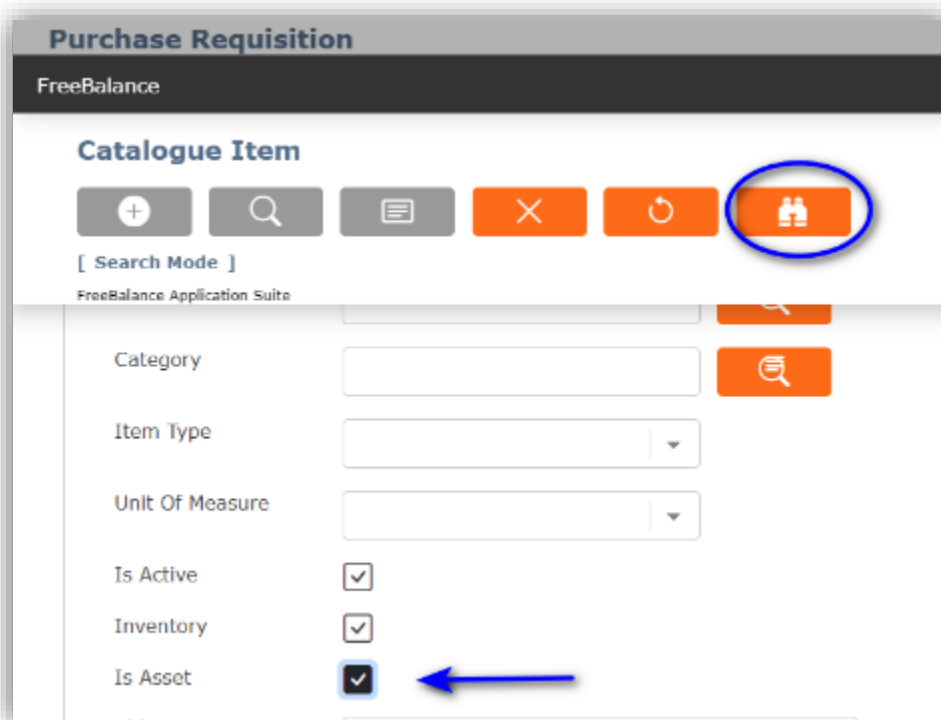


The screenshot shows the 'Purchase Requisition Items' tab with a toolbar containing five buttons: a green button with a plus sign (circled in blue), a green trash icon, a green checkmark icon, a green icon with a plus and an 'x', and a green edit icon. Below the toolbar are labels for 'Select Item Number', 'Status', 'Item', 'Quantity Coding Block', 'PO Assigned Quantity', and 'Unit Price AUD'.

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.

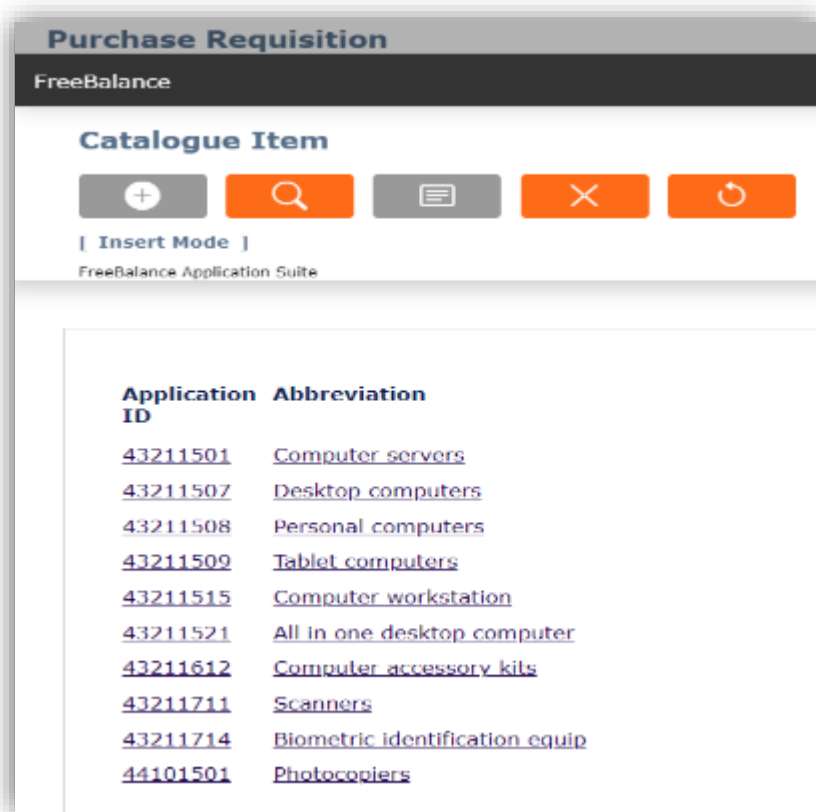


The screenshot shows the 'Purchase Requisition Item' form. It has fields for 'Item Number', 'Status' (set to 'Open'), 'Item', and 'Item Description'. An orange button with a magnifying glass icon (circled in blue) is located to the right of the 'Item' field.



The screenshot shows the 'Catalogue Item' form. It has a toolbar with buttons for adding, searching, listing, canceling, refreshing, and a button with a group of people icon (circled in blue). Below the toolbar is a '[Search Mode]' section with the text 'FreeBalance Application Suite'. The form contains fields for 'Category', 'Item Type', and 'Unit Of Measure'. There are also checkboxes for 'Is Active', 'Inventory', and 'Is Asset' (checked, with a blue arrow pointing to it). An orange button with a magnifying glass icon is to the right of the 'Category' field.

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



Purchase Requisition
FreeBalance

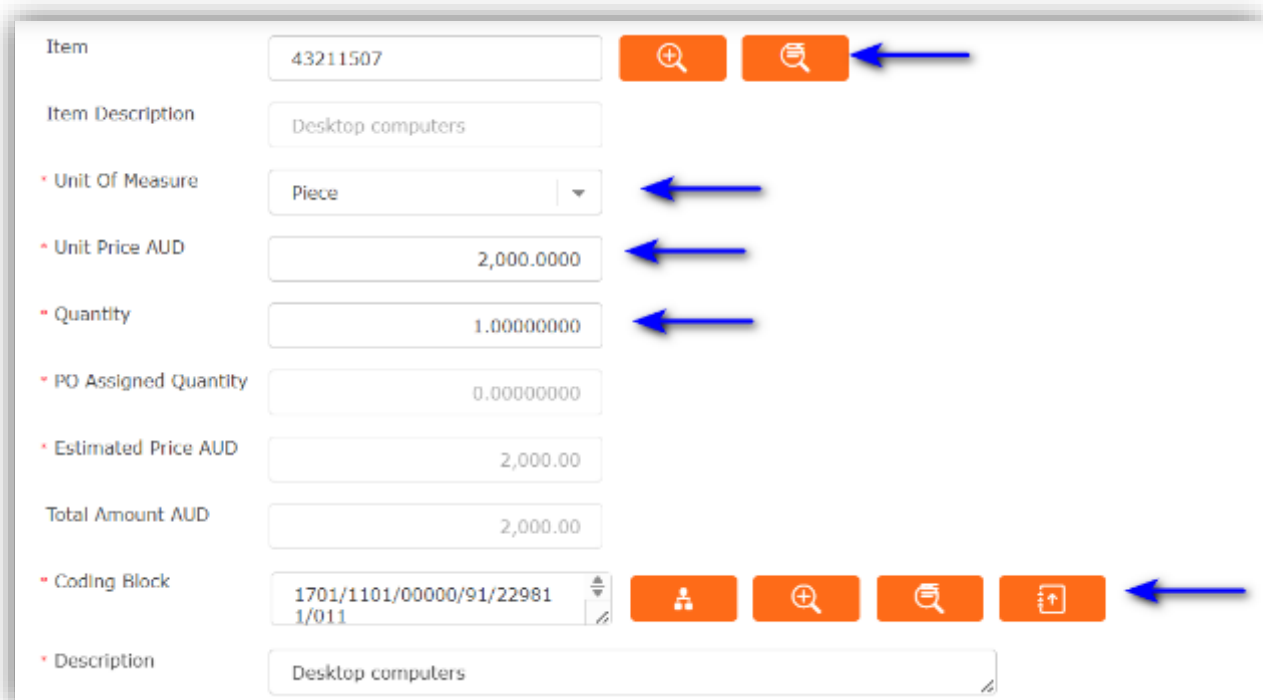
Catalogue Item

[+] [🔍] [📄] [✕] [↻]

[Insert Mode]
FreeBalance Application Suite

Application ID	Abbreviation
43211501	Computer servers
43211507	Desktop computers
43211508	Personal computers
43211509	Tablet computers
43211515	Computer workstation
43211521	All in one desktop computer
43211612	Computer accessory kits
43211711	Scanners
43211714	Biometric identification equip
44101501	Photocopiers

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



Item: 43211507 [🔍] [📄]

Item Description: Desktop computers

* Unit Of Measure: Piece [▼]

* Unit Price AUD: 2,000.0000

* Quantity: 1.00000000

* PO Assigned Quantity: 0.00000000

* Estimated Price AUD: 2,000.00

Total Amount AUD: 2,000.00

* Coding Block: 1701/1101/00000/91/22981 1/011 [🧑] [🔍] [📄] [📁]

* Description: Desktop computers

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

* Purchase Requisition Drops






Select	Drop Number	Status	Delivery Date From	Delivery Date To	Quantity	PO Assigned Quantity	PD Assigned Quantity	Amount AUD
☒	1	Open	1/3/2024	31/3/2024	1.00000000	0.00000000	0.00000000	2,000.00




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.

* Purchase Requisition Items * Suggested Vendors Attachments







Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
☒	1	Open	43202222	2.00000000	1801/1101/00000/91/229112/101	0.00000000	12.0000





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

Purchase Requisition Item

* Unit Of Measure: Piece

* Unit Price AUD: 2.0000

* Quantity: 5.00000000

PO Assigned Quantity: 0.00000000

Estimated Price AUD: 10.00

Total Amount AUD: 10.00

* Coding Block: 1801/1101/00000/91/22911 2/101

* Description: Stationery

* Purchase Requisition Drops

+ - [icon] [icon]

Select	Drop Number	Status	Delivery Date From	Delivery Date To	Quantity	PO Assigned Quantity	PD Assigned Quantity	Amount AUD	Amount FC
☒	1	Open	1/3/2023	31/3/2023	5.00000000	0.00000000	0.00000000	10.00	0.00

[icon] [icon]

Step 3. Click the Update button.

*** Purchase Requisition Items** | * Suggested Vendors | Attachments

+ - [icon] [icon] [icon]

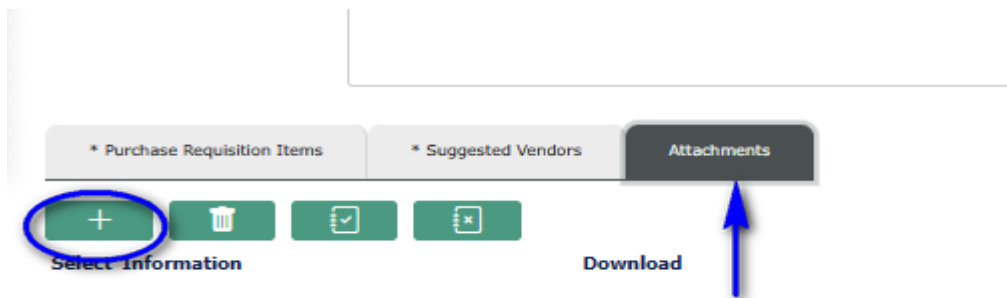
Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
☒	1	Open	43202222	2.00000000	1801/1101/00000/91/229112/101	0.00000000	12.0000
☒		Open	14111509	5.00000000	1801/1101/00000/91/229112/101	0.00000000	2.0000

[icon] [icon] [icon]

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.

Information

Application ID

Attachment Classification  

Language

* Title

Description

* Attachment No file chosen

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

Attachment Classification

Language

* Title 

Description 

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

Information

Application ID

Attachment Classification

Language

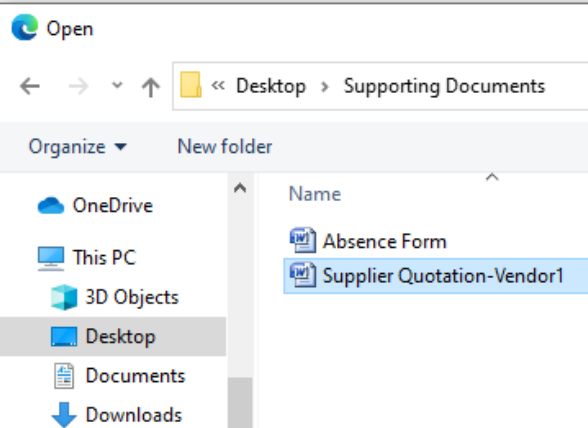
* Title

Description

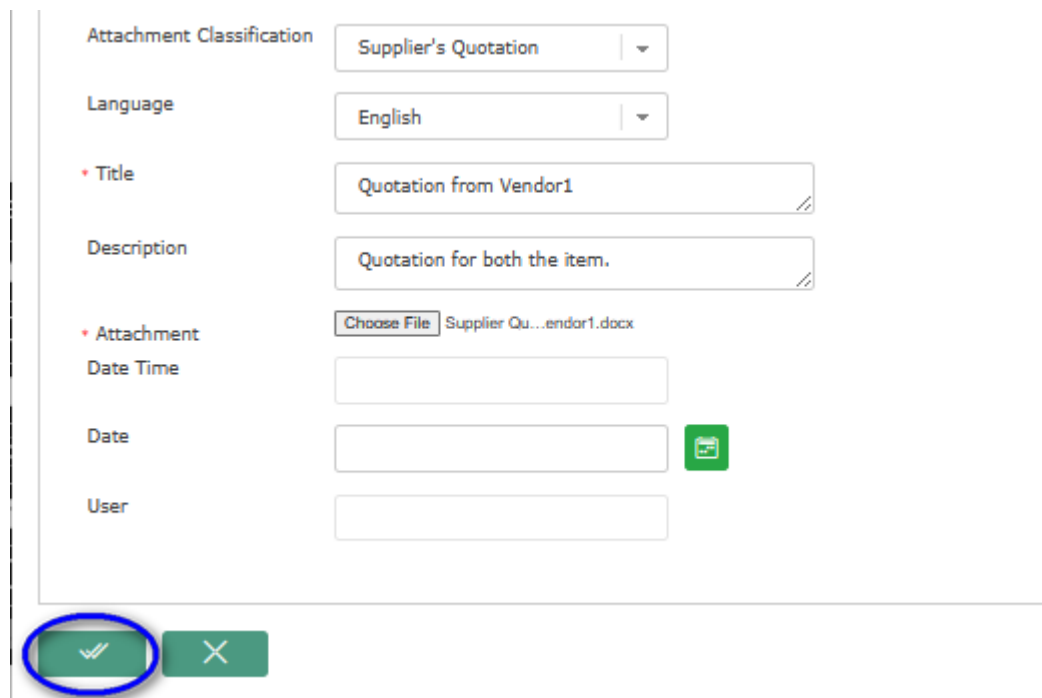
* Attachment No file chosen

Date Time

Date

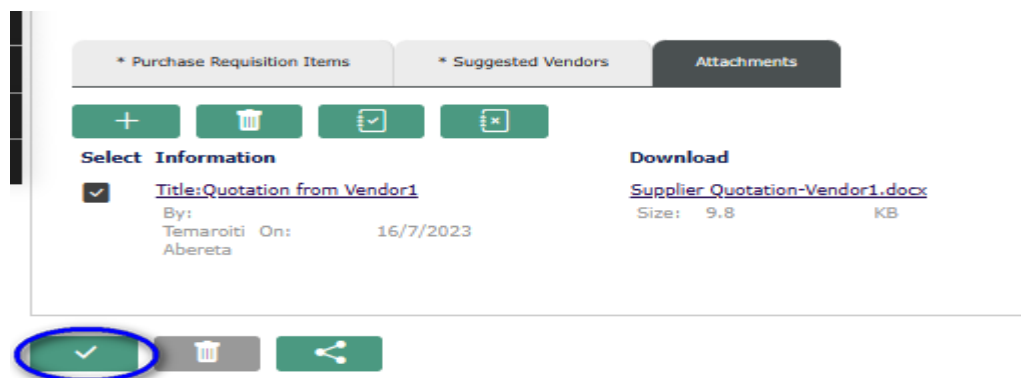


Step 2. and click the Save and Return  button once done.



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.

Purchase Requisition

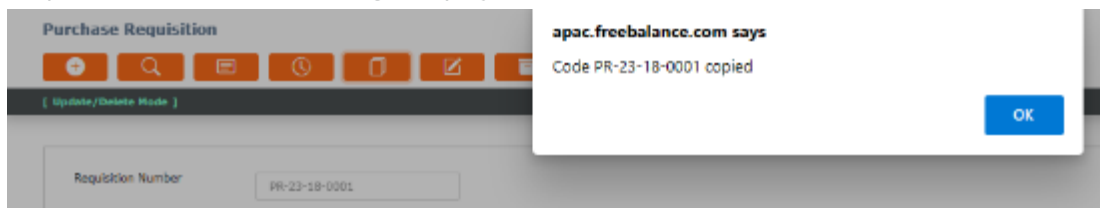


[Update/Delete Mode]

Requisition Number

* Fiscal Year

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.

Purchase Requisition



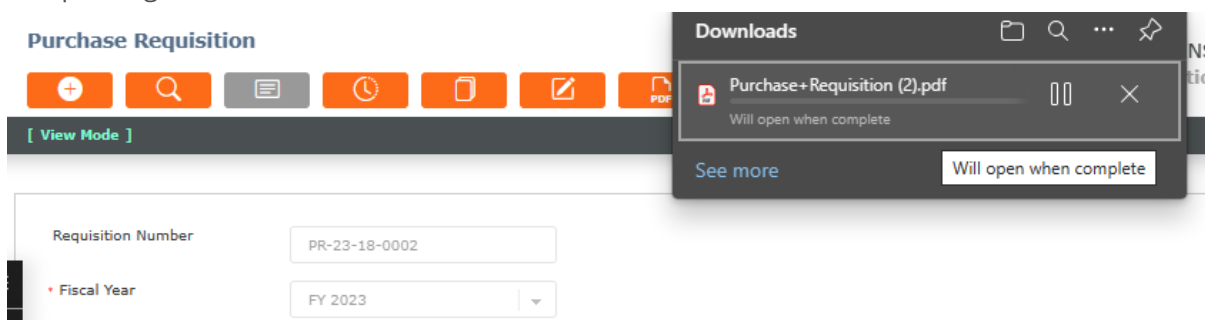
[View Mode]

Requisition Number

* Fiscal Year

* Fiscal Period

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:

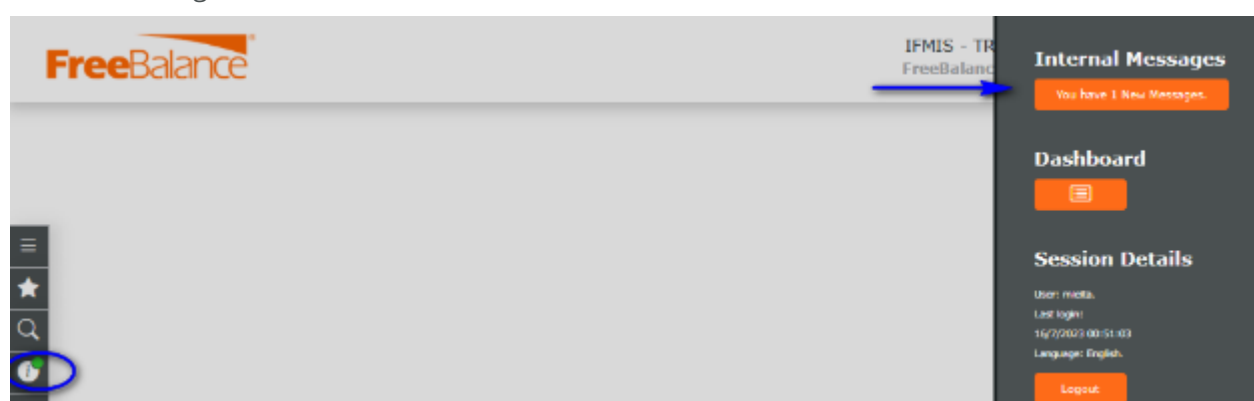
1. The IFMIS will validate the total amount of the request based on the selected Threshold upon saving the PR transaction.
2. The user will not be able to save the PR if the budget is less than the PR amount.
3. The PRs available for viewing, edit and update by the users will be limited to the access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

Internal Message








Select	Status	From	ID	Subject	Posting Date
☐	●	Temaroiti Abereta	23904	There is a new Purchase Requisition (Code = PR-23-18-0002) transition assigned to you	16/7/2023 00:48:05





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

ID

From

Organization Name

Subject

Body

Transaction = Purchase Requisition
 Transaction Id = 65
 Code = PR-23-18-0002
 Description = Request for supplies for the 3rd Quarter of 2023
 Options Available: Endorsed, Prepared

Entity
 Purchase Requisition 

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

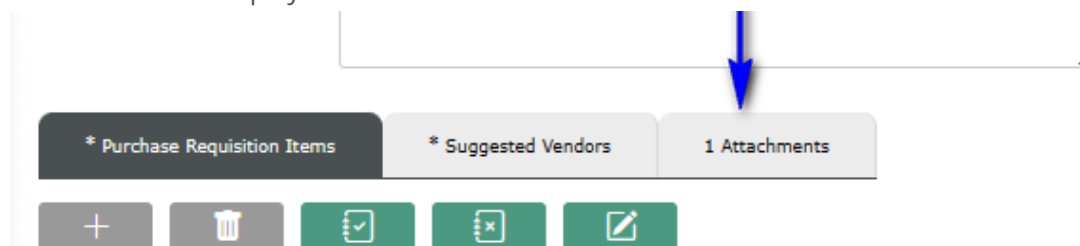
Purchase Requisition



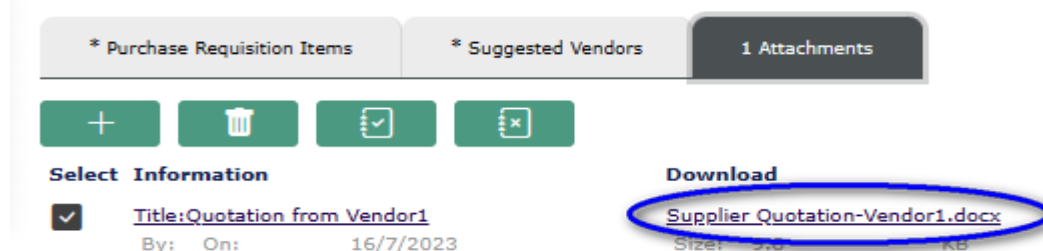
[Update/Delete Mode]

Requisition Number	PR-23-18-0002		
* Fiscal Year	FY 2023	▼	
* Fiscal Period	MARCH	▼	
* Requisition Date	16/7/2023		
* Procuring Entity	1801		
* Requester Entity	1801		
* Workflow Status	Approval Requested ▼		
Workflow Process Status	For Endorsement ▼		
Transition	▼		

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-Aagriin 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-Aagriin Hardware Store	Convenient
3	100417-King Holdings LTD	Available all times

Preferred Vendor

1

* Procurement Threshold

1

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

* Purchase Requisition Items

+ -

Select	Item Number	Status
☒	1	Open

☒

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

* Workflow Status

Approval Requested

Workflow Process Status

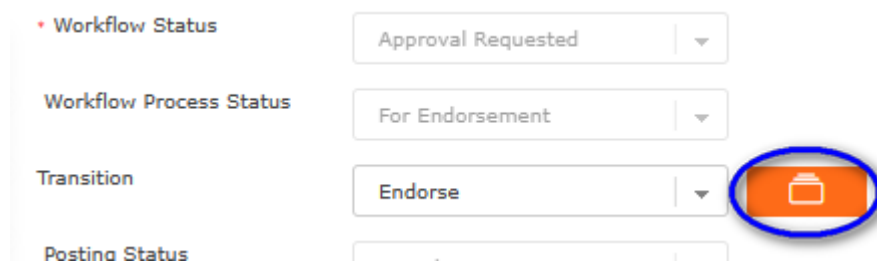
For Endorsement

Transition

Endorse

Return for Modification

Step 11. Click the Transition  button that is displayed.



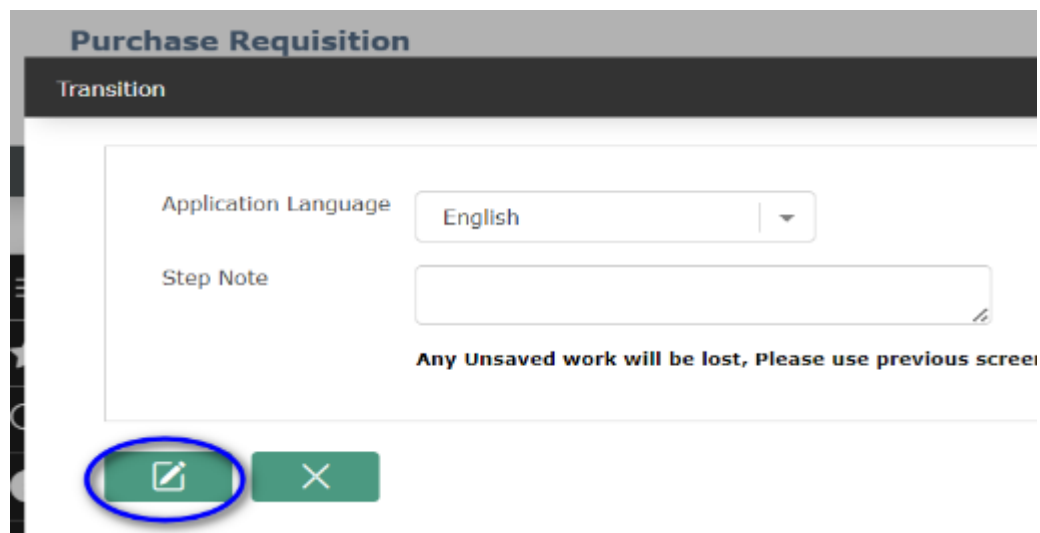
Workflow Status: Approval Requested

Workflow Process Status: For Endorsement

Transition: Endorse 

Posting Status:

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



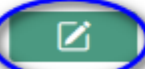
Purchase Requisition

Transition

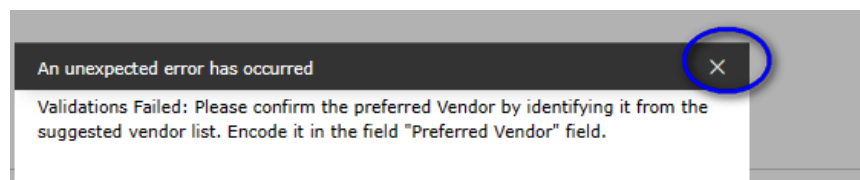
Application Language: English

Step Note:

Any Unsaved work will be lost, Please use previous screen

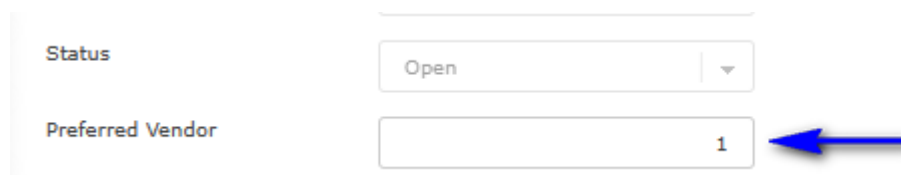
Step 13. When the Rank 1 Vendor is not confirmed, the IFMIS will validate it and ask for the selected Vendor from the 3 provided. Click the x on the validation message.



An unexpected error has occurred 

Validations Failed: Please confirm the preferred Vendor by identifying it from the suggested vendor list. Encode it in the field "Preferred Vendor" field.

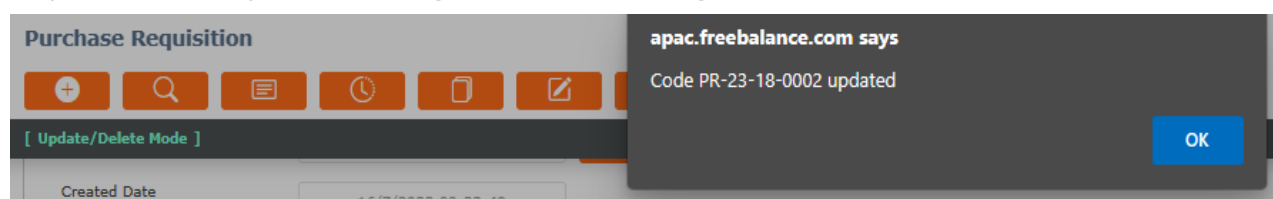
Step 14. Go to the Main Screen based on the Vendor Ranking from the tab Vendor Rank, Enter the rank here. If the rank 1 is not preferred, then Enter the preferred number here based on the rank in the suggested vendor tab.



Status: Open

Preferred Vendor: 1 

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



Purchase Requisition

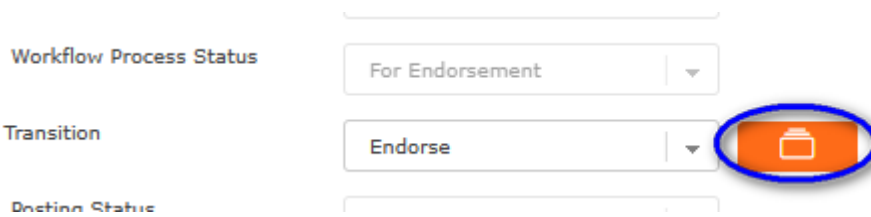
apac.freebalance.com says
Code PR-23-18-0002 updated

[Update/Delete Mode]

Created Date: 16/7/2023 00:22:49

OK

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

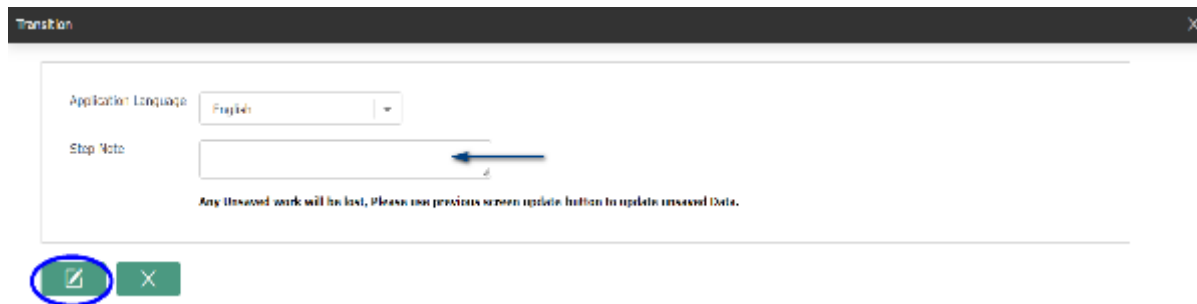


Workflow Process Status: For Endorsement

Transition: Endorse

Destination Status:

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



Transition

Application Language: English

Step Note:

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

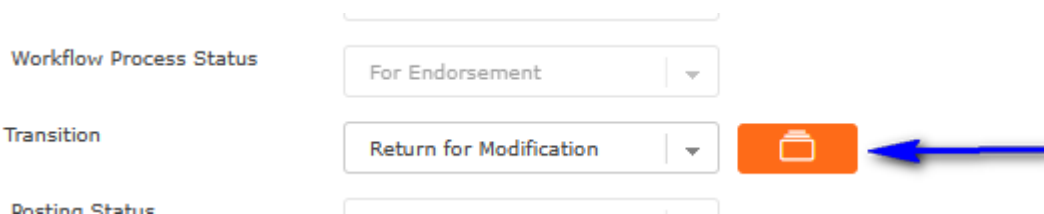
Finish

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.



Workflow Process Status: For Endorsement

Transition: Return for Modification

Destination Status:

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.

ID	23907
From	Mikara Ieita
Organization Name	Administration
Subject	There is a new Purchase Requisition (Code = PR-23-18-0002) transition a
Body	Transaction = Purchase Requisition Transaction Id = 65 Code = PR-23-18-0002 Description = Request forsupplies for the 3rd Quarter of 2023 Options Available: Approved, Cancelled, Prepared
Entity	Purchase Requisition 

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

Purchase Requisition



[Update/Delete Mode]

Requisition Number	PR-23-18-0002	
* Fiscal Year	FY 2023	▼
* Fiscal Period	MARCH	▼
* Requisition Date	16/7/2023	
* Procuring Entity	1801	
* Requester Entity	1801	 
* Workflow Status	Approval Requested	▼
Workflow Process Status	Endorsed	▼
Transition		▼

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

* Workflow Status	Approval Requested	▼
Workflow Process Status	Endorsed	▼
Transition		▼
Posting Status	Approve Cancel Return for Modification	
Status		

Step 5. Click the Transition  button that is displayed.

* Workflow Status	Approval Requested	▼
Workflow Process Status	Endorsed	▼
Transition	Approve	▼
Posting Status	Saved	▼
Status	-	

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

Transition

Language English

Step Note ok for PO processing

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

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.

Purchase Requisition

+ 🔍 ☰ 🕒 📄 ✍️ PDF 🗑️ 📄

[View Mode]

Workflow Status	Approved	
Workflow Process Status	Approved	←
Posting Status	Saved	
Status	Open	
Preferred Vendor	1	
Procurement Threshold	1	🔍
Procurement Mode Description	Very Low Procurement Value (VLVP)	
Commitment	COMM-23-18-0001	🔍 ←

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.

Workflow Process Status	Prepared
Transition	Cancel For Endorsement
Posting Status	

Workflow Process Status: Endorsed

Transition:

Posting Status: Approve
Cancel
Return for Modification

Status: Open

Step 2. Click the Transition button.

Workflow Process Status: Endorsed

Transition: Cancel 

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

Purchase Requisition

Transition

Application Language: English

Step Note: For cancellation- Duplicate PR

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

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.

Purchase Requisition Republic of Kiribati - PAYROLL TESTING ..
FreeBalance Application Suite

Selection Mode Purchasing > Purchase Requisition

Application ID	Requisition Date	Posting Status	Status	Workflow Status	Workflow Process Status	Description
PR-23-17-0007	4/10/2023	Saved	Open	Approved	Approved	Payment for repairing clutch for vehicles G316
PR-23-17-0010	9/10/2023	Saved	Open	Approved	Approved	Being charge for undeliv for NSD staff for household listing
PR-23-17-0011	9/10/2023	Saved	Open	Approved	Approved	Payment for medicine back from ITI

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

Purchase Requisition

[View Mode]

Requester Entity 1702

Workflow Status Approved

Workflow Process Status Approved

Posting Status Saved

Status Open

Preferred Vendor

Step 7. Click OK on the displayed message.

Purchase Requisition

[View Mode]

Requester Entity 1702

Workflow Status Approved

Workflow Process Status Approved

Posting Status Saved

Status Closed

Preferred Vendor

Procurement Threshold

User Confirmation

Purchase Requisition drop 1 of item 1 is partially used, the unused quantity 1 can no longer be used after it is closed.

Would you like to continue?

OK

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

Purchase Requisition

[View Mode]

13/8/2023 13:05:58

Description: Payment for replacing clutches for vehicles G316

* Purchase Requisition Items * Suggested Vendors 1 Attachments

+ - ✓ ✕ ✎

Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
☒	1	Assigned		1.00000000	1701/1101/00000/91/227111/011	0.00000000	460.0000

✓ ↗

Step 9. Click Ok on the displayed message.

Purchase Requisition

[View Mode]

13/8/2023 13:05:58

Description: Payment for replacing clutches for vehicles G316

apac.freebalance.com says

These changes will create a change request. Do you wish to continue ?

OK Cancel

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.

Purchase Requisition

[View Mode]

13/8/2023 13:05:58

Description: Payment for replacing clutches for vehicles G316

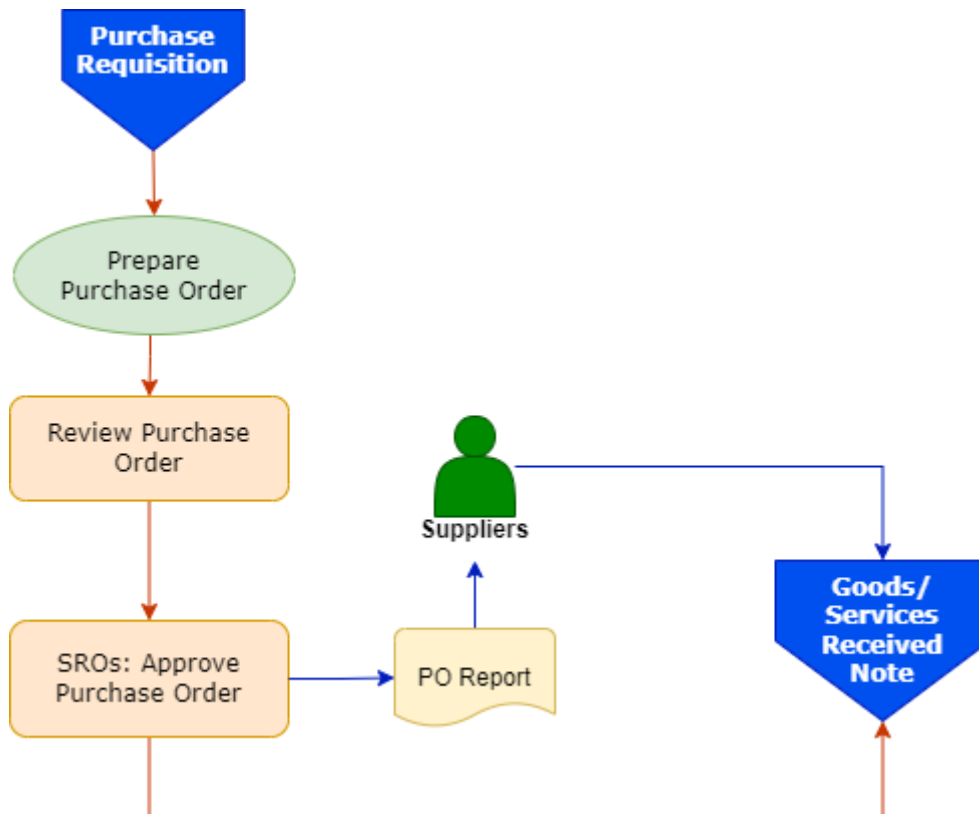
apac.freebalance.com says

Change Request for PurchaseRequisition Created Successfully

OK

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.

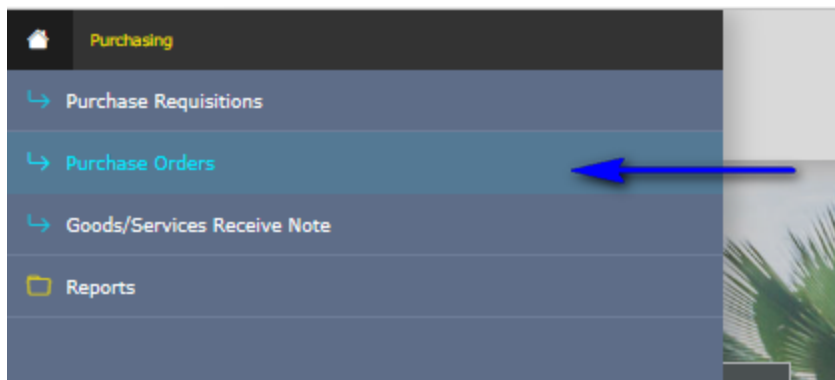


3.3.1 How to record Purchase Orders

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.

Purchase Order






[Search Mode]

PO Number

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

Purchase Order






[Insert Mode]

* Currency

* Exchange Rate

* Procurement Threshold 

Commitment (PO)

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

Procurement Threshold







[Search Mode]

Application ID

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.

Procurement Threshold






IFMIS - TRAINING INSTANCE
FreeBalance Application Suite

[Selection Mode]

[Purchasing](#) > [Purchase Regulations](#)

Application ID	Description	Abbreviation	Minimum Order Amount	Maximum Order Amount
1	Very Low Procurement Value (VLP)	VLP	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	49,999.00
4	High Value Procurement (HVP)	HVP	50,000.00	99,999,999.00

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

• Vendor 

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.**

Vendor

[Search Mode]

Code

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

Vendor

[Selection Mode]

<u>13</u>	<u>ARIERA TAUANIBURE</u>	
<u>14</u>	<u>ATINIMARAWA COMPANY</u>	<u>ATINIMAR</u>
<u>15</u>	<u>KIRIBATI MOTOR COMPANY LTD</u>	<u>KMCL</u>
<u>16</u>	<u>BANIAN ATUERU</u>	<u>BANIATUE</u>
<u>17</u>	<u>KIRIBATI NURSE ASSOCIATION</u>	<u>KNA</u>
<u>18</u>	<u>BARANIKO RUITI</u>	<u>BARARUIT</u>

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

Purchase Order

[Insert Mode]

Approved By

Approved Date

Is Advance Payment Required ☐

Use Percentage ☐

Purchase Order Attached Requisitions 

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

Purchase Order Attached Requisitions

• Purchase Requisition



Comments

Purchase Requisition Items

+







Select Item Number	Status Description	Unit Price AUD	Quantity	PO Assigned Quantity	Assigned
--------------------	--------------------	----------------	----------	----------------------	----------

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

Purchase Requisition

+









[Search Mode]

Requisition Number

Fiscal Year

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.

Purchase Requisition

+







[Selection Mode]

Application ID	Date	Posting Status	Status	Workflow Status	Workflow Process Status	Description	Purchasing Plan Detail	Total Amount AUD	Total Amount FC
PR-23-18-0002	16/7/2023	Saved	Open	Approved	Approved	Request for supplies for the 3rd Quarter of 2023		34,00	0,00

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

Purchase Order Attached Requisitions

• Purchase Requisition

PR-23-18-0002

+

-

Comments

Purchase Requisition Items

+

-

✓

✕

Select	Item Number	Status	Description	Unit Price AUD	Quantity	PO Assigned Quantity	Assigned
☐	1	Open	Computer cable	12.000000	2.000000	0.000000	☐
☐	2	Open	Stationery	2.000000	5.000000	0.000000	☐

✓

✕

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).

Purchase Order Attached Requisitions

• Purchase Requisition

PR-23-18-0002

+

-

Comments

Purchase Requisition Items

+

-

✓

✕

Select	Item Number	Status	Description	Unit Price AUD	Quantity	PO Assigned Quantity	Assigned
(1) ☐	1	Open	Computer cable	12.000000	2.000000	0.000000	☐ (3)
☐	2	Open	Stationery	2.000000	5.000000	0.000000	☐

✓

✕

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.

Purchase Order Attached Requisitions

• Purchase Requisition

PR-23-18-0002

+

-

Comments

Purchase Requisition Items

+

-

✓

✕

Select	Item Number	Status	Description	Unit Price AUD	Quantity	PO Assigned Quantity	Assigned
☒	1	Open	Computer cable	12.000000	2.000000	0.000000	☒
☒	2	Open	Stationery	2.000000	5.000000	0.000000	☒

✓

✕

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

Purchase Order Items									
Purchase Order Attached Requisitions									
Attachments									
Select	Item Number	Purchase Order Item Status	Item	Quantity	Coding Block	Unit Price AUD	Unit Price FC	Description	Purchase Order Attached Requisitions
☒	1	Open	43202222	2.00000000	18/1/1101/00000/91/228112/101	12.0000	0.00	Computer cable	18-23-18-0002
☒	2	Open	14111502	5.00000000	18/1/1101/00000/91/228112/101	2.0000	0.00	Stationery	18-23-18-0002

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

Purchase Order

[Update/Delete Mode]

PO Number

PO-23-18-0001

Fiscal Year

FY 2023

Fiscal Period

MARCH

Purchase Order Date

16/7/2023

Purchase Order Workflow Status

Created

Workflow Process Status

Prepared

Transition

Cancel
For Review

Purchase Order Type

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.

Transition

Application Language

English

Step Note

Any Unsaved work will be lost. Please use previous screen update button to update unsaved data.

3.3.1.2 How to record Purchase Orders for Fixed Assets

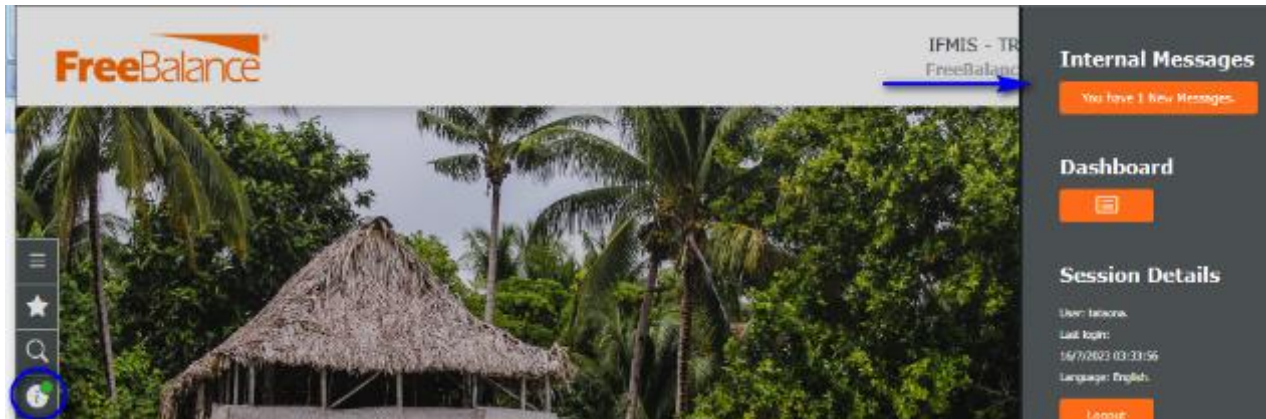
To record PO for Fixed Assets please follow PO steps provided on pages 80-84.

3.3.2 How to process approval of Purchase Orders

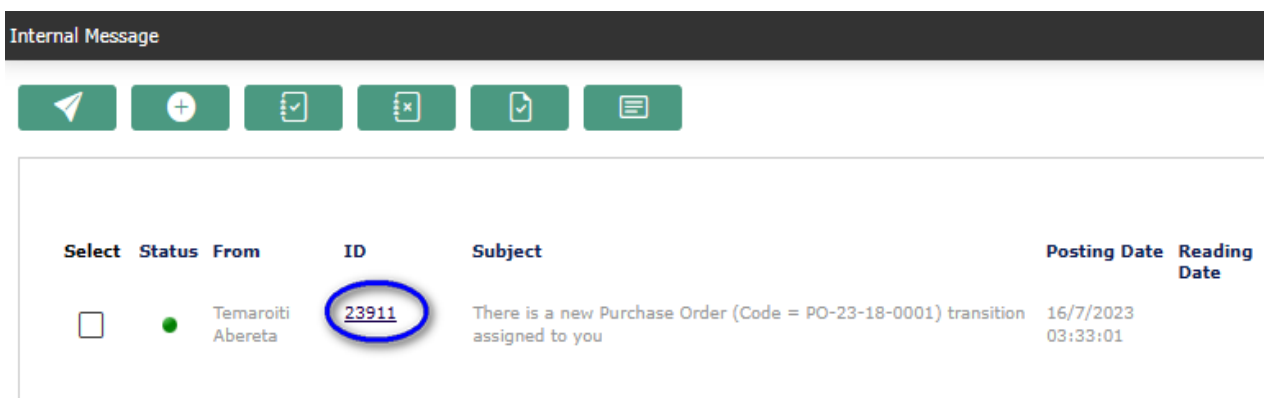
The process for preparation and approval of Purchase Orders are done by the Accounts Officers, and Accountants.

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.

ID	23911
From	Temaroiti Abereta
Organization Name	Administration
Subject	There is a new Purchase Order (Code = PO-23-18-0001) transition assign
Body	Transaction = Purchase Order Transaction Id = 46 Code = PO-23-18-0001 Description = Request for supplies for the 3rd Quarter of 2023 Options Available: Reviewed, Prepared

Entity
Purchase Order 

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

Purchase Order










[Update/Delete Mode]

PO Number	PO-23-18-0001
* Fiscal Year	FY 2023
* Fiscal Period	MARCH
* Purchase Order Date	16/7/2023
Purchase Order Workflow Status	Approval Requested
Workflow Process Status	For Review
Transition	

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

PO Number	PO-23-18-0001
* Fiscal Year	FY 2023
* Fiscal Period	MARCH
* Purchase Order Date	16/7/2023
Purchase Order Workflow Status	Approval Requested
Workflow Process Status	For Review
Transition	Return for Modification Review
Purchase Order Type	

Step 6. Click the Transition button.

Purchase Order Workflow Status	Approval Requested
Workflow Process Status	For Review
Transition	Review

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

Transition

Application Language

Frigid

Step Note

Any Unusual work will be lost, Please new previous screen update button to update unusual Data.

Finish

Cancel

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.

From

Tita Ataona

Organization Name

Administration

Subject

There is a new Purchase Order (Code = PO-23-18-0001) transition assign

Body

Transaction = Purchase Order

Transaction Id = 46

Code = PO-23-18-0001

Description = Request forsupplies for the 3rd Quarter of 2023

Options Available: Prepared, Approved, Cancelled

Entity

Purchase Order 

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.

PO Number	PO-23-18-0001
• Fiscal Year	FY 2023
• Fiscal Period	MARCH
• Purchase Order Date	16/7/2023
Purchase Order Workflow Status	Approval Requested
Workflow Process Status	Reviewed
Transition	
Purchase Order Type	
• Procuring Entity	

Approve
 Cancel
 Return for Modification

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.

Purchase Order Workflow Status	Approval Requested
Workflow Process Status	Reviewed
Transition	Approve

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

Transition

Language

Step Note

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

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

Purchase Order



[View Mode]

Purchase Order Workflow Status	Approved	▼	←
Workflow Process Status	Approved	▼	
Purchase Order Type			
* Procuring Entity	1801	🔍	
Requester Entity	1801	🔍	
Posting Status	Saved	▼	
Origin	Manual	▼	
Order Status	Open	▼	
* Currency	AUD	▼	
* Exchange Rate	1.000000		
* Procurement Threshold	1	🔍	
Commitment (PO)	COMM-23-18-0001	🔍	←

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)  button. The form will be downloaded ready for viewing and printing if needed.

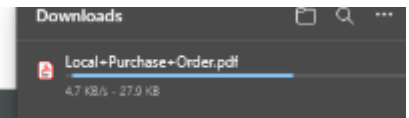
Purchase Order



[View Mode]

PO Number	PO-23-18-0001
* Fiscal Year	FY 2023

Purchase Order



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.

Purchase Order

Republic of Kiribati - PAYROLL SYSTEMS ...
FreeBalance Application Suite

Selection Mode

PO Number	Purchase Order Date	Posting Status	Order Status	Purchase Order Workflow Status	Workflow Process Status	Purchase Order Description	Total Amount MKD
PO-23-17-0001	19/07/2023	Saved	Closed	Approved	Approved	Procurement of 3 routers for II MIS training - Parallel Run	327.00
PO-23-17-0002	18/07/2023	Saved	Open	Approved	Approved	Document for 40 file index for admin need	80.00

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

* Origin: Manual

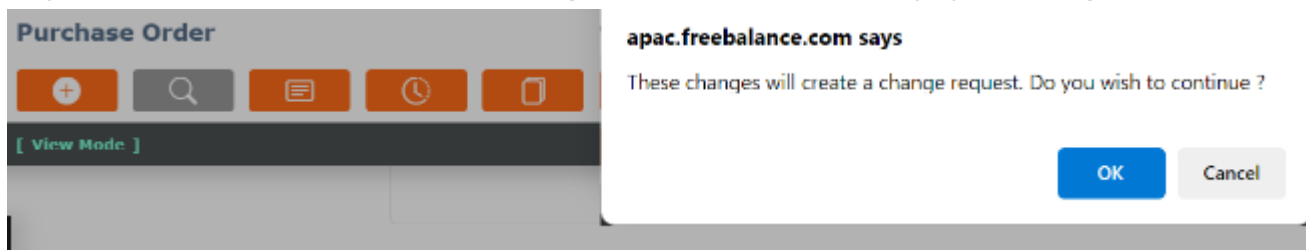
* Order Status: Open (dropdown menu showing Open, Closed, Open)

* Currency:

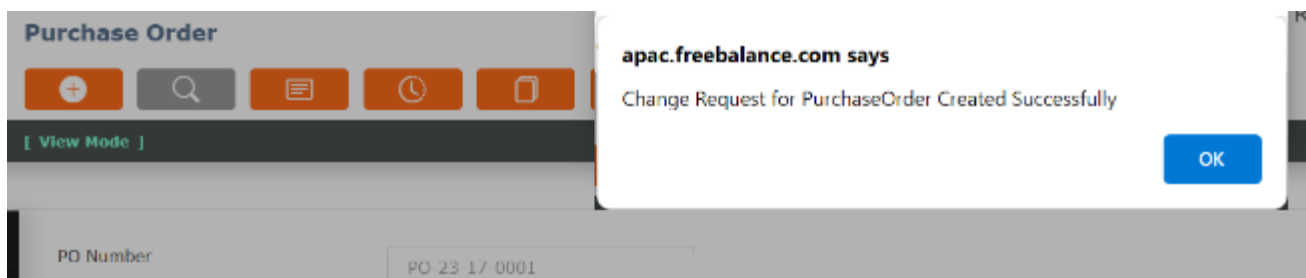
Step 3. Go to the bottom of the page and click the Update button.

* Purchase Order Items										
Purchase Order Attached Requisitions										
1 Attachments										
Select	Item Number	Purchase Order Item Status	Item	Quantity	Coding Block	Unit Price AUD	Unit Price F.C.	Description	Purchase Order Attached Requisitions	Item Number
☒	1	Open		3.00000000	17011101/00000001/226112/011	109.0000	0.00	purchase of 3 with modern for IFMIS training for all Ministries and Account staff	PO-23-17-0001	1

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



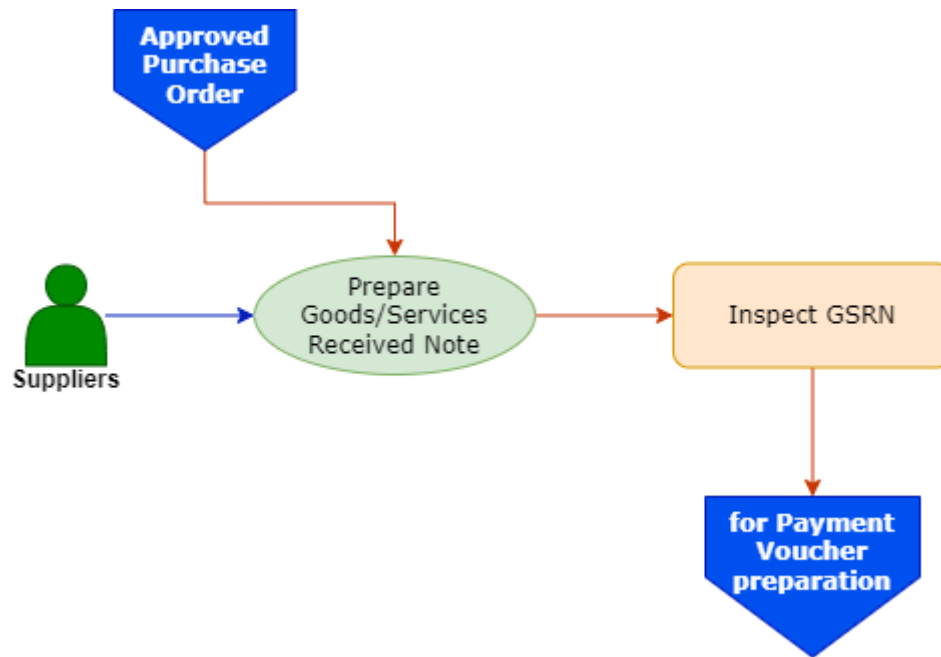
Step 5. Click OK again on the displayed message.



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.

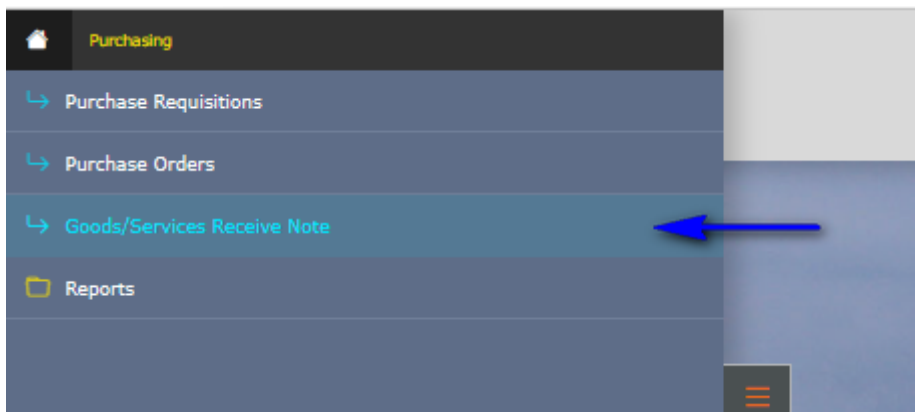


3.4.1 How to record GSRN.

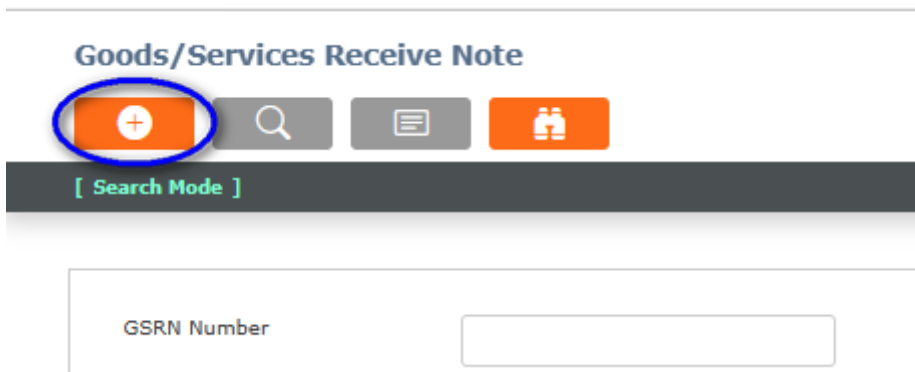
3.4.1.1 How to record GSRN

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.

GSRN Number
 * Received Note Status
 * Note Type
 * Purchase Order 
 * Fiscal Year

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

Purchase Order







[Search Mode]

PO Number

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

Purchase Order

IFMIS - TRAINING INSTANCE
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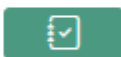
[Selection Mode]

PO Number	Purchase Order Date	Posting Status	Order Status	Purchase Order Workflow Status	Workflow Process Status	Purchase Order Description	Total Amount AUD	Total Amount FC
PO-23-18-0001	14/7/2022	Saved	Open	Approved	Approved	Request for supplies for the 3rd Quarter of 2022	34.00	0.00

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

Inspection Comments 
 Total Amount AUD
 Created By 
 Issue Date
 Approved By
 Approved Date
 * Description 

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

* Goods/Services Received/Rejected Note Details		Attachments
		
Select Sequence No.	Item	Item Name

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.

Goods/Services Receive Note Detail

Sequence No.	
Purchase Order	PO-23-18-0001 
* Purchase Order Item ID	1 
* Purchase Order Item Drop	1 2

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

Sequence No.	
Purchase Order	PO-23-18-0001 
* Purchase Order Item ID	1 
Description	Computer cable
* Purchase Order Item Drop	
Coding Block	1801/1101/00000/91/22911 2/101 
Item	43202222  
Is Fixed Asset?	☐
Item Name	Computer cable
* Unit Cost AUD	12.0000
Unit Cost FC	0.0000
* Unit Of Measure	Pack 
* Quantity Received/Returned	0.00

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.

Sequence No.		
Purchase Order	PO-23-18-0001	
* Purchase Order Item ID	1	
Description	Computer cable	
* Purchase Order Item Drop		
Coding Block	1 2	

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

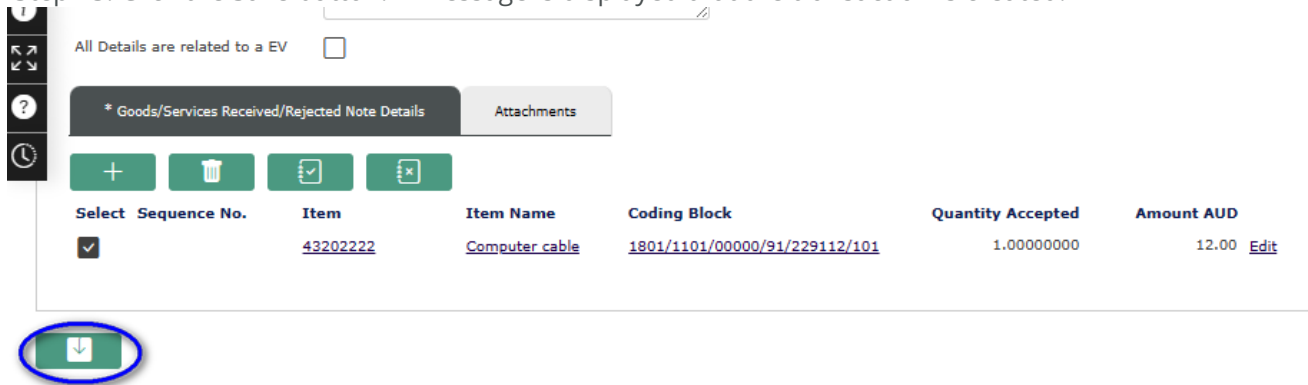
* Purchase Order Item Drop	1	
Coding Block	1801/1101/00000/91/22911 2/101	
Item	43202222	 
Is Fixed Asset?	☐	
Item Name	Computer cable	
* Unit Cost AUD	12.0000	
Unit Cost FC	0.0000	
* Unit Of Measure	Pack	
* Quantity Received/Returned	1.00	

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

Rejections/Return Reason	
* Amount AUD	12.00
Amount FC	0.00
Remarks	received computer cable
Select	Coding Block
Total Amount AUD	

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



All Details are related to a EV ☐

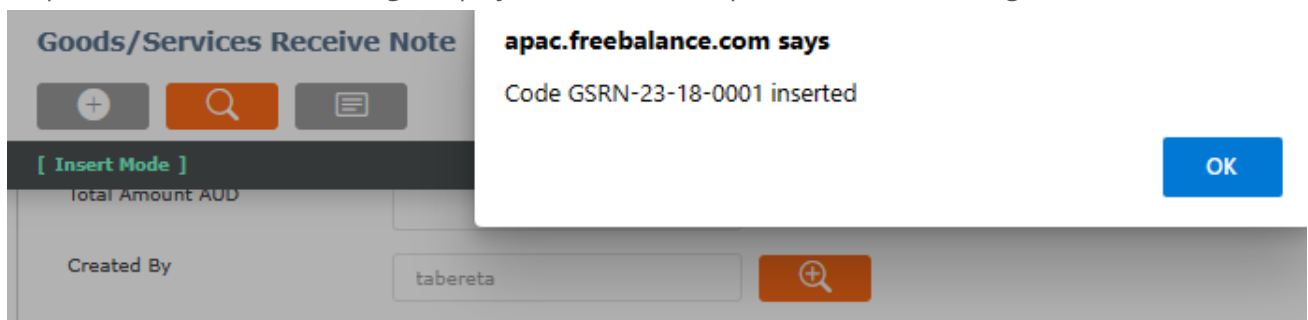
* Goods/Services Received/Rejected Note Details Attachments

+ - [icon] [icon]

Select	Sequence No.	Item	Item Name	Coding Block	Quantity Accepted	Amount AUD
☒		43202222	Computer cable	1801/1101/00000/91/229112/101	1.00000000	12.00 Edit

Save (circled in blue)

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



Goods/Services Receive Note

+ [icon] [icon]

[Insert Mode]

Total Amount AUD

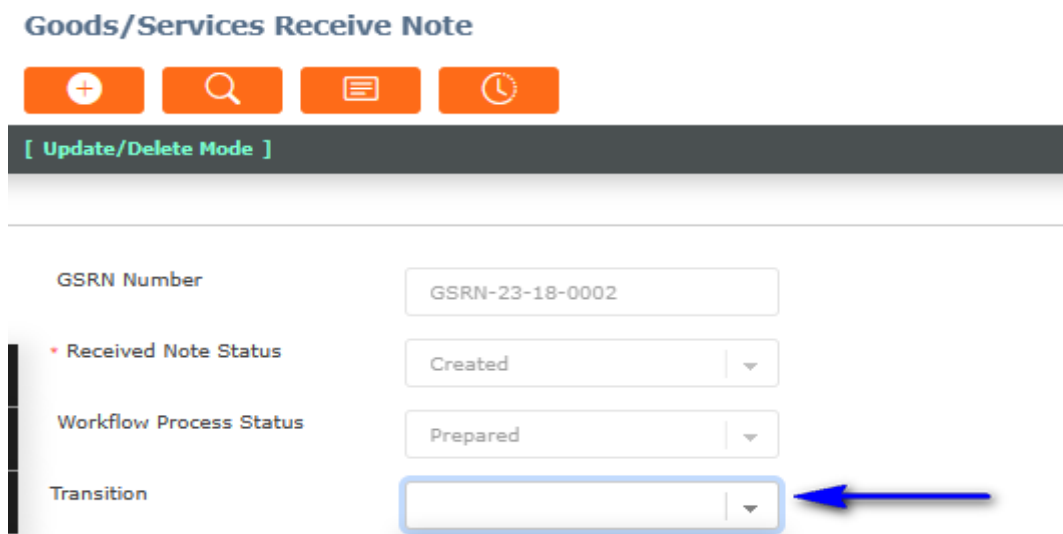
Created By [icon]

apac.freebalance.com says

Code GSRN-23-18-0001 inserted

OK

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



Goods/Services Receive Note

+ [icon] [icon] [icon] [icon]

[Update/Delete Mode]

GSRN Number

* Received Note Status

Workflow Process Status

Transition

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.

Transition

Application Language: English

Step Note:

Any financial work will be lost. Please use previous screen update button to update unsaved data.

✎ ✕

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.

1/011

Item: 43211507 + -

Is Fixed Asset? ☒

Item Name: Desktop computers

* Unit Cost AUD: 2,000.0000

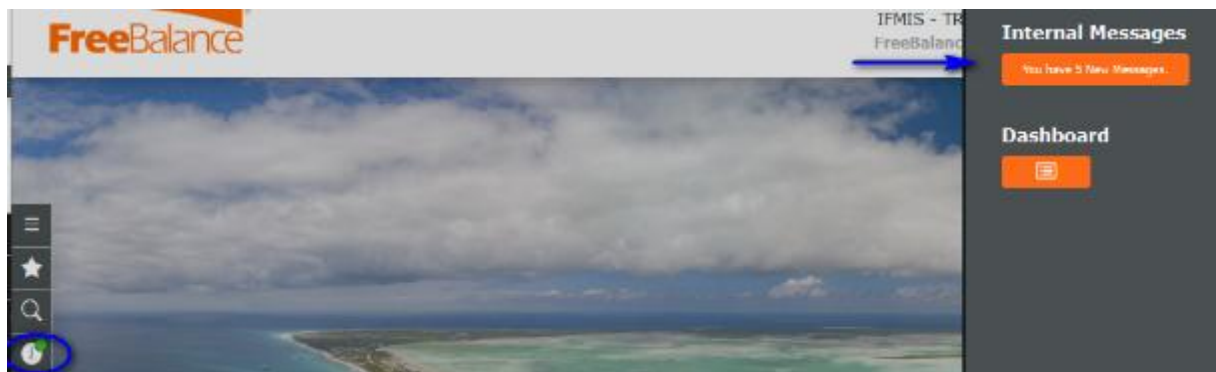
Unit Cost FC: 0.0000

* Unit Of Measure: Piece

* Quantity Received/Returned: 1.00

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.

Internal Message							
Select	Status	From	ID	Subject	Posting Date	Reading Date	
☐	●	Temaroiti Abereta	<u>23918</u>	There is a new Goods/Services Receive Note (Code = GSRN-23-18-0002) transition assigned to you	16/7/2023	05:52:18	

Step 3. Click on Update Domain button.

ID	23918
From	Temaroiti Abereta
Organization Name	Administration
Subject	There is a new Goods/Services Receive Note (Code = GSRN-23-18-0002)
Body	Transaction = Goods/Services Receive Note Transaction Id = 33 Code = GSRN-23-18-0002 Options Available: Inspected, Prepared

Entity
Goods/Services Receive Note

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.

GSRN Number	GSRN-23-18-0002	
• Received Note Status	Approval Request	▼
Workflow Process Status	For Inspection	▼
Transition		▼
• Note Type	Inspect Return for Modification	
• Purchase Order	PO-23-18-0001	🔍 🔍
• Fiscal Year	FY 2023	▼
• Fiscal Period	MARCH	▼
• GSRN Date	16/7/2023	
• Item Type		

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.

GSRN Number	GSRN-23-18-0002
• Received Note Status	Approval Request
Workflow Process Status	For Inspection
Transition	Inspect 📁
• Note Type	Receive

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

Language

Step Note

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

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

GSRN Number	GSRN-23-18-0002
* Received Note Status	Approved
Workflow Process Status	Inspected
* Note Type	Receive

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)  button. The form will be downloaded ready for viewing and printing if needed.

Goods/Services Receive Note



[View Mode]

GSRN Number	GSRN-23-18-0002
* Received Note Status	Approved
Workflow Process Status	Inspected

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



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 Kiribati

GOODS/ SERVICES RECEIVED NOTE

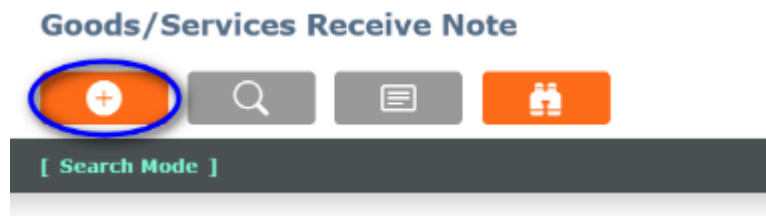
Division : MWYSSA/ Administration (1801) Number : GSRN-23-18-000
 Delivered By : MOEL TRADING

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.

Goods/Services Receive Note

+

Q

☰

[Insert Mode]

GSRN Number

Received Note Status

Created

▼

Note Type

Receive

▼

Purchase Order

Receive

Return

Fiscal Year

FY 2023

▼

Q

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

Goods/Services Receive Note

+

Q

☰

[Insert Mode]

GSRN Number

Received Note Status

Created

▼

Note Type

Return

▼

G/S Receive Note Reference

Q

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

Goods/Services Receive Note



[Search Mode]

GSRN Number

Received Note Status

Step 5. Click to select the GSRN to cancel.

Goods/Services Receive Note

[Selection Mode]

GSRN Number	Note Type	Received Note Status	Workflow Process Status	Responsible	Issue Date
GSRN-23-17-0041	Receive	Approved	Inspected	Ivita Tobania	19/7/2023
GSRN-23-17-0044	Receive	Approved	Inspected	Tiraka Tabera	23/8/2023
GSRN-23-17-0046	Receive	Approved	Inspected	Tiraka Tabera	25/8/2023

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

GSRN Number

* Received Note Status

* Note Type

* G/S Receive Note Reference

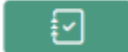
Purchase Order

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

* Description 

All Details are related to a EV ☐

* Goods/Services Received/Rejected Note Details Attachments

Select Sequence No. Item Item Name Coding Block

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

Goods/Services Receive Note

Goods/Services Receive Note Detail

Sequence No.

* Goods/Services Received Note Detail  

Purchase Order 

* Purchase Order Item ID ▼

Description 

* Purchase Order Item Drop ▼

Coding Block 

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

Rejections/Return Reason

Cancel Receive Note

Amount AUD

78.75

Amount FC

0.00

Remarks

Select	Coding Block	Total Amount AUD	Total
☒			

✓

✗

Step 10. Click the Save button when completed.

Goods/Services Receive Note

FreeBalance Application S4

+

Q

☰

[Insert Mode]

Approved Date

Description

To cancel GSRN

All Details are related to a EV

☐

Goods/Services Received/Rejected Note Details

Attachments

+

✖

✓

✗

Select	Sequence No.	Item	Item Name	Coding Block	Quantity Received/Returned	Amount AUD
☒				1705/1101/00000/91/2299117011	2.00000000	78.75 Edit

✓

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

apac.freebalance.com says

Code GSRN-23-17-0048 inserted

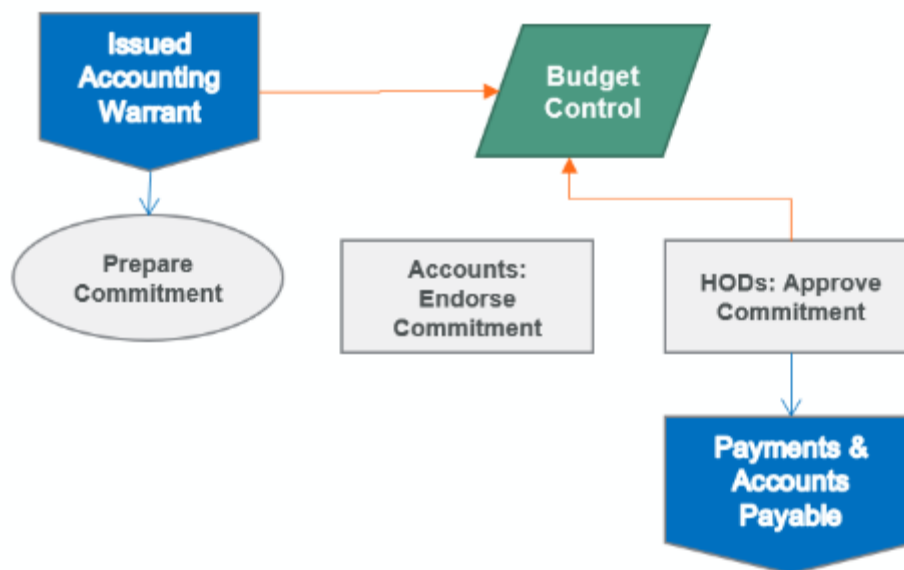
OK

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

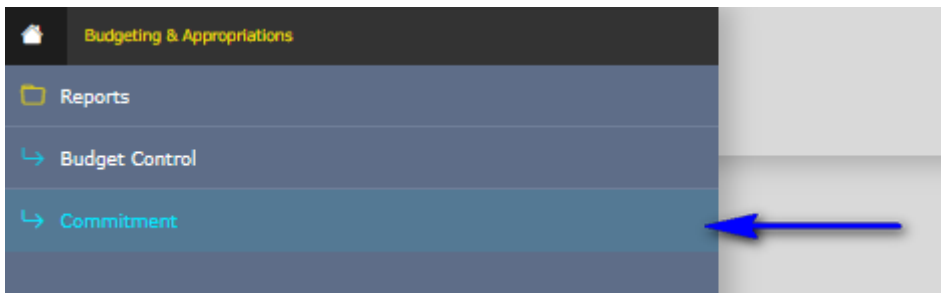
4.1 How to record Commitment requests.

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.

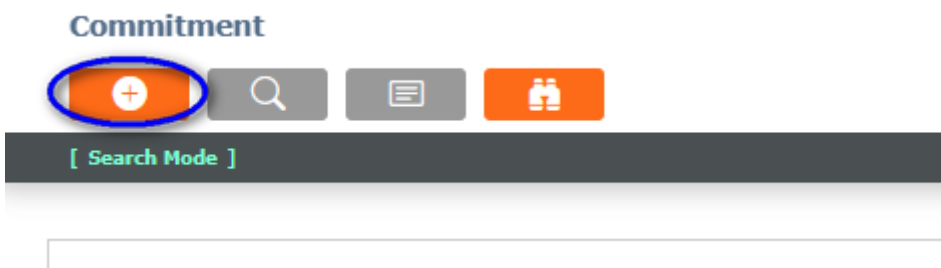
Before recording the commitment, ensure that: (i) There is an available allocation for the commitment; and (ii) Vendor or Payee is already in the system. Refer to section [3.1.1](#) Pre-requisites in Creating Purchase Requisition and Commitment in IFMIS.

To record commitments, follow these steps.

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



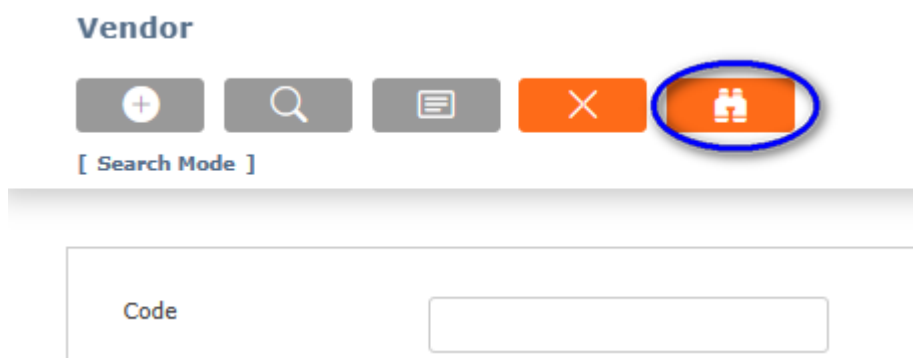
Step 2. Click the New button.



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.

Vendor



[Selection Mode]

<u>13</u>	<u>ARIERA TAUANIBURE</u>	
<u>14</u>	<u>ATINIMARAWA COMPANY</u>	<u>ATINIMAR</u>
<u>15</u>	<u>KIRIBATI MOTOR COMPANY LTD</u>	<u>KMCL</u>
<u>16</u>	<u>BANIAN ATUERU</u>	<u>BANIATUE</u>
<u>17</u>	<u>KIRIBATI NURSE ASSOCIATION</u>	<u>KNA</u>
<u>18</u>	<u>BARANIKO RUITI</u>	<u>BARARUIT</u>

Step 6. Enter the Description of the Commitment Request

* Description

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

* Items Attachments

Select Serial Coding Block Amount AUD Amount FC Balance AUD

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.

Commitment Item

Serial Number

* Coding Block

* Status

- **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.

Coding Block

SUB_HEAD	1801 - Administration				
FUNDING AGENCY	1101 - Government of Kiribati_Consolidate				
PROJECTS	00000 - Not Defined		Prev	1 - 500	
LOCATION	91 - National (Country Wide)				
NATURAL ACCOUNT CODE	211113 - Housing Assistance				
COFOG	101 - Sickness and disability				

✓

✗

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

Amount AUD	120.00		
YTD Actual AUD	0.00		
Balance AUD	120.00		
* Description	Housing for Admin for July 2023		

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

* Coding Block
🔍 👤 🗨️ 📄

* Status

Amount AUD

YTD Actual AUD

Balance AUD

* Description

Distributions

+ 🗑️ 📅 📅

Select	Fiscal Year	Fiscal Period	Amount AUD	Amount FC	Balance #
--------	-------------	---------------	------------	-----------	-----------



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

* Description

* Items Attachments

🔍 + 🗑️ 📅 📅 📄

Select	Serial Number	Coding Block	Amount AUD	Amount FC
☒		<u>1801/1101/00000/91/211113/101</u>	120.00	0.00



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

Transition

Posting Status

Cancel

For Endorsement

Step 13. Click the Transition button.

Transition

For Endorsement

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

Transition

Application Language: English

Step Note

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

✎ ✕

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

Commitment

[View Mode]

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

Commitment

[View Mode]

Downloads

Commitment.pdf
Open file

See more

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



GOVERNMENT OF KIRIBATI

Ministry of Education

P. O. Box, 263 KGEBS 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

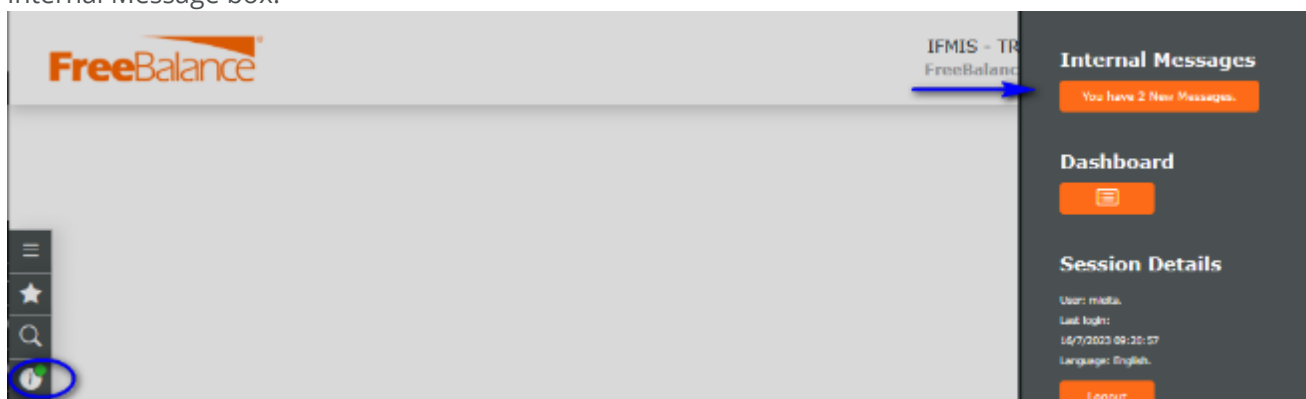
1. You are hereby authorized to spend during the year **2023** the amount specified below as they become due in accordance with the Financial Regulations of the Government of Kiribati.
2. The Number of this should be quoted as the authority reference for all payment vouchers made by your Ministry/Department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

Internal Message



Select	Status	From	ID	Subject	Posting Date	Reading Date
☐	●	Temaroiti Abereta	<u>23923</u>	There is a new Commitment (Code = COMM-23-18-0002) transition assigned to you	16/7/2023 09:19:30	
☐	●	Mikara Ieita	<u>23906</u>	The following Purchase Requisition transition has been Endorsed	16/7/2023 02:07:13	

Step 2. Click on Update Domain button.

ID

From

Organization Name

Subject

Body

Transaction = Commitment
Transaction Id = 95
Code = COMM-23-18-0002
Description = For Housing - July 2023
Options Available: Prepared, Reviewed

Entity

Commitment



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.

Transition

Posting Status

Endorse

Return for Modification

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.

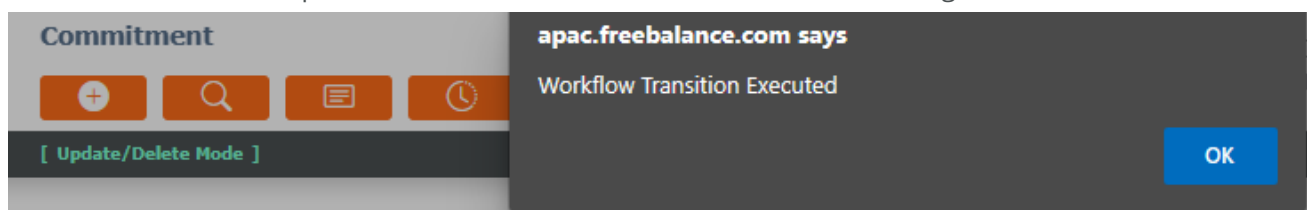
Step 5. Click the Transition button.

Transition



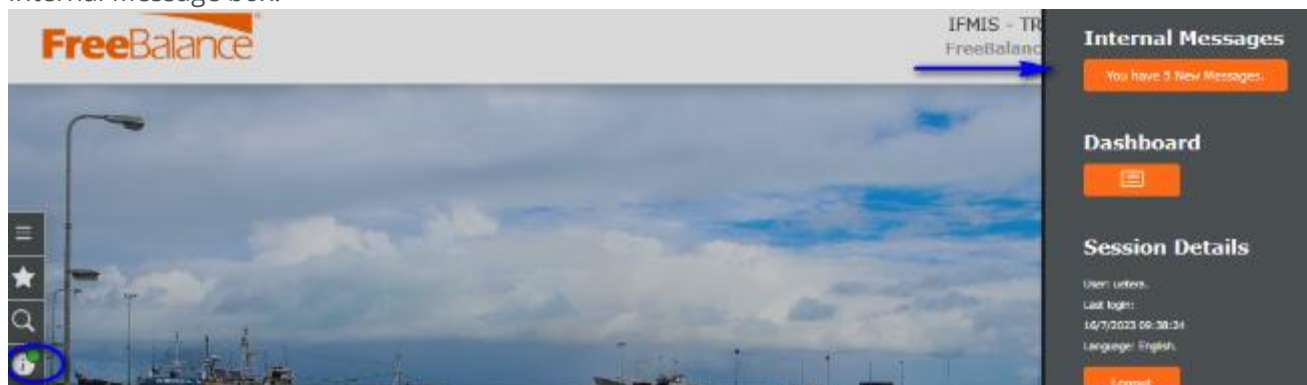
Step 6. Enter the note for the Endorsement or Return Click the Finish button.

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.

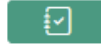


4.3.2 How to approve Commitments.

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.

Internal Message							
     							
Select	Status	From	ID	Subject	Posting Date	Reading Date	
☐	●	Mikara Ieita	<u>23925</u>	There is a new Commitment (Code = COMM-23-18-0002) transition assigned to you	16/7/2023 09:32:04		
☐	●	Uritina Etera	<u>23915</u>	Report Server Notification - Local Purchase Order	16/7/2023 04:07:08		

Step 2. Click on Update Domain button.

ID

23925

From

Mikara Ieita

Organization Name

Administration

Subject

There is a new Commitment (Code = COMM-23-18-0002) transition assign

Body

Transaction = Commitment
 Transaction Id = 95
 Code = COMM-23-18-0002
 Description = For Housing - July 2023
 Options Available: Approved, Prepared, Cancelled

Entity

Commitment
 

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.

• Workflow Status

Approval Requested

Workflow Process Status

Request for Review

Transition

Approve
 Cancel
 Return for Modification
 Manual

Posting Status

• Origin

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.

• Workflow Status	Approval Requested	▼
Workflow Process Status	Request for Review	▼
Transition	Approve	▼
Posting Status	Saved	▼
• Origin	Manual	▼

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

Transition

Language

English

▼

Step Note

approved

✎

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

✎

✕

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.

Commitment Number	COMM-23-18-0002
• Fiscal Year	FY 2023
• Fiscal Period	MARCH
• Issue Date	16/7/2023
• Budget Office	1801
• Workflow Status	Approved
Workflow Process Status	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.

Commitment

[Search Mode]

Issue Date

Budget Office 

Workflow Status  

Commitment Type 

Posting Status 

Not Posted Reason 

Origin 

Vendor 

Status  

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

Commitment

Reports & Filters - Financials
FreeBalance Application Suite

[Selection Mode]  > Budgeting & Appropriations > Commitment

Periods: 52 51 of 81  Next

Commitment Number	Fiscal Year	Fiscal Period	Budget Office	Workflow Status	Workflow Process Status	Amount AHD	Balance AHD
COMN-23-17-0267	2023	SEP	1702	Approved	Approved	490.00	490.00
COMN-23-17-0268	2023	SEP	1702	Approved	Approved	490.00	490.00
COMN-23-17-0269	2023	SEP	1702	Approved	Approved	468.00	468.00

Step 3. Go to the field Status and select the "Closed" from the dropdown list.

Commitment

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PDF
✎
📋

[Update/Delete Mode]

- Commitment Type

PO and Non PO Commitmer
▼

- Posting Status

Saved
▼

- Origin

Manual
▼

- Vendor

57
🔍
🔍

Name

Micah Birita

- Status

Open
▼

Closed
▶

Open
▶

- Amount AUD

▼

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

Description

Micah Birita TC to Butaritari 26/07-02/08/23

* Items

1 Attachments

↶
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📅
📅
📄

Select	Serial Number	Coding Block	Amount AUD	Amount FC	Balance AUD
☐	1	1704/1101/00000/91/227211/011	490.00	0.00	490.00

✓

🔗

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

Commitment

+
🔍
☰
🕒
📄

[Update/Delete Mode]

Approved On
14/9/2023 11:26:06

apac.freebalance.com says

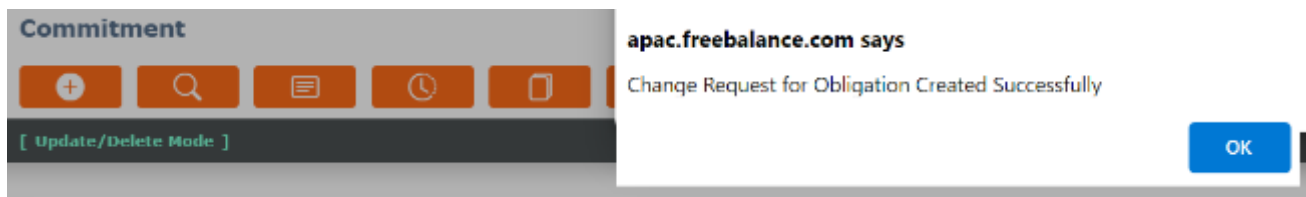
These changes will create a change request. Do you wish to continue ?

OK
Cancel

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

121

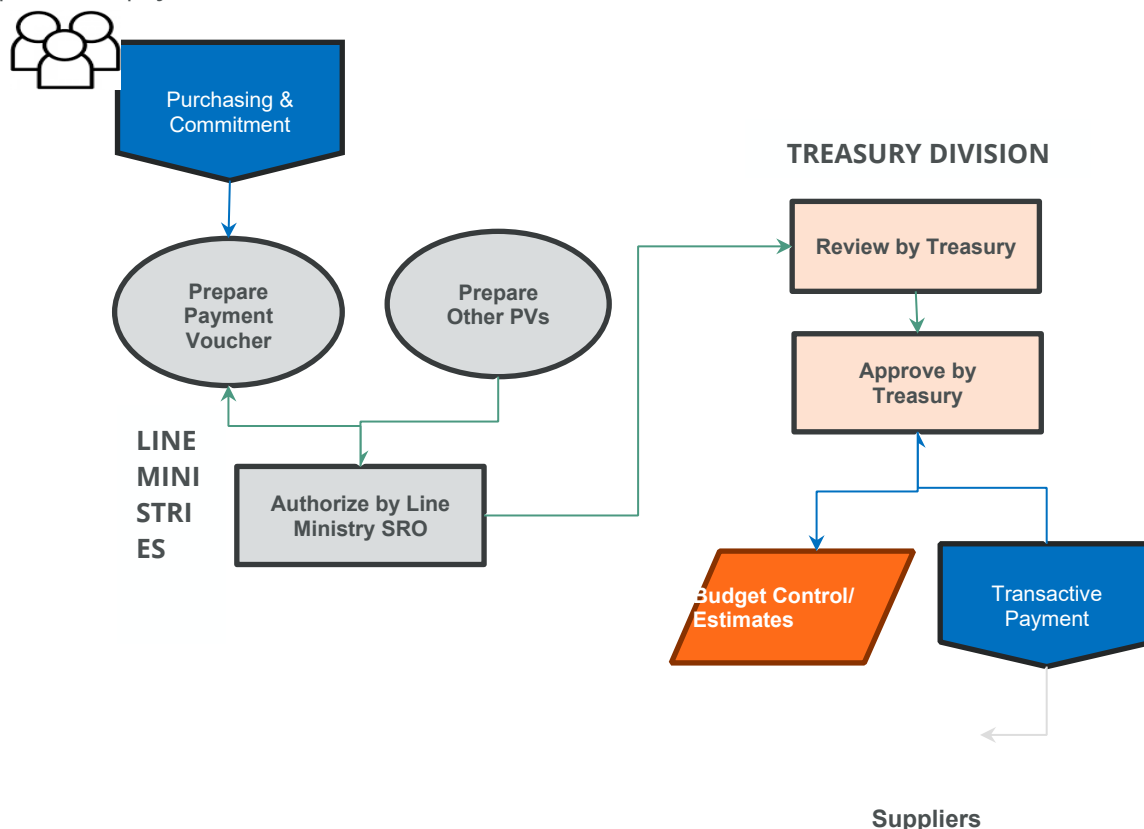
FreeBalance Confidential



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.



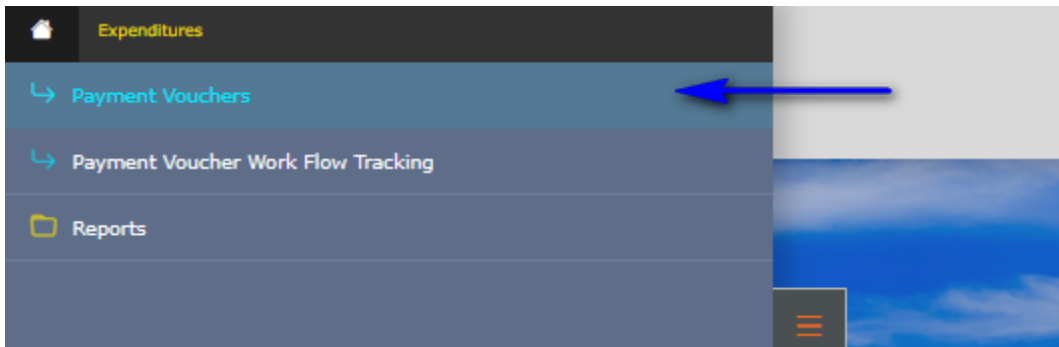
6.1 Payment Vouchers for Direct Payments

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.

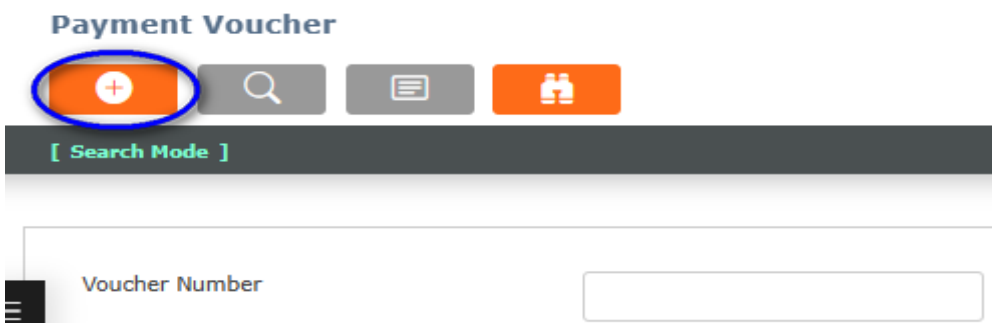
1. Tax Refunds
2. Salary Deduction refund
3. Refunds from revenue collection.
4. Refund from Customs
5. Process additional payments to suppliers underpaid invoices.
6. Other kinds of Refunds

Follow these steps in recording Direct Payments:

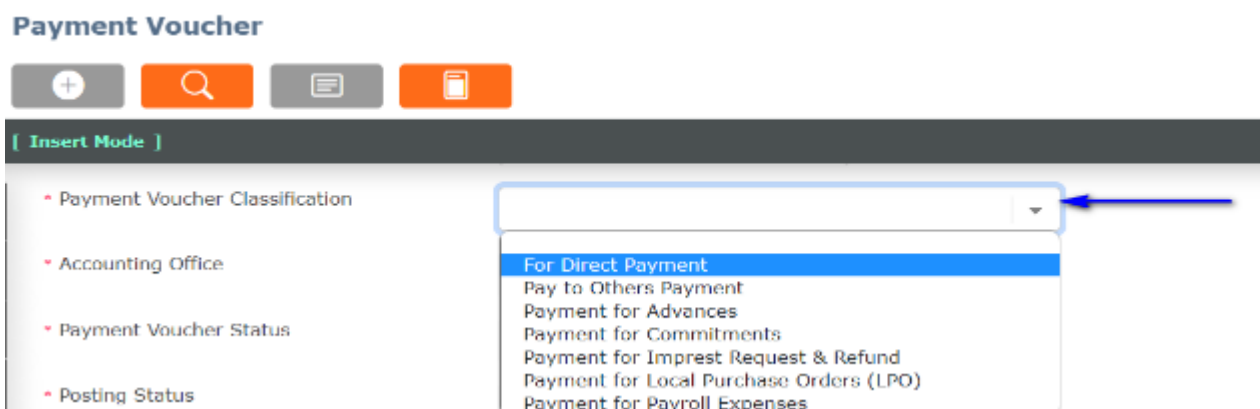
Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by default at Search Mode.



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.

Vendor

[Selection Mode]

Code	Name
<u>2009200</u>	<u>RULTI BAINREBU</u>

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

Invoice/Claim Number

Invoice/Claim Date

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

Payment Mode by Fund Type

Treasury Bank Account

Recurrent Budget - Payments

Development Budget - 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.

Treasury Bank Account

[Search Mode]

Application ID

Step 12. Click to select the Bank Account

Treasury Bank Account

Republic of Kiribati - Base Configuratio..
FreeBalance Application Suite

[Selection Mode]

> Expenditures > Payment

Application ID	Abbreviation	Treasury Bank Account Type	Is Active	Funding Source	Workflow Status
621212	State Fund	Physical	true		Approved
621231	No.1 Account	Physical	true		Approved

Step 13. Enter the Narration of the PV transaction.

Narration

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

* Payment Voucher Line Items * Payment Voucher Payment Details Attachments

+ - [Icon] [Icon] [Icon] [Icon] [Icon] [Icon]

Select Serial Number Item Commitment Coding Block Description Am

Step 15. Enter the amount of the Payment Voucher

Payment Voucher Line Item

* Serial Number

* Amount AUD

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.

Payment Voucher Line Item

Sub Ledger Type

* Coding Block [Icon] [Icon]

- **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.

Coding Block

SUB_HEAD	1705 - MFED- Tax		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined	Prev	1 - 500
LOCATION	91 - National (Country Wide)		
NATURAL ACCOUNT CODE	111110 - Personal Income Tax (PAYE)		
COFOG	011 - Executive and legislative organs,		

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

Coding Block

SUB_HEAD	1705 - MFED- Tax		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined	Prev	1 - 500
LOCATION	91 - National (Country Wide)		
NATURAL ACCOUNT CODE	111110 - Personal Income Tax (PAYE)		
COFOG	011 - Executive and legislative organs,		



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

Description

Tax refund iro Ruiti Bainrebu 2022

Payment Voucher Item Tax Info

+   

Select Serial Number Tax Tax Amount AUD Tax Amount Foreign

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

Payment Voucher Status Created

Workflow Process Status Prepared

Transition 

Posting Status

Cancel
Request for Authorization

Step 20. Click the Transition  button.

Payment Voucher Status Created

Workflow Process Status Prepared

Transition Request for Authorization 

Posting Status Saved

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

Transition

Application Language: English

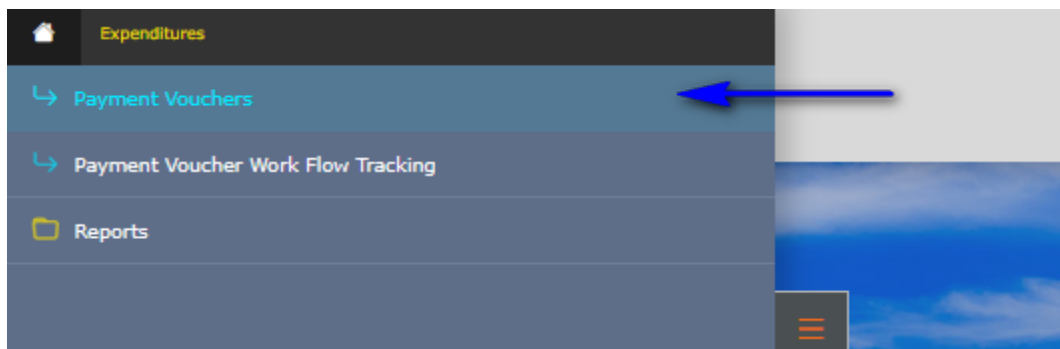
Step Note:

Any Unsaved work will be lost. Please use previous screen update button to update unsaved data.

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.

Payment Voucher

[Search Mode]

Voucher Number

Step 3. Select the "Payment For Local Purchase Orders" from the dropdown list.

Payment Voucher Classification 

Accounting Office

Payment Voucher Status

Posting Status

For Direct Payment
Payment for Advances to LPO-Local Suppliers
Payment for Commitments
Payment for Freight Subsidies
Payment for Imprest Requests & Refunds
Payment for Local Purchase Order (LPO)
Payment for Other Line Ministry Expenses

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

Is Purchase Order Related Payment Voucher ☒

* Purchase Order

is Prepaid ☐

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

Purchase Order

[+] [🔍] [📄] [✕] [👤]

[Search Mode]

PO Number

Step 6. Click to select the PO to process

Purchase Order

[+] [🔍] [📄] [✕]

[Selection Mode]

PO Number	Purchase Order Date	Posting Status	Order Status	Purchase Order Workflow Status	Workflow Process Status	Purchase Order Description	Total Amount AUD
PO-23-18-0001	16/7/2023	Saved	Open	Approved	Approved	Request for supplies for the 3rd Quarter of 2023	34.00

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

* Vendor [+] [🔍]

Name

Invoice/Claim Number ←

Invoice/Claim Date [📅] ←

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

* Payment Location

* Payment Mode by Fund Type ←

* Treasury Bank Account

* Offset Code

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.

▪ 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.

Treasury Bank Account

+

Q

☰

X



[Search Mode]

Application ID

Step 12. Click to select the Bank Account

Treasury Bank Account Republic of Kiribati - Base Configuratio..
FreeBalance Application Suite

+

Q

☰

X

[Selection Mode]

Application ID	Abbreviation	Treasury Bank Account Type	Is Active	Funding Source	Workflow Status
621212	State Fund	Physical	true		Approved
621231	No.1 Account	Physical	true		Approved

Step 13. Enter the Narration of the PV transaction.

▪ Narration

Payment for Inv 321 to Moel

Step 14. Click the Save Button.

Payment Voucher

[Insert Mode]

Created By:

Created Date:

Approved By:

Approved Date:

* Narration:

* Payment Voucher Line Items * Payment Voucher Payment Details Attachments

Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD
☒	1		1801/1101/00000/91/229112/101	Computer cable	12.00	0.00	12.00

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

Payment Voucher

[Insert Mode]

Created Date:

apac.freebalance.com says
Code PV-23-18-0001 inserted

OK

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 in the PV Tax Information.

* Coding Block:

Is Advance Recovery: ☐

Quantity Received:

Unit Price AUD:

* Description:

Original Amount AUD:

Payment Voucher Item Tax Info

Select	Serial Number	Tax	Tax Amount AUD	Tax Amount Foreign
--------	---------------	-----	----------------	--------------------

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

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

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

Expense Voucher Item Tax Information

Serial Number

* Tax







* Added / Deducted





Tax Item Coding Block

Tax Amount AUD

Tax Amount Foreign





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

* Coding Block











Is Advance Recovery

☐

Quantity Received

Unit Price AUD

* Description

Original Amount AUD

Payment Voucher Item Tax Info









Select	Serial Number	Tax	Tax Amount AUD	Tax Amount Foreign	
☒		<u>12.5 % Value Added Tax (VAT)</u>	86.91	0.00	Edit





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

* Payment Voucher Line Items				* Payment Voucher Payment Details		Attachments		
+ 🗑️ 📄 📄 📄 📄								
Select	Serial Number	Commitment Item	Obligation	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD
☒	1		COMM-02-17-0034	1/00/1101/00000/01/020112/000	committed for interest	787.23	-86.91	696.32

Step 21. Click the Attachment Tab

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

+

🗑️

📄

📄

Select Information

Download

Step 22. Click the New button.

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

+

🗑️

📄

📄

Select Information

Download

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.

Application ID

Attachment Classification

PV Supporting Documents

Language

English

* Title

Invoice 321

Description

Invoice from Moel

* Attachment Date Time

Choose File

No file chosen

Step 24. Click the Save and Return

Attachment Classification	PV Supporting Documents	
Language	English	
* Title	Invoice 321	
Description	Invoice from Moel	
* Attachment	Choose File Invoice321-Moel.pdf	
Date Time		
Date		
User		



Step 25. Click the Update button again.

Approved By	
Approved Date	
* Narration	Payment for Inv 321 to Moel

* Payment Voucher Line Items	* Payment Voucher Payment Details	Atta
------------------------------	-----------------------------------	------






Select Information ☒ <u>Title:Invoice 321</u> By: Tamaroiti On: 16/7/2023 Abereta	Download Invoice321-Moel.pdf Size: 182.5
---	---



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

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

Cancel
 Request for Authorization

Step 27. Click the Transition  button.

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



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.

Transition

Application Language English

Step Note

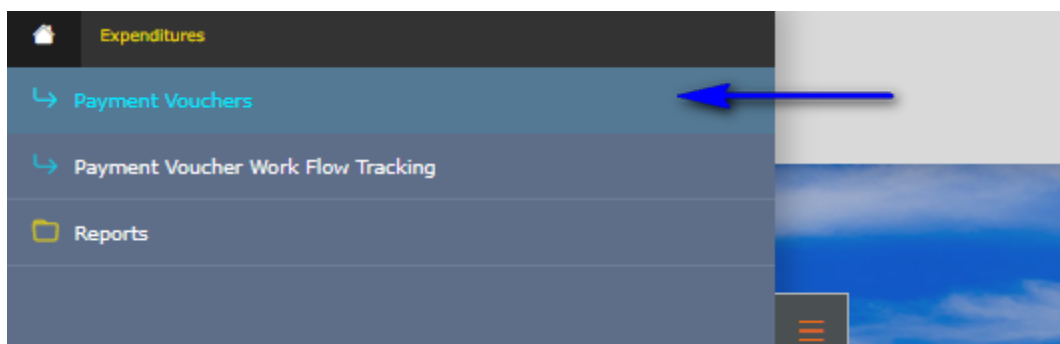
Any Unsaved work will be lost. Please use previous screen update button to update unsaved Data.

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 default at Search Mode.



Step 2. Click the New  button.

Payment Voucher

[Search Mode]

Voucher Number

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

* Voucher Date

* Payment Voucher Classification

* Accounting Office

* Payment Voucher Status

For Direct Payment
 Payment for Advances to LPO-Local Suppliers
Payment for Commitments
 Payment for Freight Subsidies
 Payment for Imprest Requests & Refunds

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

* Vendor



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

Vendor



[Search Mode]

Code

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

Vendor



[Selection Mode]

13	ARIERA TAUANIBURE	
14	ATINIMARAWA COMPANY	ATINIMAR
15	KIRIBATI MOTOR COMPANY LTD	KMCL
16	BANIAN ATUERU	BANIATUE
17	KIRIBATI NURSE ASSOCIATION	KNA
18	BARANI KO RUITI	BARARUIT

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

* Vendor  

Name

* Invoice/Claim Number 

* Invoice/Claim Date  

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

* Payment Location

* Payment Mode by Fund Type 

* Treasury Bank Account

* Offset Code

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.

* 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.

Treasury Bank Account



[Search Mode]

Application ID

Step 12. Click to select the Bank Account

Treasury Bank Account

 Republic of Kiribati - Base Configuratio..
 FreeBalance Application Suite


[Selection Mode]

[Expenditures](#) > [Payment](#)

Application ID	Abbreviation	Treasury Bank Account Type	Is Active	Funding Source	Workflow Status
621212	State Fund	Physical	true		Approved
621231	No.1 Account	Physical	true		Approved

Step 13. Enter the Narration of the PV transaction.

* Narration

Step 14. Click the Import Commitment Item

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments


 Select Serial
 Number Item

Commitment Coding Block

Description

 Tax Amount
 AUD

Step 15. Click the Search button

Commitment Item



[Search Mode]

Serial Number

Step 16. Click to select the Commitment to pay.

Commitment Item

IFMIS - TRAINING
FreeBalance Applic

[Selection Mode] 

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

Step 17. Click the Save button.

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments









Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD	Amount FC	Tax
☒	1		1801/1101/00000/91/211113/101	using - July 2023	120.00	0.00	120.00	0.00	




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

* Payment Voucher Status

Created

Workflow Process Status

Prepared

Transition

Cancel
Request for Authorization

Posting Status

Step 19. Click the Transition  button.

* Payment Voucher Status

Created

Workflow Process Status

Prepared

Transition

Request for Authorization

Posting Status

Saved



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.

Transition

Application Language: English

Step Note:

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

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.

Payment Voucher

[Search Mode]

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

* Fiscal Period: NOVEMBER

* Voucher Date: 16/11/2023

* Payment Voucher Classification: Pay to Others Payment for Multiple Payees

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

* Payment Voucher Classification Pay to Others Payment

* Multi Vendor Payment Method

* Accounting Office

* Payment Voucher Status

* Posting Status

Not Posted Reason

Book Transfer
Cash
Cheque
Cross border fund transfer
Direct Credit Receipt
EFTPOS
Fast Deposit
GIRO/ACH
Transactive Payment

Step 4. Click the Look up on the Vendor.

* Vendor 

Invoice/Claim Number

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.

Vendor

[Search Mode]

Code

Eligibility Status

Name *pay to others*

Step 6. Click to select the Vendor.

Vendor

+
🔍
☰
✕

[Selection Mode]

Code	Name
108	Pay to Others

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.

Invoice/Claim Number	SA-11.13-11.15			
Invoice/Claim Date	16/11/2023	📅		
* Invoice Receipt Date	16/11/2023	📅		
* Payment Location	MFED Treasury	▼		
* Payment Mode by Fund Type	Recurrent Budget - Payments	▼		
* Treasury Bank Account	621231	+	🔍	

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

Narration

Payment for Sitting Allowance Nov 13 to 15

* Payment Voucher Line Items
* Payment Voucher Payment Details
Attachments

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🗑️
📝
📋
📄
✍️
📦

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

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

Commitment Item
FreeBalance Application Suite

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☰
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🔄
Select All
Unselect All

[Selection Mode]

Select	Obligation	Created On	Serial Number	Coding Block	Amount Domestic	Description
☐	COMM-23-17-0110	22/8/2023 11:47:17	1	1701/3101/23004/12/211114/011	631.25	Sitting allowance exclusive of tax.
☐	COMM-23-17-0211	4/9/2023 18:27:38	1	1701/3101/23004/12/211114/011	756.25	tax inclusive total sitting allowance.

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.

Narration

* Payment Voucher Line Items * Payment Voucher Payment Details Attachments

+ - [icon] [icon] [icon] [icon]

Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD
☒	1	1701/3101/23994/12/211114/011		Sitting allowance exclusive of tax.	631.25	0.00	631.25

Step 11. Click the New button.

* Payment Voucher Line Items * Payment Voucher Payment Details Attachments

+ - [icon] [icon]

Select Serial Number Payment Due Date Payment Method Payment Reference Number

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

Payee Address

* Payment Amount AUD

Payment Amount FC

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

* Vendor [icon]

* Net Payment Amount AUD

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

Payment Voucher

FreeBalance

Vendor

+

Q

☰

×



[Search Mode]

FreeBalance Application Suite

Code

Eligibility Status

Name

teekoa

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.**

Vendor

L100A007444A





Name

Teekoa Iuta

Vendor Bank Account

Net Payment Amount AUD

809827

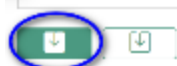
Step 16. Click on the Save and Return on the Payment Details screen.

Name	Teekoa Iuta
* Vendor Bank Account	809827
Branch	ANZ Kiribati
Bank	ANZ Kiribati
* Net Payment Amount AUD	631.25
Net Payment Amount FC	0.00
Is Extracted Payment	☐
* Payment Method	Transactive Payment
Payment Reference Number Series	
Payment Reference Number	
Payment Date	
Payment Status	
Payment Delivery Date	



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

* Payment Voucher Line Items				* Payment Voucher Payment Details				Attachments
Select	Serial Number	Payment Due Date	Payment Method	Payment Reference Number	Vendor	Payment Amount AUD	Payment Amount FC	Paid
☒		16/11/2023	Transactive Payment		Teekoa Iuta	56.00	0.00	☐
☒		16/11/2023	Transactive Payment		Ediana Salmon	175.25	0.00	☐
☒		16/11/2023	Transactive Payment		Ioane Iererei	140.00	0.00	☐
☒		16/11/2023	Transactive Payment		Samad Namaria	260.00	0.00	☐



Step 18. Click Ok on the Message displayed.



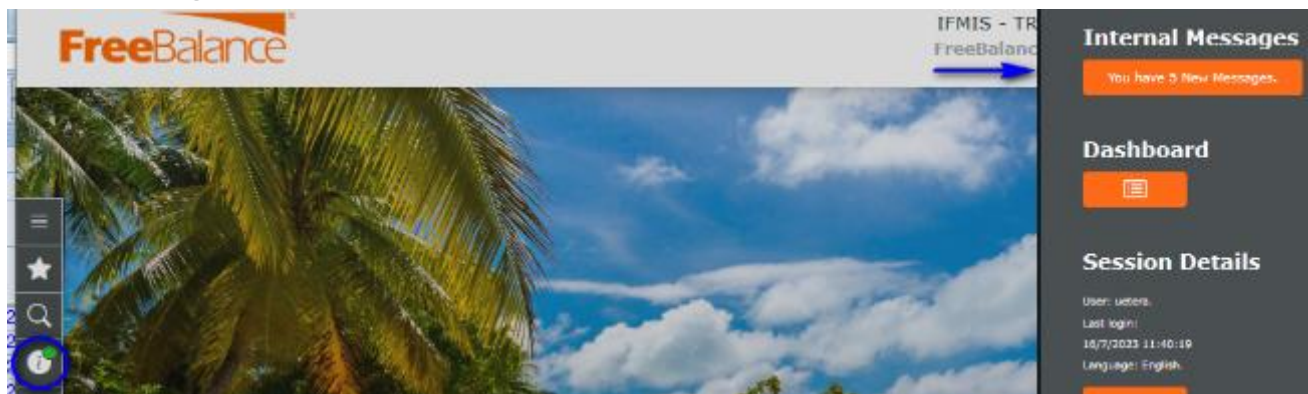
Step 19. The Payment Voucher is already created at this point. Proceed with transitioning the Payment Voucher by going to the Transition field and finish the workflow.

6.5 Approval Process of Payment Voucher

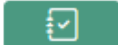
6.5.1 How to authorize Payment Voucher

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.

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

Step 3. Click on Update Domain button.

From	Temaroiti Abereta
Organization Name	Administration
Subject	There is a new Payment Voucher (Code = PV-23-18-0001) transition assign
Body	Transaction = Payment Voucher Transaction Id = 108 Code = PV-23-18-0001 Description = Payment for Inv 321 to Moel Options Available: Ministry Authorized, Prepared
Entity	Payment Voucher 

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

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

* Payment Voucher Status	Approval Requested
Workflow Process Status	For Authorization
Transition	
Posting Status	Authorize by Line Ministry Return for Modification

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

Step 6. Click the Transition button.

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

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

Transition

Language

English

Step Note

For payment

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

✎

✕

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

Note:

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

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)  button. The form will be downloaded ready for viewing and printing if needed.

Payment Voucher

+

Q

PDF

[View Mode]

Voucher Number

PV-23-18-0001

Fiscal Year

FY 2023

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

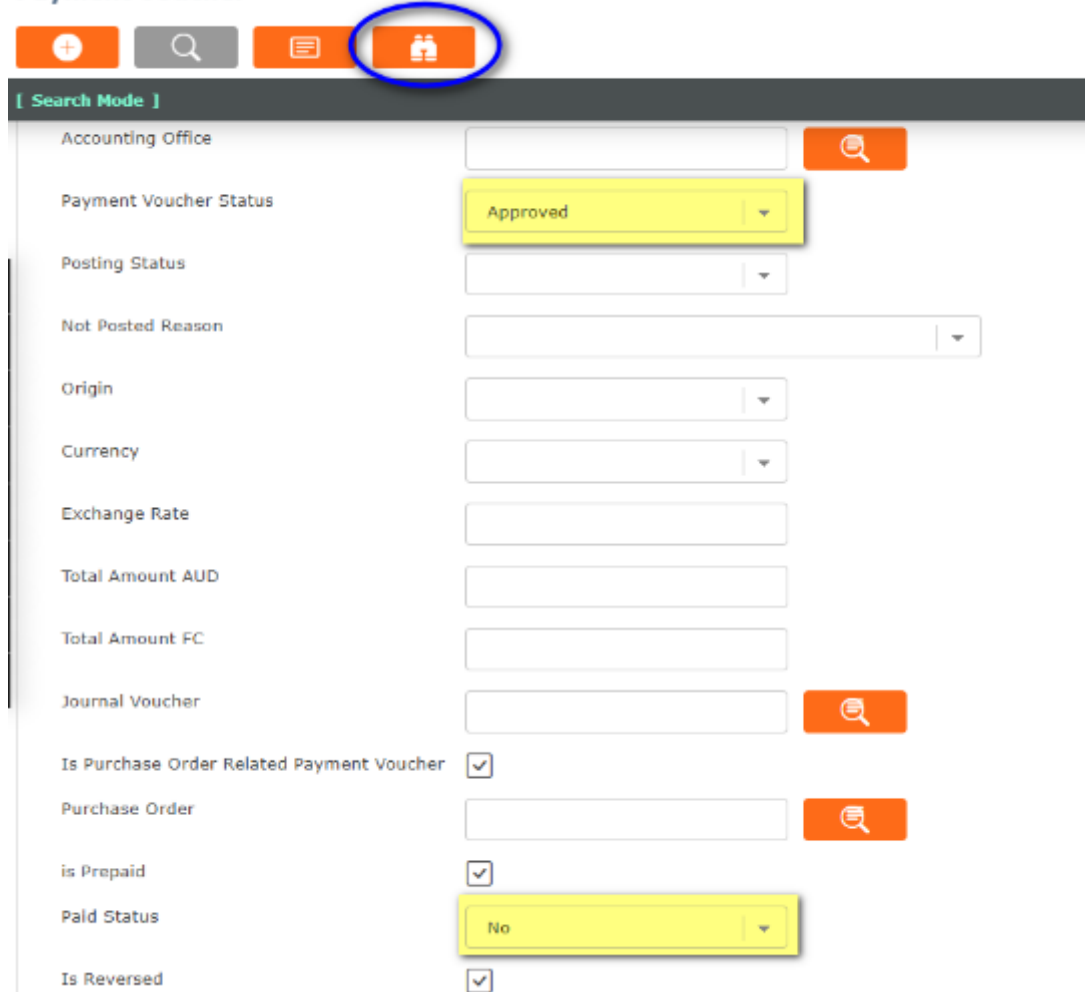
6.6 How to cancel PV

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.

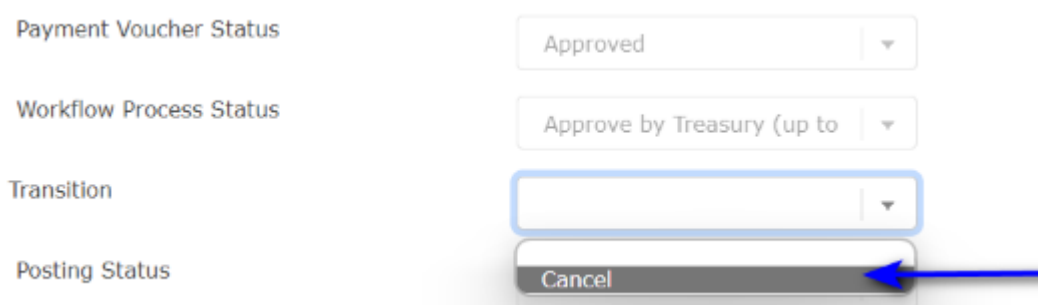
Payment Voucher



The screenshot shows the 'Payment Voucher' screen with the following fields and values:

- Accounting Office: [Empty]
- Payment Voucher Status: **Approved**
- Posting Status: [Empty]
- Not Posted Reason: [Empty]
- Origin: [Empty]
- Currency: [Empty]
- Exchange Rate: [Empty]
- Total Amount AUD: [Empty]
- Total Amount FC: [Empty]
- Journal Voucher: [Empty]
- Is Purchase Order Related Payment Voucher: ☒
- Purchase Order: [Empty]
- is Prepaid: ☒
- Paid Status: **No**
- Is Reversed: ☒

Step 2. Go to the Transition field and select the "Cancel" from the dropdown.



The close-up shows the 'Transition' field dropdown menu with the following options:

- Approved
- Approve by Treasury (up to
- Cancel**

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

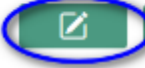
Payment Voucher

Transition

Application Language: English

* Step Note: Cancelled due to erroneous tax [amount](#)

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

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

Payment Voucher

[View Mode]

Voucher Number: PV-23-01-0157

Fiscal Year: FY 2023

Fiscal Period: SEPTEMBER

Voucher Date: 6/9/2023

* Payment Voucher Classification: For Direct Payment

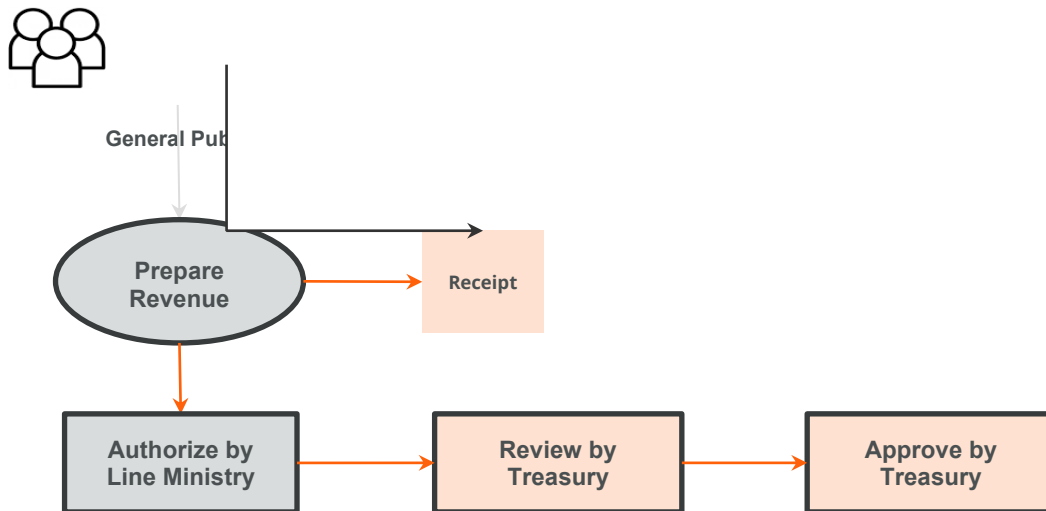
Accounting Office: 0104 

Payment Voucher Status: Cancelled

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.

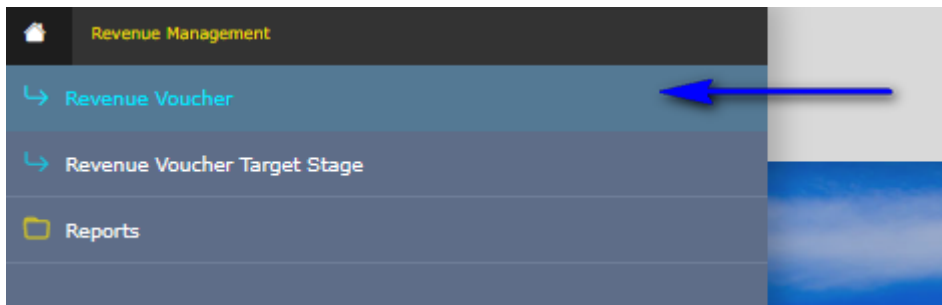
7 Revenue and Collection Management

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.

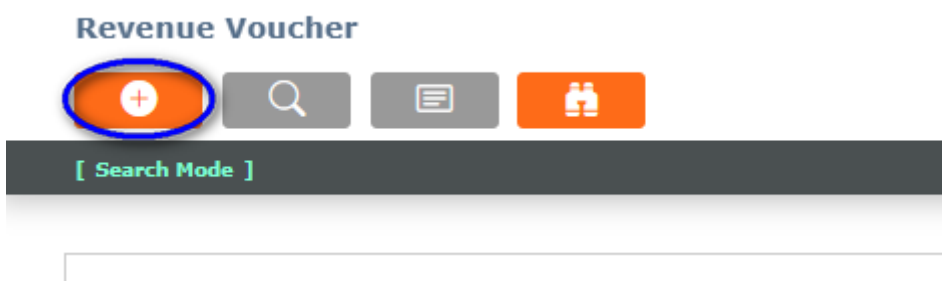


7.1 How to record Revenue Vouchers

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.

* Collection Classification
 * Revenue Invoice Type
 * Invoice Workflow Status
 Posting Status

Collection from Imprest
 Collection from NonTax Revenue
 Collection from Outer Islands
 Collection from Poster Sales
 Collection from Tax Revenue
 Collection of Fees (All Types)
 From Vendor Overpayments



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

* Customer
 Collected from (Name of Individual)



Step 5. Select the applicable mode from the list

* Receipt Mode
 * Bank Account

Recurrent Budget - Payments
 Development Budget - Payments

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)**

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

* Bank Account



Step 7. Click the Find button.

Treasury Bank Account

[Search Mode]

Application ID

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

Treasury Bank Account Republic of Kiribati - Base Configuratio.. FreeBalance Application Suite

[Selection Mode] > Expenditures > Payment

Application ID	Abbreviation	Treasury Bank Account Type	Is Active	Funding Source	Workflow Status
621212	State Fund	Physical	true		Approved
621231	No.1 Account	Physical	true		Approved

* Bank Account

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

* Narration

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

* RV Items * RV Payment Details Attachments Additional Information

Select Correlative ID Quantity Coding Block Unit Price AUD Price AUD

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

* Description

Unit Of Measure

* Unit Price AUD

Unit Price FC

* Coding Block

Sub Ledger Type

* Quantity

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.

* Coding Block

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

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

SUB_HEAD	1802 - Sport		
FUNDING AGENCY	1101 - Government of Kiribati_Consolidate		
PROJECTS	00000 - Not Defined	Prev	1 - 500
LOCATION	91 - National (Country Wide)		
NATURAL ACCOUNT CODE	141518 - Sport Complex		
COFOG	000 - Not Defined		



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

Revenue Voucher Item

Correlative ID	
* Description	sports complex fee
Unit Of Measure	
* Unit Price AUD	50.00
Unit Price FC	0.00
* Coding Block	1802/1101/00000/91/141518/000
Sub Ledger Type	Not Applicable
* Quantity	1.000
Price AUD	50.00
Price FC	0.00



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

* RV Items

* RV Payment Details

Attachments

Additional Information

Select

Correlative ID

Quantity

Coding Block

Unit Price AUD

Price AUD

Price FC

Description

1.000

[1802/1101/00000/91/141518/000](#)

50.00

50.00

0.00

[sports complex fee](#)

[Edit](#)

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

* RV Items	* RV Payment Details	Attachments	Additional Information
Select	Correlative ID	Payment Due Date	Net Payment Amount AUD
☐		16/7/2023	50.00 Edit

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

Revenue Invoice Payment Detail

Serial Number

* Payment Due Date

16/7/2023

* Payment Amount AUD

50.00

Payment Amount FC

Reference Number

0001-0716

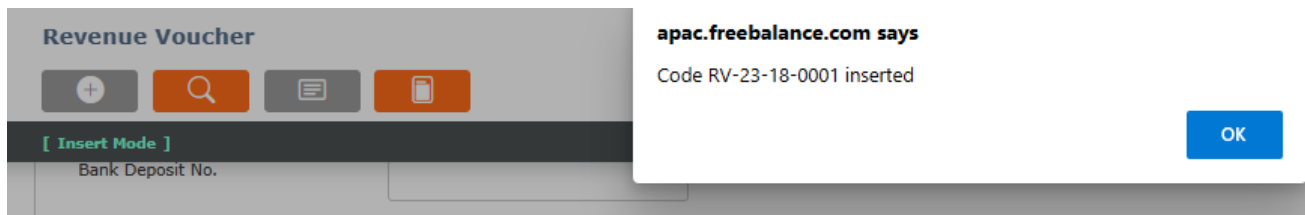
Cheque/Collection Date

16/7/2023

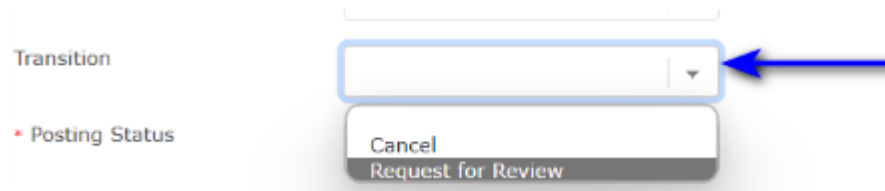
Step 18. Click the Save button when done. A message is displayed that the Transfer Voucher workflow is executed.

* RV Items	* RV Payment Details	Attachments
Select	Correlative ID	Payment Due Date
☐		16/7/2023
Net Payment Amount AUD	50.00	Edit

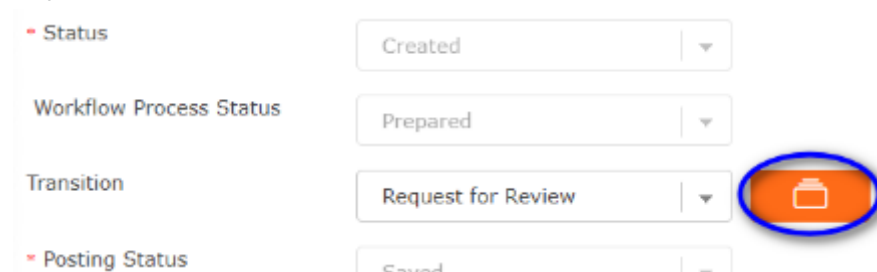
Step 19. Click ok on the message displayed.



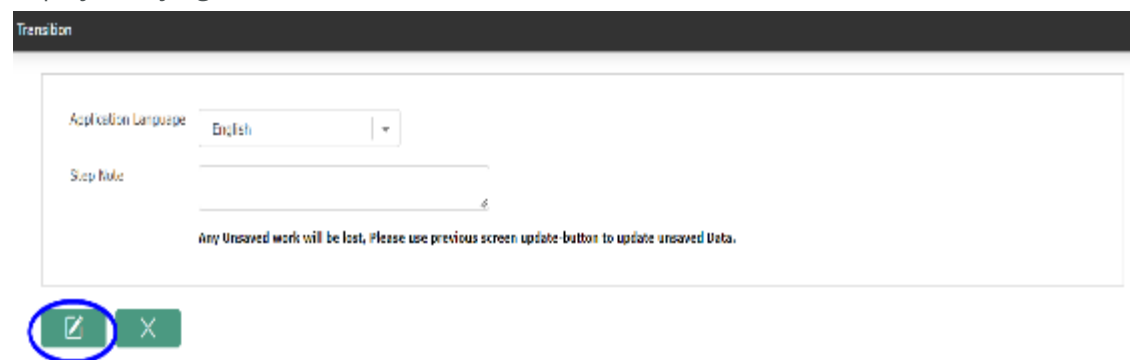
Step 20. Navigate to the Transition field of the screen and select the “Request for Review” from the dropdown list.



Step 21. Click the Transition button.



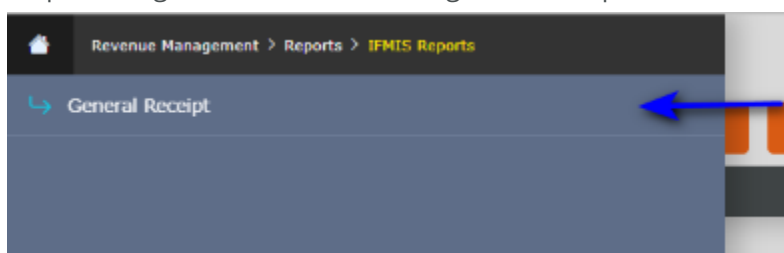
Step 22. Enter the remarks on the step note for the next approver. Click the Finish button. A message is displayed saying that the workflow.



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.

General Receipt

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

Step 3. Click the Generate Report button.

General Receipt

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

Step 4. Click Ok on the displayed message.

General Receipt

The screenshot shows the 'General Receipt' form with the following fields: Fiscal Year (2023), Fiscal Period (JULY), Ministry (17-MFED), Customer, Revenue Voucher, and a PDF button. A notification popup is displayed over the form, stating: 'The Report General Receipt Was Send To Report Server With ID: ID:WIN-AVHO2F8TMOV-61588-1689578465682-5:22:1:1:1'. The popup has an 'OK' button.

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

The screenshot shows the 'General Receipt' form with the 'Internal Messages' sidebar open on the right. The sidebar contains a 'You have 1 New Messages' notification, a 'Dashboard' section, and 'Session Details' (User: tauntang, Last login: 18/7/2023 08:15:31, Language: English). A blue arrow points to the 'Internal Messages' link in the top right corner of the form.

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

The screenshot shows the 'Internal Message' details table. The table has columns: Select, Status, From, ID, Subject, and Posting Date. The ID '23779' is circled in blue. The Subject is 'Report Server Notification - General Receipt' and the Posting Date is '18/7/2023 08:15:31'.

Select	Status	From	ID	Subject	Posting Date
☐	●	Taunteang Teitiniako	23779	Report Server Notification - General Receipt	18/7/2023 08:15:31

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

[General Receipt-ID:WIN-AVHO2F8TMOV-61588-1689578465682-5:22:1:1:1.PDF](#)

By:

Size: 13 KB

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



Republic of Kiribati
GENERAL RECEIPT

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

Station : Bikenibeu (14) Date : 03 Aug 23

Received From : Sieruka Karee and Evelyn Karee

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

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

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

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

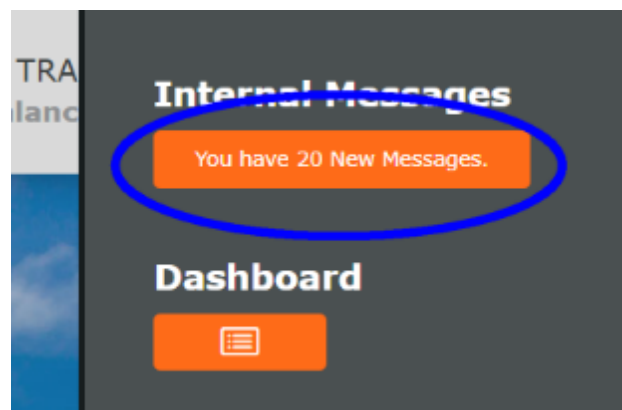
7.3 How to Approve the Revenue Voucher from the Line Ministry

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.

Internal Message

ID: 25544
 From: Annette Lafai
 Organization Name: Administration
 Subject: There is a new Revenue Voucher (Code = RV-23-15-0001) transition assign
 Body: Transaction = Revenue Voucher
 Transaction Id = 36
 Code = RV-23-15-0001
 Description = Library Fine - Aug 3
 Options Available: Prepared, Ministry Authorized

Entity: Revenue Voucher 

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.

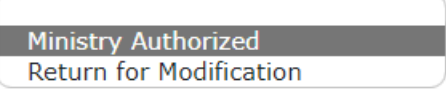
* RV Items * RV Payment Details **1 Attachments**

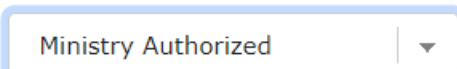
+   

Select	Information	Download
☒	Title: Receipts and other supporting documents By: Buike On: 30/7/2023 Marea	General Receipt and other Supporting documents.pdf Size: 37 KB

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.

Transition: 

* Posting Status: 

Transition:  

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.

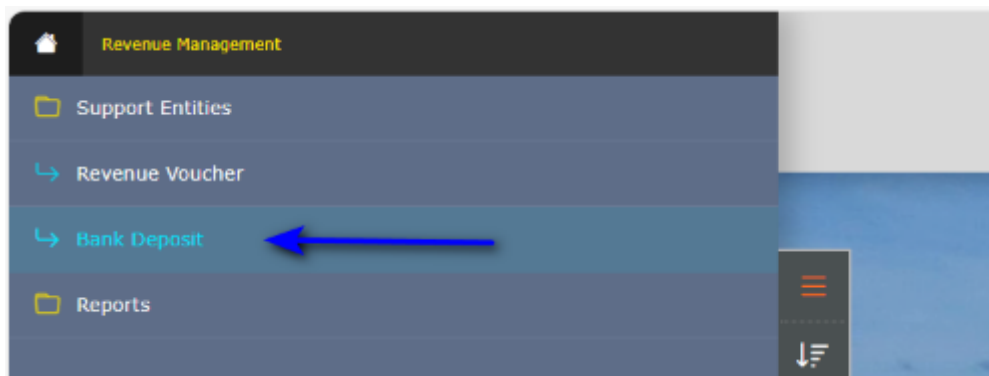
Step 7. Enter the step note as an instruction or information to the next approver user. And then click the Finish button

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.

Cash Invoice / Receipt Bank Deposit

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

Treasury Bank Account



[Search Mode]

Application ID

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

Treasury Bank Account



[Selection Mode]

Application ID	Abbreviation	Is Active	Workflow Status
621220	Cash in Transit	true	Approved
621221	Cash In Transit- Domestic	true	Approved
621231	No.1 Account	true	Approved
621232	No.4 Account	true	Approved
621233	No.3 Account	true	Approved

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.

Cash Invoice / Receipt Bank Deposit



* Treasury Bank Account	621231		
Currency	AUD		
* Bank Deposit Number	3421		
* Bank Deposit Date	16/11/2023		

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

Cash Invoice / Receipt Bank Deposit



Receipt Total Foreign Amount	
Invoice Total Domestic Amount	
Invoice Total Foreign Amount	

* Cash Receipt Voucher

* Cash Invoice









Select Application ID
Receipt Date
Institution

Step 7. Click on the Lookup button.

* Cash Receipt Voucher

* Cash Invoice









Select
Lookup
Number
Voucher Date
Institution

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

Revenue Voucher











[Search Mode]

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.

Revenue Voucher

Republic of Indonesia - TRA
FreeBalance Application

[Selection Mode] Revenue Management > Revenue Voucher

Select	Voucher Number	Voucher Date	Invoice Workflow Status	Posting Status	Paid Status	Voucher Currency	Customer	Select All Select Collection Classification
☒	RV-23-17-0007	21/7/2023	Approved	Saved	Yes	AUD	GP	1
☒	RV-23-17-0008	27/7/2023	Approved	Saved	Yes	AUD	GP	7
☒	RV-23-17-0009	27/7/2023	Approved	Saved	Yes	AUD	GP	2
☒	RV-23-17-0010	27/7/2023	Approved	Saved	Yes	AUD	GP	1
☒	RV-23-17-0011	27/7/2023	Approved	Saved	Yes	AUD	GP	1
☒	RV-23-17-0012	27/7/2023	Approved	Saved	Yes	AUD	GP	1
☒	RV-23-17-0013	27/7/2023	Approved	Saved	Yes	AUD	GP	1

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

Cash Invoice / Receipt Bank Deposit

+

Select	Voucher Number	Voucher Date	Institution	Invoice Total Domestic Amount
☒	RV-23-17-0007	21/7/2023	1702	5.00
☒	RV-23-17-0008	27/7/2023	1702	12.40
☒	RV-23-17-0009	27/7/2023	1702	182.25
☒	RV-23-17-0010	27/7/2023	1702	34.80
☒	RV-23-17-0011	27/7/2023	1702	5.00
☒	RV-23-17-0012	27/7/2023	1702	10.00
☒	RV-23-17-0013	27/7/2023	1702	5.00

✓ Update

Step 11. Click Ok on the displayed message.

Cash Invoice / Receipt Bank Deposit

+

✓ Update

apac.freebalance.com says

Cash Receipt Vouchers updated for 621231 Treasury Bank Account

OK

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

Cash Invoice / Receipt Bank Deposit



[← Cash Receipt voucher](#) [← Cash Invoice](#)

Select	Voucher Number	Voucher Date	Institution
☒	<u>RV-23-17-0007</u>	21/7/2023	<u>1702</u>
☒	<u>RV-23-17-0008</u>	27/7/2023	<u>1702</u>
☒	<u>RV-23-17-0009</u>	27/7/2023	<u>1702</u>

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

Revenue Voucher

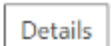
[View Mode]

* Paid Status

* Receipt Method

* Receiving Location

* Collection Mode by Fund Type

* Bank Account  

Receipt Term

Bank Deposit No. 

Bank Deposit Date 

Created By 

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

Revenue Voucher



[View Mode]

* Paid Status

Yes

* Receipt Method

Cash

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

Cash Invoice / Receipt Bank Deposit



* Treasury Bank Account

621231



Step 16. Repeat the process.

Cash Invoice / Receipt Bank Deposit

* Treasury Bank Account



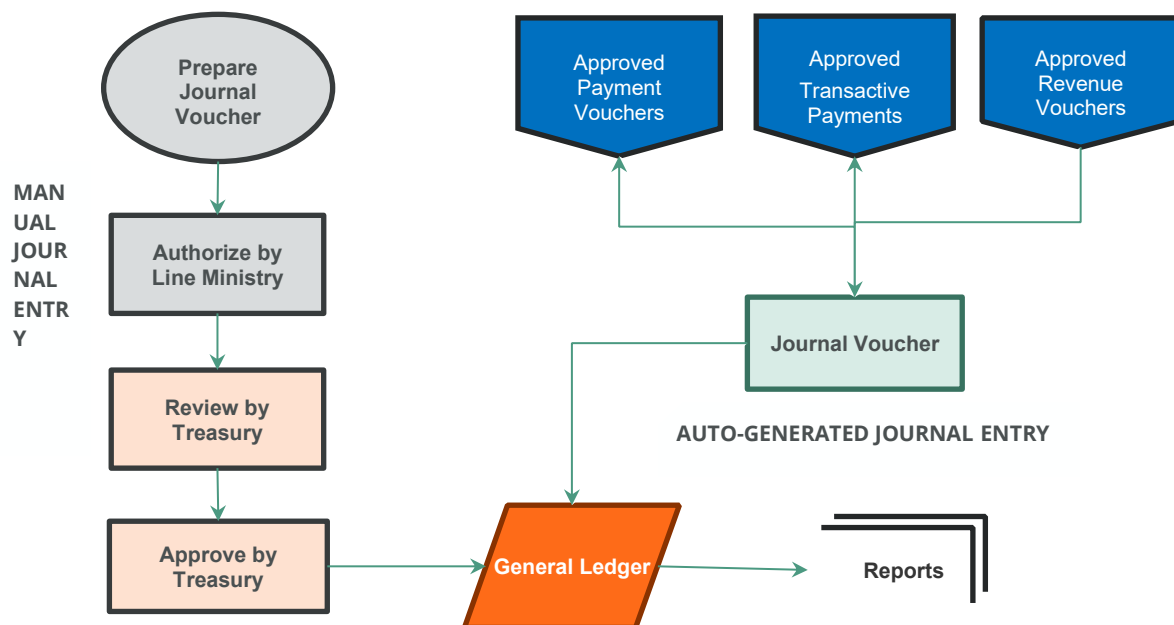
Currency

* Bank Deposit Number

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.



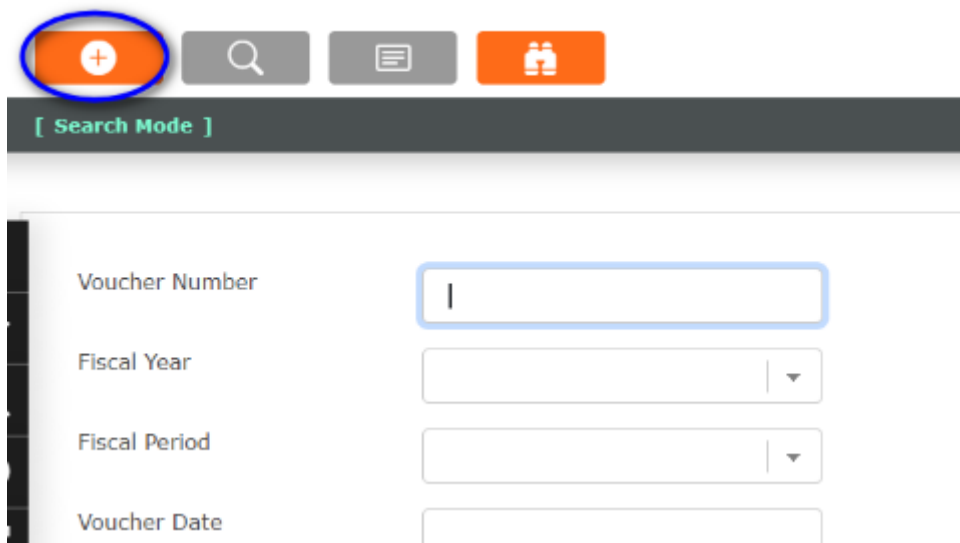
8.1 How to record adjustments.

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.

Journal Voucher



[Search Mode]

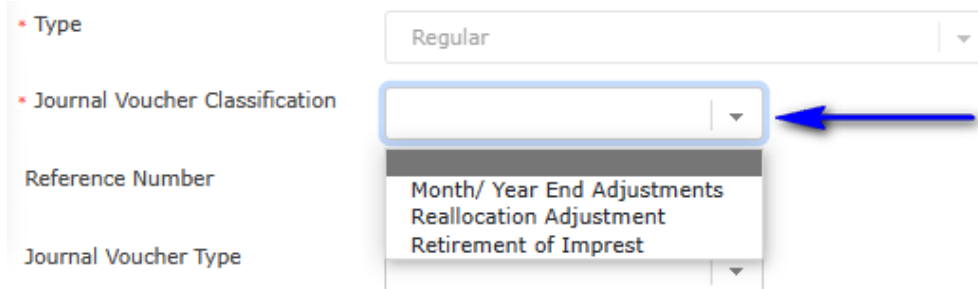
Voucher Number

Fiscal Year

Fiscal Period

Voucher Date

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



* Type

* Journal Voucher Classification

Reference Number

Journal Voucher Type

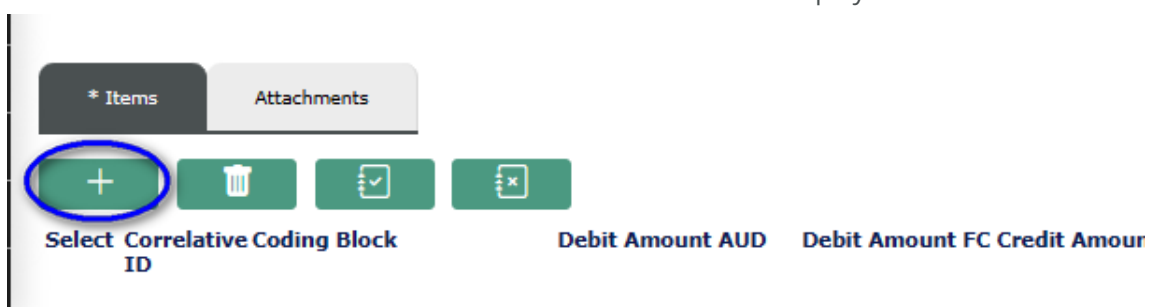
Step 4. Narration: Enter the description of the JV Transaction



* Narration

Step 5. Click

the new  button under the Items tab. The Items screen is displayed.



* Items Attachments

Select ID Correlative Coding Block Debit Amount AUD Debit Amount FC Credit Amount

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

* Description

Commitment (PO) 

Commitment (PO) Item

Close Remaining Commitment (PO) Item ☐

* Debit AUD

Debit FC

* Credit AUD

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

* Coding Block  

- **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.

SUB_HEAD	1701 - Administration		
FUNDING AGENCY	1101 - Government of Kiribati_Consolidate		
PROJECTS	00000 - Not Defined	Prev 1 - 500	Next  
LOCATION	91 - National (Country Wide)		
NATURAL ACCOUNT CODE	226111 - Telephone Bills		
COFOG	011 - Executive and legislative organs, fin.		



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.

SUB_HEAD	1701 - Administration		
FUNDING AGENCY	1101 - Government of Kiribati Consolidate		
PROJECTS	00000 - Not Defined	Prev 1 - 500	Next
LOCATION	91 - National (Country Wide)		
NATURAL ACCOUNT CODE	226111 - Telephone Bills		
COFOG	011 - Executive and legislative organs, fin.		



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

Transaction Number	
Payee Reference	
Is Normal Roll Up Applied	☒



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.

Select	Correlative ID	Coding Block	Debit Amount AUD	Debit Amount FC
☒	1701/1101/00000/91/226111/011		0.00	0.00



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.

Transition	
Posting Status	Cancel Request for Authorization
Payment Location	

Step 13. Click the Transition button.

Transition

Request for Authorization



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

Transition

Application Language: English

Step Note:

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

Transition: Authorize by Line Ministry

Application Users:

- Birati Titon
- Kariea Akau
- Neeti Tabokai
- Roreti Eritai
- Teauama Timiti
- Tematang Iaoniman

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

Transition

Application Language: English

Step Note:

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

Transition: Authorize by Line Ministry

Application Users: Roreti Eritai

8.2 How to Record Inter-Ministry Transactions

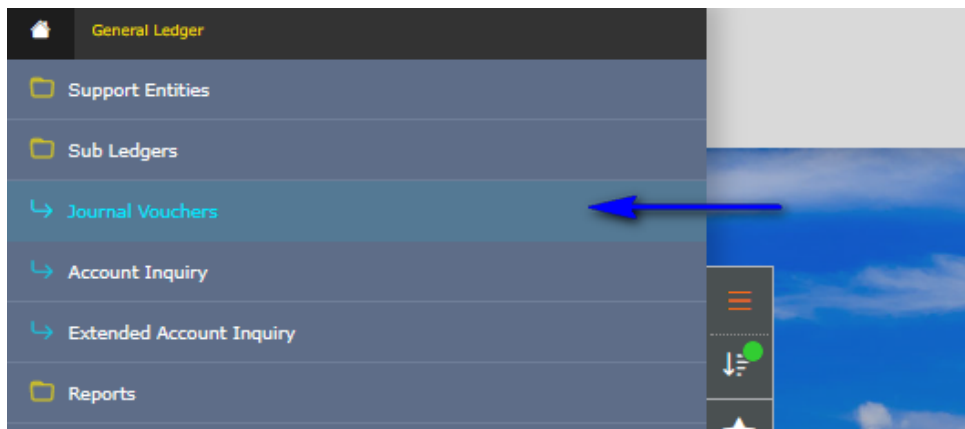
Inter- ministry transactions involve recording of Expenses and Revenue for two transacting ministries, without actually processing or releasing funds for payment. Entries for these types of transactions are recorded against applicable clearing accounts. Few examples are as follows:

- Passport processing fee for Ministry officials and employees

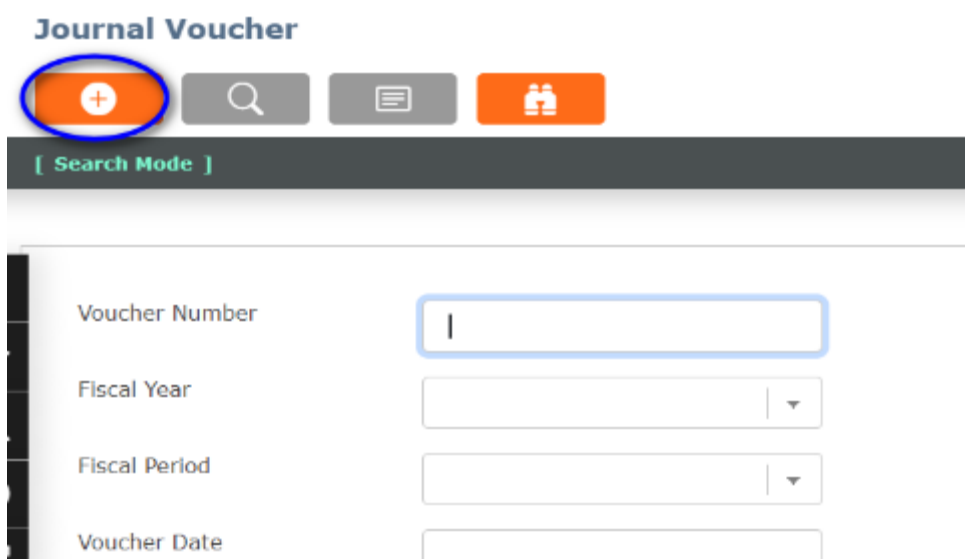
- Hiring of School to be used for employee examination
- Seafarer's fee
- Hiring of plants with MELAD.

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:

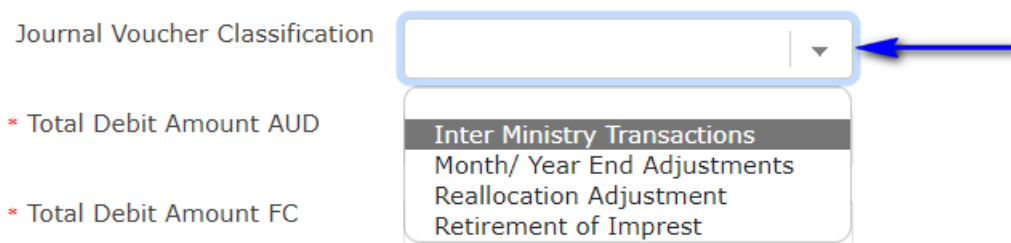
Step 1. Navigate the Menu > General Ledger > Journal Voucher. The Journal Voucher is displayed by default at Search Mode.



Step 2. Click the New  button.



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

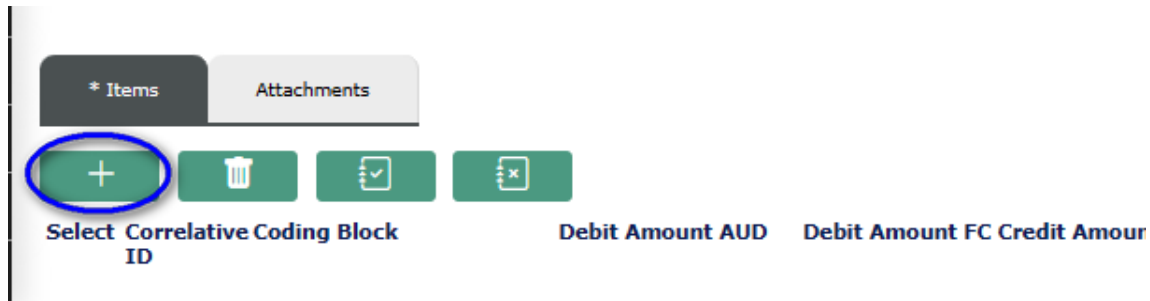


Step 4. Narration: Enter the description of the JV Transaction

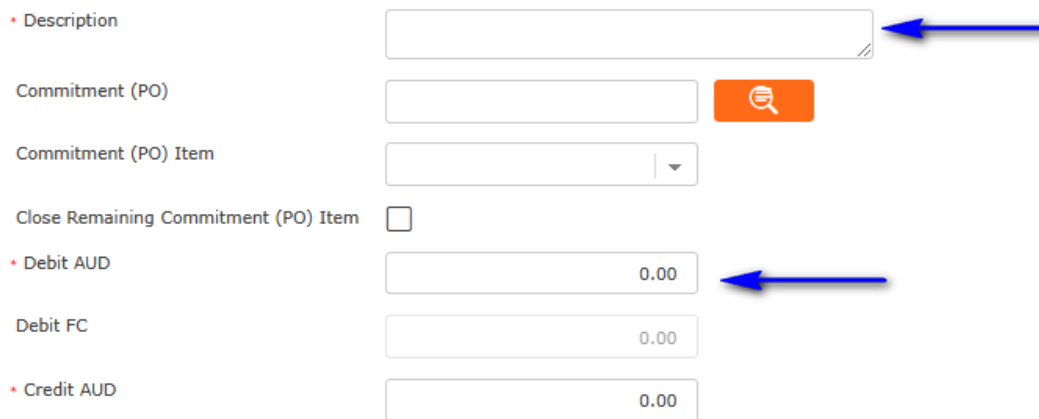
* Narration

To record passport renewal fee for Secretary and Assistant Secretary

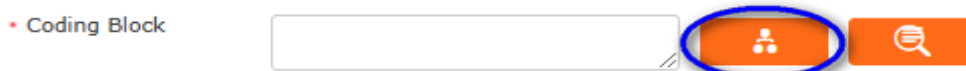
Step 5. Click the new  button under the Items tab. The Items screen is displayed.



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.

Coding Block

SUB_HEAD	1501 - Administration		
FUNDING AGENCY	1101 - Government of Kiribati Consolidate		
PROJECTS	00000 - Not Defined	Prev 1 - 500	
LOCATION	91 - National (Country Wide)		
NATURAL ACCOUNT CODE	227213 - Int. Travel- Misc Incidental (not i	Prev 1 - 500	
COFOG	098 - Education n.e.c.		



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.

Journal Voucher Item

Correlative ID		
* Coding Block		 
Sub Ledger Type	Not Applicable	
* Description		
Commitment (PO)		
Commitment (PO) Item		
Close Remaining Commitment (PO) Item	☐	
* Debit Amount AUD	0.00	
Debit Amount FC	0.00	
* Credit DC	0.00	

Journal Voucher

Journal Voucher Item

Coding Block

SUB_HEAD	9901 - National			
FUNDING AGENCY	1101 - Cons. Fund- GoK			
PROJECTS	00000 - Not Defined		Prev	1 - 500
LOCATION	91 - National (Country Wide)			
NATURAL ACCOUNT CODE	621831 - Passport fees Clearing Accou			
COFOG	000 - Not Defined			

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

Transaction Number

Payee Reference

Is Normal Roll Up Applied ☒

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.

Items Attachments

Select	Correlative ID	Coding Block	Debit Amount AUD	Debit Amount FC	Credit Amount AUD	Credit Amount FC
☒	1501/1101/00000/91/227213/000		100.00	0.00	0.00	0.00
☒	9901/1101/00000/91/621831/000		0.00	0.00	100.00	0.00

apac.freebalance.com says

Code JV-2023-JUL-15-0001 inserted



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.

Transition

Posting Status

Payment Location

Transition

Cancel
Request for Authorization

Request for Authorization 

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.

Transition

Application Language: English

Step Note:

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

Transition
Authorize by Line Ministry

Application Users

- Birati Titon
- Kariea Akau
- Neeti Tabokai
- Roreti Eritai
- Teuama Timiti
- Tematang Iaoniman

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

Transition

Application Language: English

Step Note:

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

Transition
Authorize by Line Ministry

Application Users

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

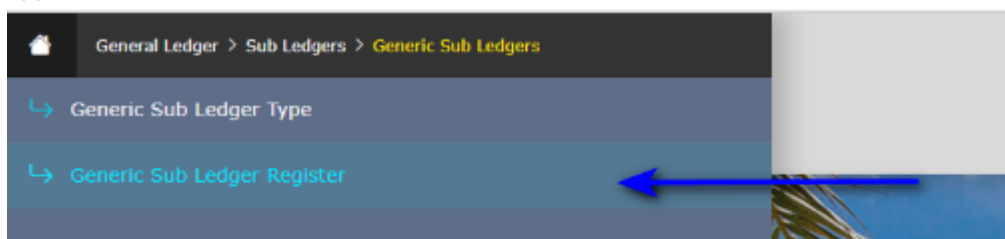
8.3 How to create Subledger for DNE Payments

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.

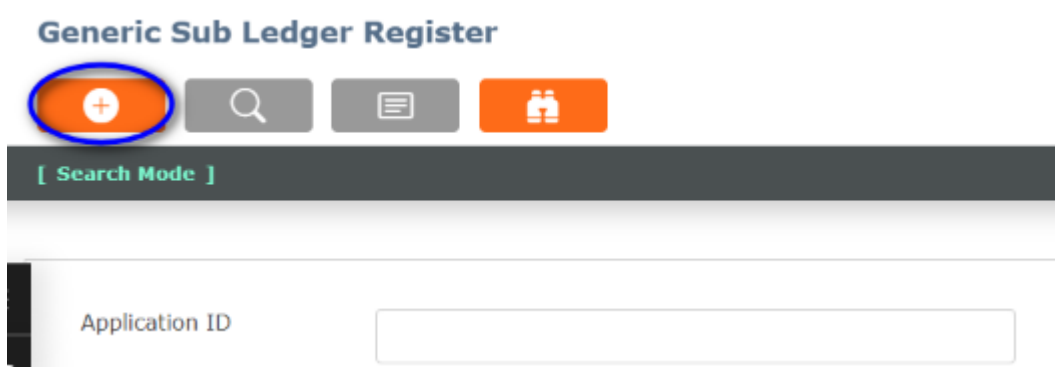
8.3.1 How to create Generic Subledger

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.

Generic Sub Ledger Register

[Insert Mode]

Application ID

Is Active ☒

Currency

Generic Sub Ledger Type



Step 4. Click the Find button on the Screen.

Generic Sub Ledger Type

[Search Mode]

Application ID



Step 5. Click to select the from the list.

Generic Sub Ledger Type

[Selection Mode]

General Ledger > Sub Ledgers > Gen

621289	Temporary Standing Imprest	Temporary Standing Imprest
621311	Debt securities (Domestic)	Debt securities (Domestic)
621510	Equity (Domestic Debtors)	Equity (Domestic Debtors)
621611	Nonlife insurance technical reserves (Domestic)	Nonlife insurance technical reserves (Domestic)
621612	Life insurance and annuities entitlements (Domestic)	Life insurance and annuities entitlements (Domestic)
621613	Pension entitlements	Pension entitlements
622311	Debt securities (External)	Debt securities (External)
622510	Equity (External)	Equity (External)
622521	RERF	RERF
622611	Nonlife insurance technical reserves (External)	Nonlife insurance technical reserves (External)
622612	Life insurance and annuities entitlements (External)	Life insurance and annuities entitlements (External)
631421	Deceased Native Estate (DNE) Provisions	Deceased Native Estate (DNE) Provisions
631510	Equity (Domestic Creditors)	Equity (Domestic Creditors)
631521	Special Funds (Reserves)	Special Funds (Reserves)
632521	RERF Reserve	RERF Reserve

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.

Generic Sub Ledger Register

+
Q
☰

[Insert Mode]

Is Active

☒

* Currency

AUD

▼

* Generic Sub Ledger Type

631421

+

☰

Generic Sub Ledger type name

Deceased Native Estate (DNE) Provisions

Accounting Office

1701

+

☰

Beneficiary

☰

* Domestic Actual Debit

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

Vendor

+
Q
☰
×
☰

[Search Mode]

Code

Eligibility Status

▼

Name

neemia

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

Vendor

+
Q
☰
×

[Selection Mode]

Code	Name
0006198	Tiete NEEMIA
0098024	Neemia Otireta
0200062	Terengaiti NEEMIA
1619	Neemia Services
2001013	Maakite NEEMIA
2003135	Lawrence NEEMIA
2004160	Atamira NEEMIA

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

Generic Sub Ledger Register

[Insert Mode]

General L

* Domestic Actual Debit

* Domestic Actual Credit

Outstanding Domestic Debit Balance

Outstanding Domestic Credit Balance

* Created By

* Created Date

Last Updated User

Last Updated Date

* Name

* Description

Step 10. Click the Save button.

Generic Sub Ledger Register

[Insert Mode]

General L

Last Updated Date

* Name

* Description

Generic Sub Ledger Transaction Forecasts

Generic Subledger Transaction Actuals

Select Sequence No.

Expected Transaction Date

Exchange Rate

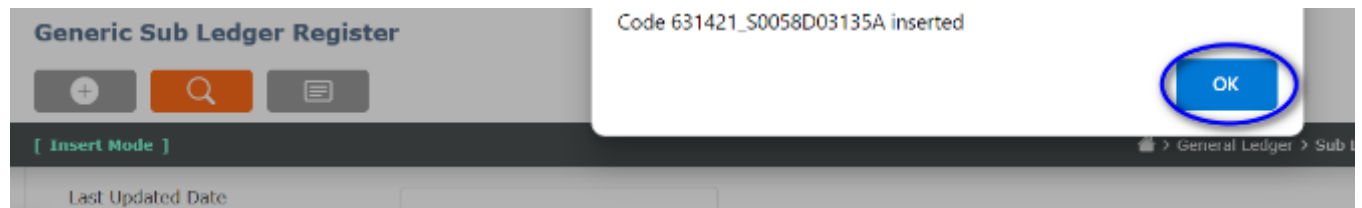
Domestic Debit Amount

Domestic Credit Amount

Foreign Debit Amount

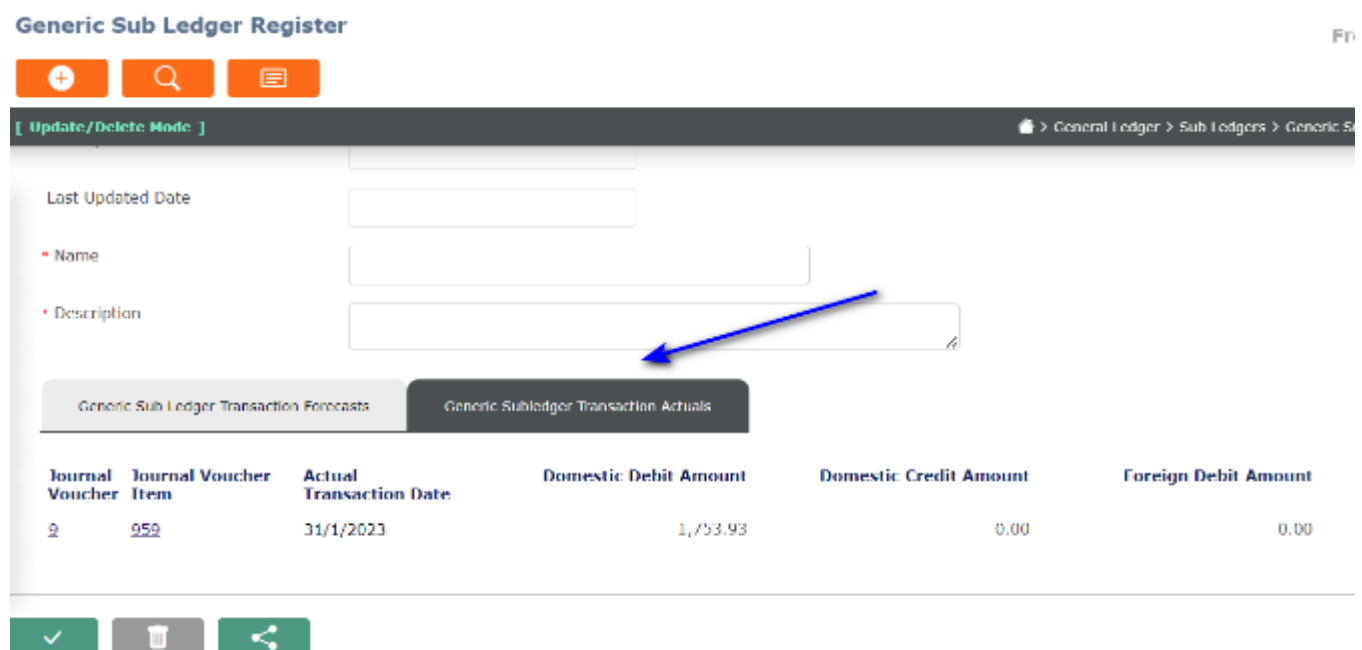
Foreign Credit Amount

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.



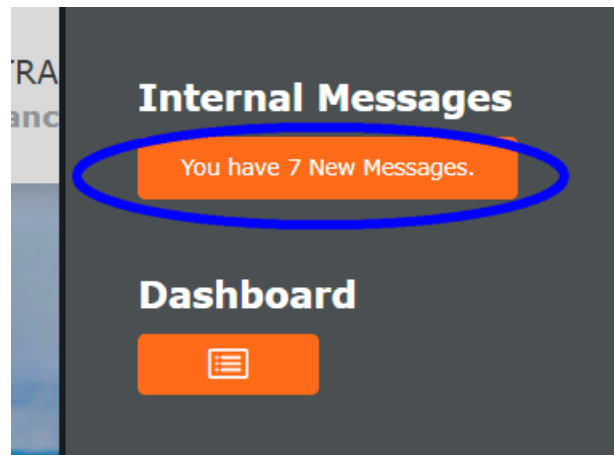
8.3 How to Approve Journal Voucher from the Line Ministry

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.

Internal Message									
Select	Status	From	ID	Subject	Posting Date	Reading Date	Due Date	Select All Select None	
☐	●	Akineti Ioane	25551	There is a new Journal Voucher (Code = JV-2023-JUL-06-0001) transition assigned to you	5/6/8/2023 17:13:00			Action Date	

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

Internal Message

ID

25551

From

Akineti Ioane

Organization Name

Administration

Subject

There is a new Journal Voucher (Code = JV-2023-JUL-06-0001) transition

Body

Transaction = Journal Voucher
 Transaction Id = 149
 Code = JV-2023-JUL-06-0001
 Description = Record Passport renewal fee for MOE Secretary and Deputy Secretary
 Options Available: Line Ministry Authorized, Prepared

Entity

Journal Voucher

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.

Transition

* Posting Status

Transition

Authorize by Line Ministry

Return for Modification

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

Transition

Application Language English

Step Note

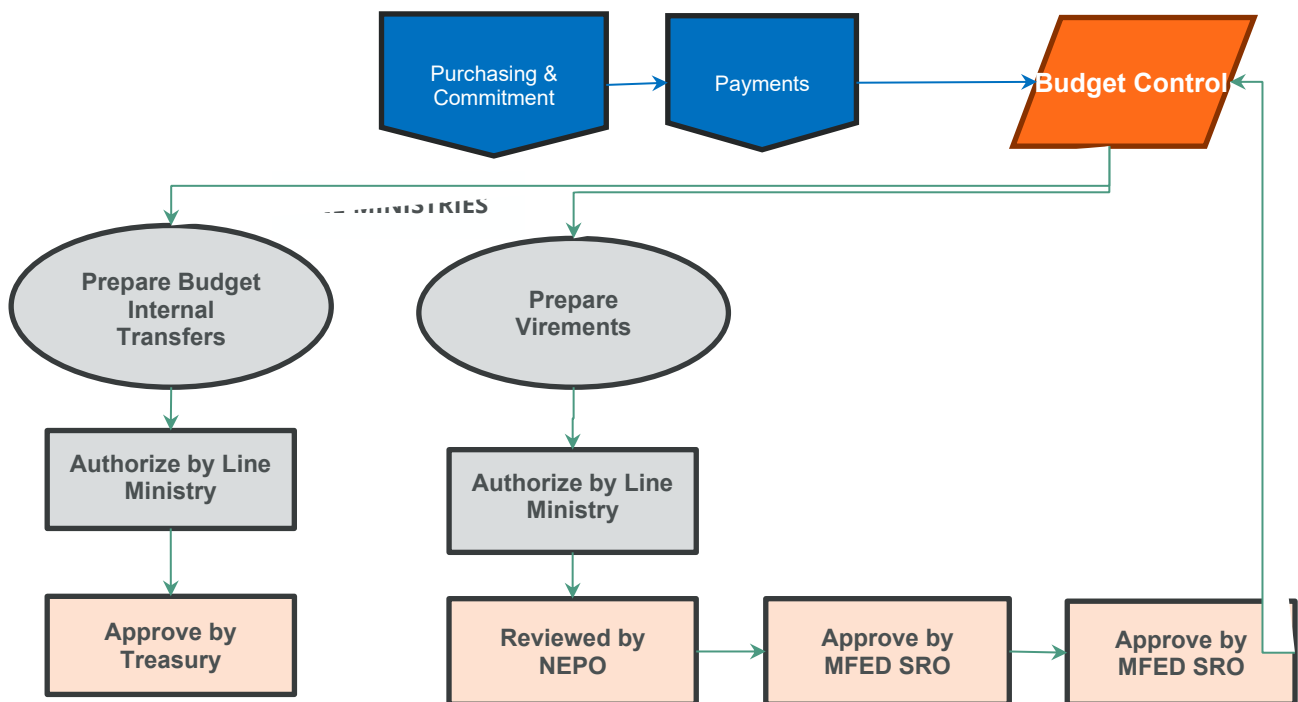
Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

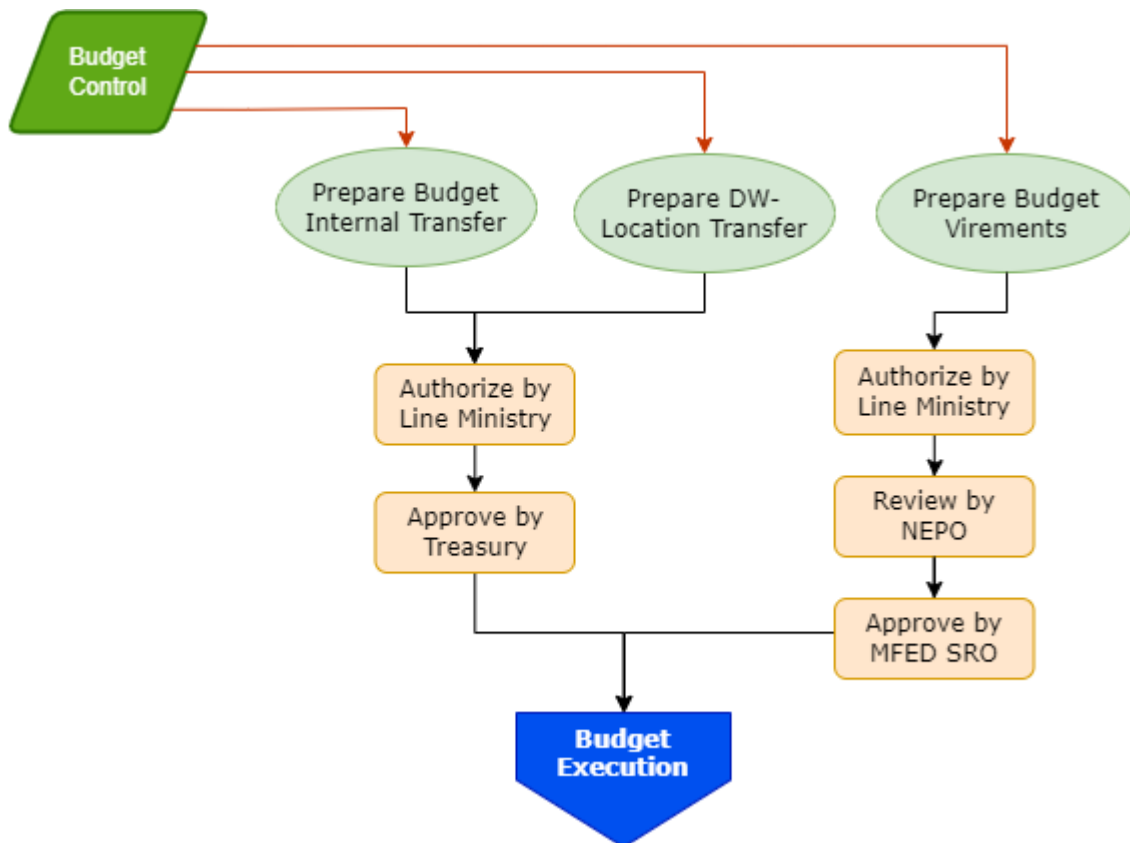
✓ X

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

Warrants, Supplements & Virement Voucher

[Search Mode]

Voucher Number

Budget Control Type

Fiscal Year

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

Warrants, Supplements & Virement Voucher

[Insert Mode]

Voucher Number

* Budget Control Type

* Fiscal Year

* Fiscal Period

* Voucher Date

* Voucher Type

Warrant Classification

- 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.

Warrants, Supplements & Virement Voucher

Warrants, Supplements & Virement Voucher

[Insert Mode]

* Update Higher Level Warrant ☒

* Debit AUD

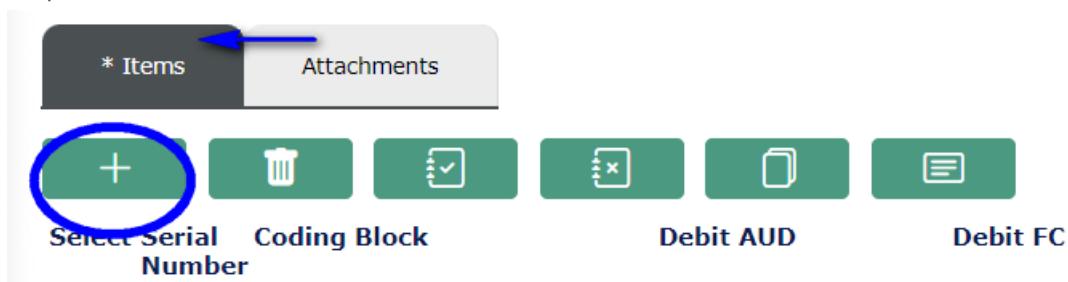
* Credit AUD

Created By

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.

Budget Control Update Voucher Item

* Serial Number

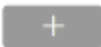
* Coding Block  

* Debit AUD

* Credit AUD

* Description

Distributions

Select Fiscal Period Debit AUD Debit FC Credit AUD Credit FC

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.

Coding Block

SUB_HEAD  

FUNDING AGENCY  

PROJECTS  

REGION  

NATURAL ACCOUNT CODE  

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,

Budget Control Update Voucher Item

* Serial Number
 * Coding Block

* Debit AUD
 * Credit AUD
 * Description

Select Fiscal Period Debit AUD Debit FC Credit AUD Credit FC



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

Items

Attachments

+

🗑️

📄

📄

📄

📄

Select	Serial Number	Ending Block	Debit AUD	Debit FC	Credit AUD	Credit FC	Debit Original Amount AUD	Debit Foreign Original	Credit Original Amount AUD	Credit Original Amount FC
✓	10015101/000005/211111		0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00

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

Coding Block

SUB_HEAD

1401 - Administration

FUNDING AGENCY

1101 - Government of Kiribati_Consolidate

PROJECTS

00000 - Not Defined

Prev 1 - 500

Next

REGION

9 - National

NATURAL ACCOUNT CODE

229111 - Local Printing

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

Budget Control Update Voucher Item

Serial Number

Coding Block    

Debit AUD

Credit AUD

* Description

Distributions

Select Fiscal Period Debit AUD Debit FC Credit AUD Credit FC

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

1. Home 2. Voucher

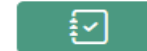
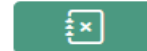
     

Select	Serial Number	Coding Block	Debit AUD	Debit FC	Credit AUD	Credit FC	Debit Original Amount AUD	Debit Foreign Original	Credit Original Amount AUD	Credit Original Amount FC
☒		1401/1101/00000/9/229111	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
☒		1401/1101/00000/9/229111	100.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

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

* Items Attachments 

Select Information Download

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.

Information

Application ID

Attachment Classification

Application Language

* Title ←

Description ←

* Attachment Internal Tra...cuments.pdf ←

Date Time

Date

User

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.

* Items Attachments

Select Information Download

☒ [Title: Internal Transfer Supporting Documents](#) [Internal Transfer Supporting Documents.pdf](#)

By: Nitya on: 6/8/2023 Size: 36.7

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

Transition ←

* Posting Status

Cancel
For Approval

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

Transition

* Posting Status

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

Transition

Application Language
English

Step Note

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




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.

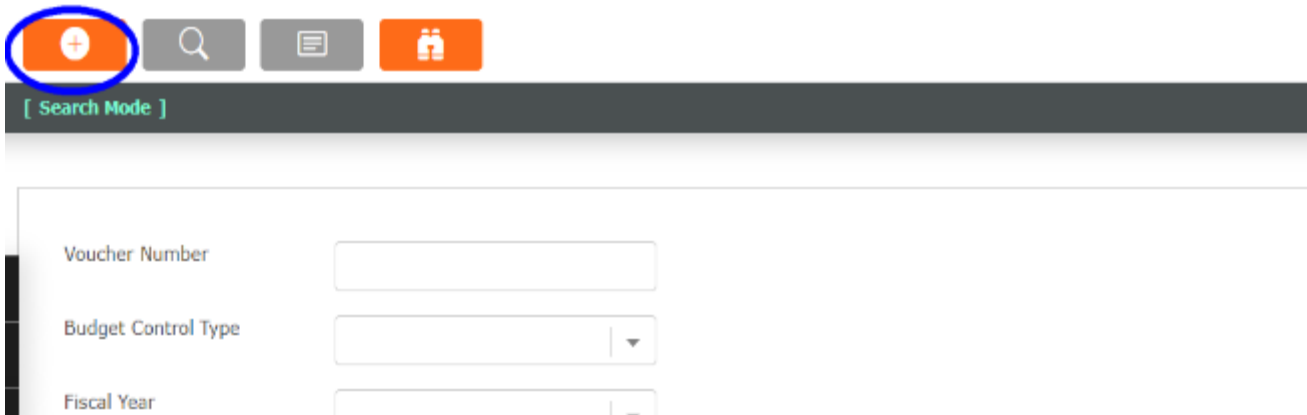
To process this in the IFMIS, follow the steps define below:

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

Warrants, Supplements & Virement Voucher



[Search Mode]

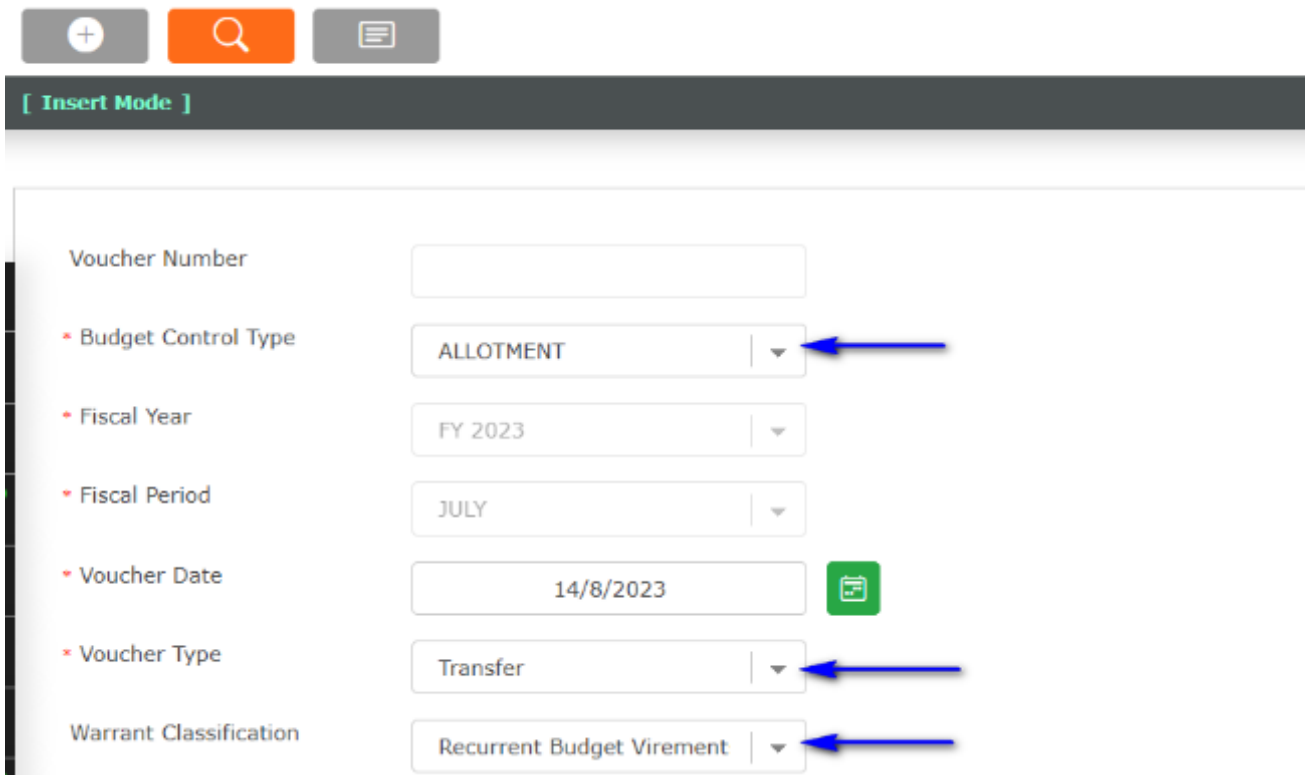
Voucher Number

Budget Control Type

Fiscal Year

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

Warrants, Supplements & Virement Voucher



[Insert Mode]

Voucher Number

* Budget Control Type

* Fiscal Year

* Fiscal Period

* Voucher Date 

* Voucher Type

Warrant Classification

- 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.

Warrants, Supplements & Virement Voucher

[Insert Mode]

Not Posted Reason

* Update Higher Level Warrant ☒

* Debit AUD 0.00

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

* Description Record Virements to transfer fund for Junior Secondary Schools Supplies

* Copy Description In Details ☒

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

* Items Attachments

+ Select Serial Number Coding Block Debit AUD Debit FC

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.

Budget Control Update Voucher Item

Serial Number	
Coding Block	 
Debit AUD	0.00
Credit AUD	0.00
* Description	Record Virements to transfer fund for Junir Secondary Schools Supplies 

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.

Coding Block

SUB_HEAD	1505 - Teabike College		
FUNDING AGENCY	1101 - Government of Kiribati_Consolidate		
PROJECTS	00000 - Not Defined	Prev 1 - 500 	
REGION	9 - National		
NATURAL ACCOUNT CODE	229112 - Local Stationery and Supplies		



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.

Budget Control Update Voucher Item

Serial Number

Coding Block    

Debit AUD

Credit AUD 

* Description

Distributions

Select Fiscal Period Debit AUD Debit FC Credit AUD Credit FC



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

*** Items** Attachments

Select Serial Number Coding Block Debit AUD D

☒ [1505/1101/00000/9/229112](#) 0.00

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

Coding Block

SUB_HEAD  

FUNDING AGENCY  

PROJECTS   Prev 1 - 500 Next

REGION  

NATURAL ACCOUNT CODE  



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

Budget Control Update Voucher Item

Serial Number

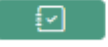
Coding Block    

Debit AUD 

Credit AUD

* Description

Distributions

Select Fiscal Period Debit AUD Debit FC Credit AUD Credit FC

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

*** Items** Attachments

Select	Serial Number	Coding Block	Debit AUD	Debit FC
☒		1505/1101/00000/9/229112	0.00	0.00
☒		1503/1101/00000/9/272141	1,000.00	0.00

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

*** Items** **Attachments** 

Select Information **Attachments**

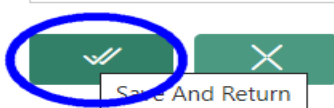
Step 15. From the Attachments screen, enter the Title and additional/detailed description of the document attached. Click on the **Choose File** button to select the document from the local folder.

Information

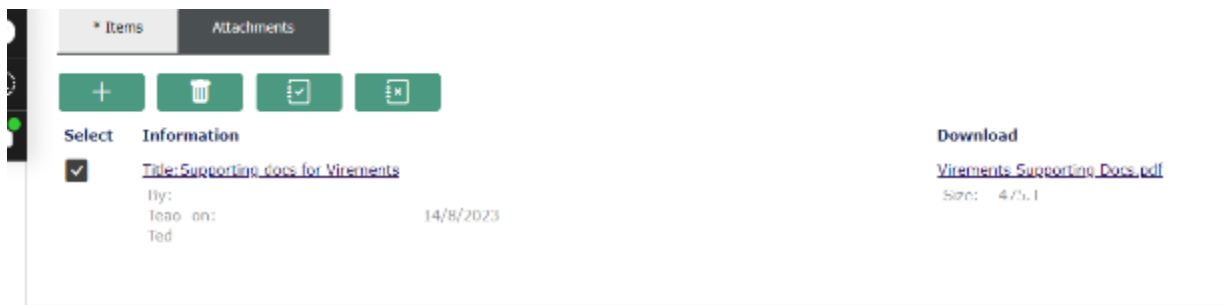
Application ID	
Attachment Classification	▼
Application Language	English ▼
* Title	Supporting docs for Virements 
Description	Virements to add allocation for JSS School supplies 
* Attachment	Choose File No file chosen
Date Time	

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

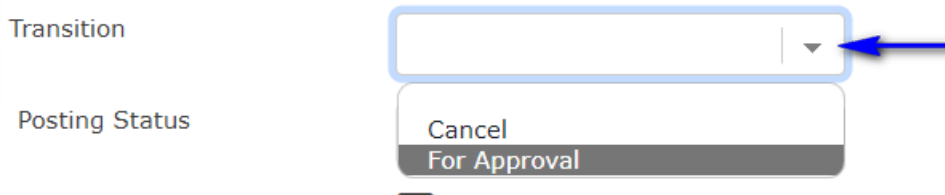
Application ID	
Attachment Classification	▼
Application Language	English ▼
* Title	Supporting docs for Virements 
Description	Virements to add allocation for JSS School supplies 
* Attachment	Choose File Virements S...ing Docs.pdf
Date Time	
Date	
User	



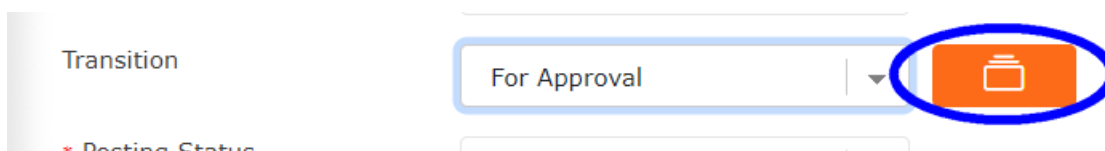
Step 17. Click the Update button to save all the changes made.



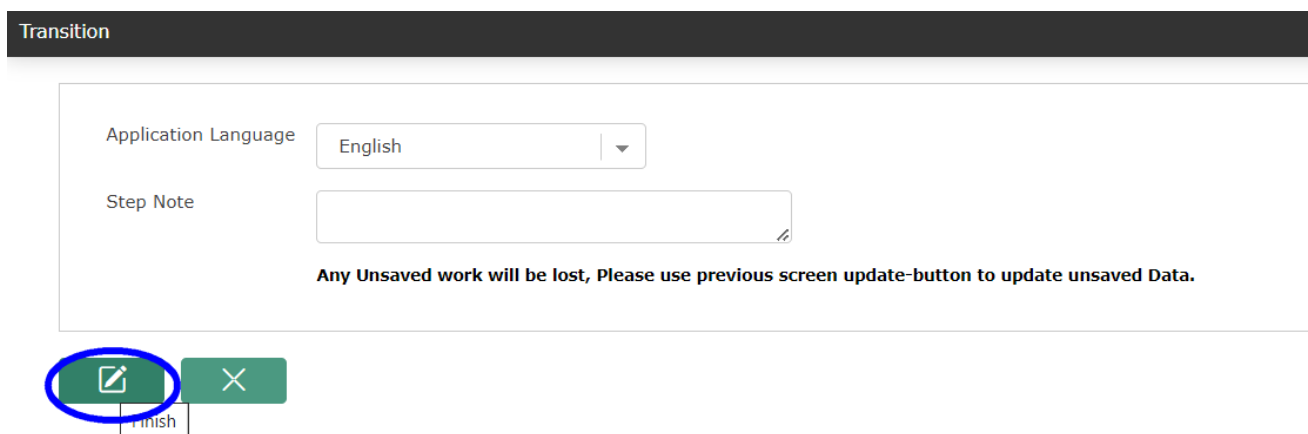

Step 18. Scroll up and go to the Transition dropdown field. Click and select “**For Approval**”



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.

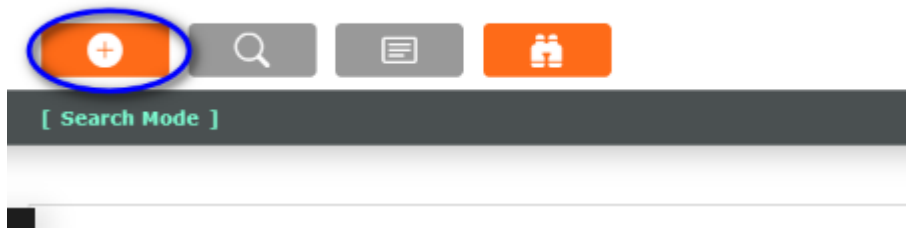


9.3 How to record Department Warrant – Location Transfers

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

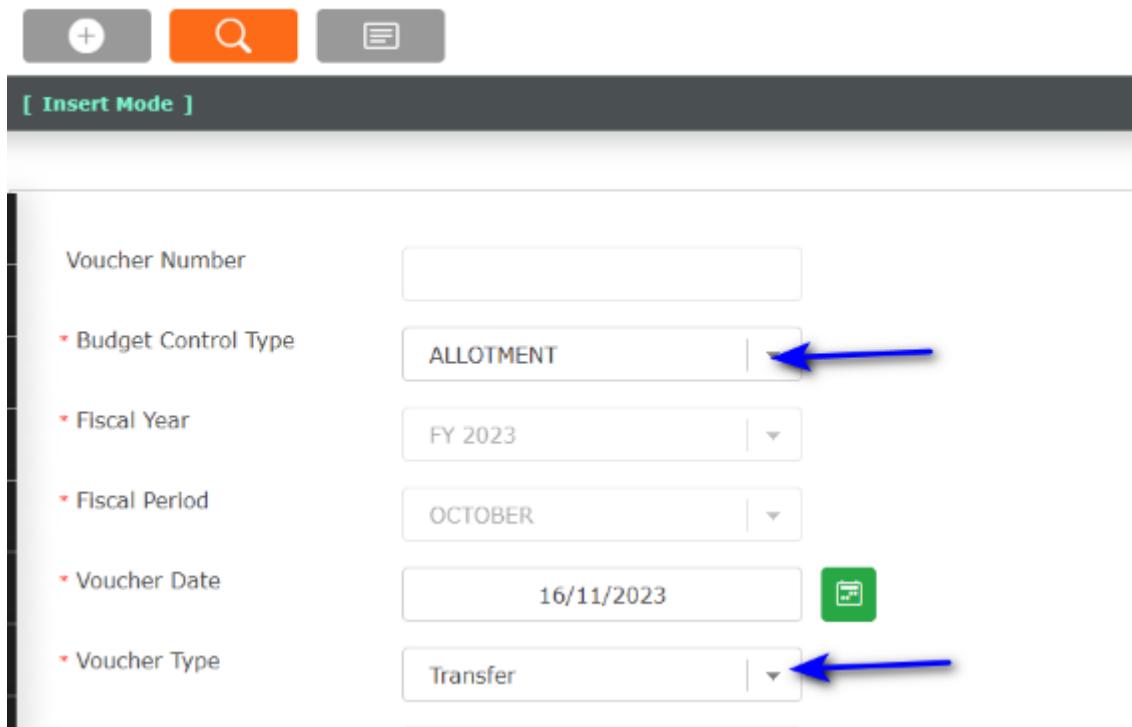
Step 1. Navigate the Menu > Budgeting and Appropriation > Warrants, Supplements & Virements Voucher. Click the New button.

Warrants, Supplements & Virement Voucher

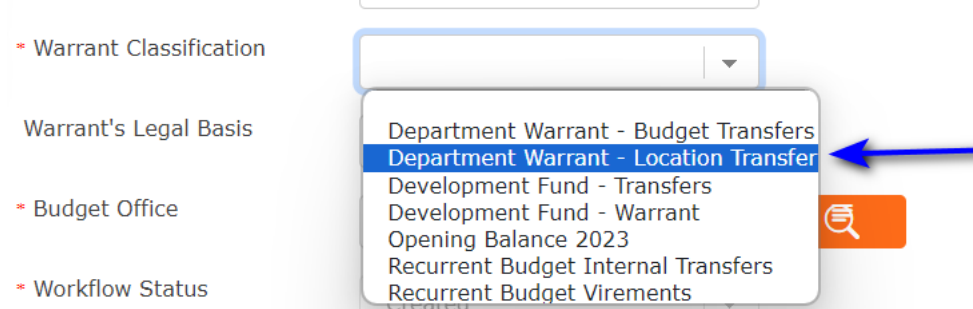


Step 2. Select the "**Allotment**" from the Budget Control Type, and the "**Transfer**" from the Voucher Type.

Warrants, Supplements & Virement Voucher



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.

Description 

* Copy Description In Details ☒

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

* Items Attachments

Select Serial Number Coding Block Debit AUD

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

Warrants, Supplements & Virement Voucher

Budget Control Update Voucher Item

* Serial Number

* Coding Block  

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

Coding Block

SUB_HEAD	1701 - MFED- Administration		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined		
REGION	9 - National		
NATURAL ACCOUNT CODE	226111 - Telephone Bills		

Prev 1 - 500

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.

* Serial Number
 * Coding Block    
 * Debit AUD
 * Credit AUD 

Step 9. Click the Save and Return button.

* Credit AUD
 Description

Distributions

Select	Fiscal Period	Debit AUD	Debit FC	Credit AUD	Credit FC
☒	QCT	0.00	0.00	340.00	0.00

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

* Items **Attachments**

Select Serial Number Coding Block

☒ [1701/1101/00000/9/226111](#)



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

* Serial Number
 * Coding Block    
 * Debit AUD



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

Coding Block

SUB_HEAD	1701 - MFED- Administration			
FUNDING AGENCY	1101 - Cons. Fund- GoK			
PROJECTS	00000 - Not Defined		Prev	1 - 500
REGION	9 - National			
NATURAL ACCOUNT CODE	1 - Gilbert Islands (Tarawa) 2 - Gilbert Islands (Other Than Tarawa) 5 - Line and Phoenix Islands 6 - Overseas 9 - National			

Step 12. Click the Save and Return button.

SUB_HEAD	1701 - MFED- Administration			
FUNDING AGENCY	1101 - Cons. Fund- GoK			
PROJECTS	00000 - Not Defined		Prev	1 - 500
REGION	5 - Line and Phoenix Islands			
NATURAL ACCOUNT CODE	226111 - Telephone Bills			



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

• Coding Block    

• Debit AUD 

• Credit AUD

Description

Distributions

Select Fiscal Period Debit AUD Debit FC Credit AUD Credit FC

Step 14. Click the Save button.

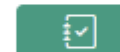
Warrants, Supplements & Virement Voucher

[Insert Mode]

• Copy Description In Details ☒

*** Items** Attachments

Select	Serial Number	Coding Block
☒		<u>1701/1101/00000/9/226111</u>
☒		<u>1701/1101/00000/5/226111</u>

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

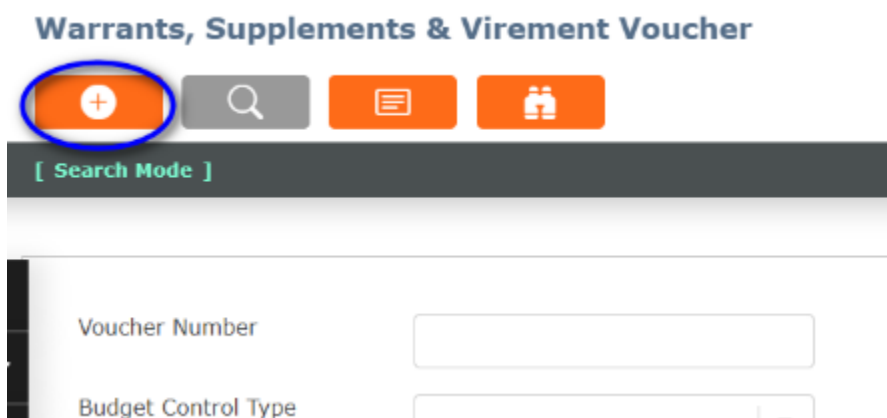
1. The Giving Ministry will initiate the request through creating a Warrant for DW- Budget Transfer in IFMIS. The details are to increase (debit) the code 9901/Expense Codes and decrease (Credit) the giving ministry budget.
2. The Giving Ministry will authorize the warrant transaction.
3. Once the Warrant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

Warrants, Supplements & Virement Voucher

[Insert Mode]

Voucher Number

* Budget Control Type

ALLOTMENT

* Fiscal Year

FY 2023

* Fiscal Period

NOVEMBER

* Voucher Date

18/12/2023

* Voucher Type

Transfer

* Warrant Classification

Warrant's Legal Basis

Department Warrant - Budget Transfers
Development Fund - Transfers
Development Fund - Warrant
Recurrent Budget Virements

* Budget Office

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

Update Higher Level Warrant ☒

* Debit AUD

0.00

* Credit AUD

0.00

Created By

meeti

Created On

12/7/2024 00:00:00

Approved By

Approved On

* Origin

Manual

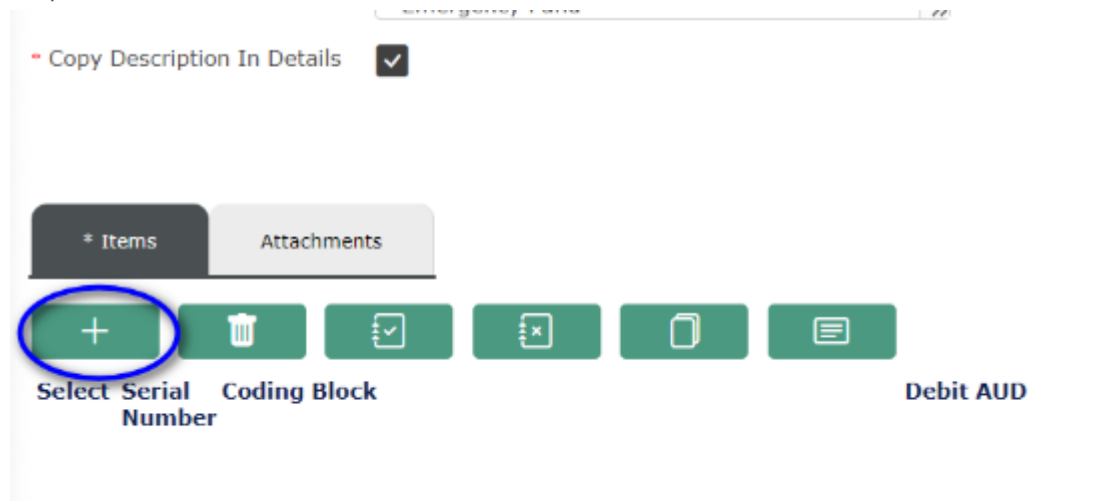
Description

For reimbursement to MELAD project:
Montreal Protocol

* Copy Description In Details

☒

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



* Copy Description In Details ☒

* Items Attachments

+ (circled in blue) [trash icon] [checkmark icon] [plus/x icon] [document icon] [list icon]

Select Serial Number Coding Block Debit AUD

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



Budget Control Update Voucher Item

* Serial Number [text input]

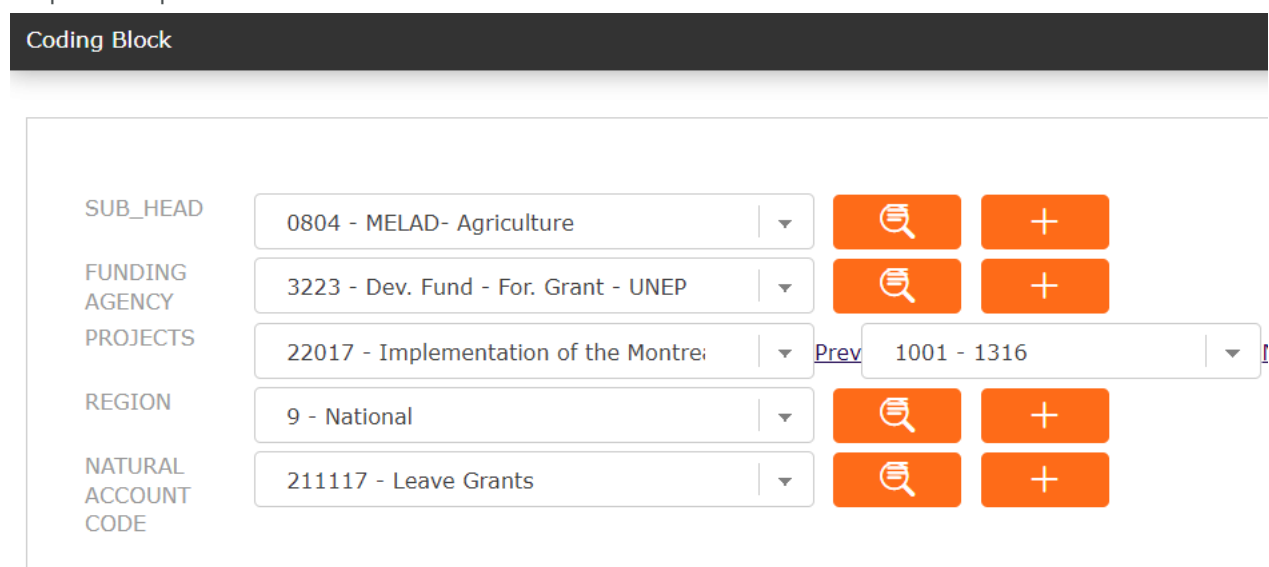
* Coding Block [text input] (circled in blue)

* Debit AUD [text input] 0.00

(person icon) (magnifying glass icon)

Elements View

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



Coding Block

SUB_HEAD	0804 - MELAD- Agriculture	(magnifying glass icon)	(plus icon)
FUNDING AGENCY PROJECTS	3223 - Dev. Fund - For. Grant - UNEP	(magnifying glass icon)	(plus icon)
REGION	22017 - Implementation of the Montre: 9 - National	(magnifying glass icon)	(plus icon)
NATURAL ACCOUNT CODE	211117 - Leave Grants	(magnifying glass icon)	(plus icon)

Prev 1001 - 1316

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

Budget Control Update Voucher Item

Serial Number

Coding Block    

Debit AUD 

Credit AUD

Description 

Distributions

Select Fiscal Period Debit AUD Debit FC Credit AUD Cre



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

× Items Attachments

Select Serial Number Coding Block Debit AUD

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

Serial Number: 1

Coding Block: 9901/3206/21019/9/211117

Debit AUD: 0.00

Credit AUD: 1,153.85

Description: For reimbursement to MELAD project - Montreal protocol

Distributions

Select Fiscal Period Debit AUD Debit FC Credit AUD Cre

✓ ✕

Step 11. Click the Save button.

Select	Serial Number	Coding Block	Debit AUD	Credit AUD
☒	1	9901/3206/21019/9/211117	0.00	1,153.85
☒	2	0004/3223/22017/9/211117	1,153.85	0.00

Download

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.

Internal Message

Select	Status	From	ID	Subject	Posting Date	Reading Date	Due Date	Select All	Select State	Action Date
☐	●	Reya Inouari	25116	There is a new Warrant, Supplemental & Verment Warrant (Code = WSWV 22 14 0260) transition assigned to you	6/8/2023 22:42:43					

Internal Message

⏮

↩

ID

25138

From

Neya Teuarai

Organization Name

Administration

Subject

There is a new Warrants, Supplements & Virement Voucher (Code = WSV

Body

Transaction = Warrants, Supplements & Virement Voucher
Transaction Id = 1987
Code = WSVV-23-14-0269
Description = Transfer of Allocation for Printing expenses
Options Available: Authorized by Line Ministry, Prepared

Entity

Warrants, Supplements & Virement Voucher

🔍

212

Select	Serial Number	Coding Block	Debit AUD	Debit FC	Credit AUD	Credit FC	Debit Original Amount AUD	Debit Foreign Original	Credit Original Amount AUD	Credit Original Amount FC
☒	1	1401/1101/00000/0211111	0.00	0.00	100.00	0.00	0.00	0.00	0.00	0.00
☒	2	1401/1101/00000/0211111				0.00	0.00	0.00	0.00	0.00

SUB HEAD - Administration
 FUNDING AGENCY - Government of Kinshasa, Consolidated Fund (Appropriation)
 PROJECTS - Not Defined
 REGION - National
 NATURAL ACCOUNT CODE - Salaries

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

Select	Information	Download
☒	Title: Internal Transfer Supporting Documents By: Neys on: 6/8/2023 Internal	Internal Transfer Supporting Documents.pdf Size: 36.7 KB

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.

Warrants, Supplements & Virement Voucher

+

🔍

📄

🕒

📁

📝

[Update/Delete Mode]

Transfer

Warrant Classification

Recurrent Budget Internal 1

Warrant's Legal Basis

Appropriation Act #1 of 202

Budget Office

1401

Workflow Status

Approval Requested

Workflow Process Status

For Line Ministry Authorizat

Transition

Authorize by Line Ministry

Return for Modification

Posting Status

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.

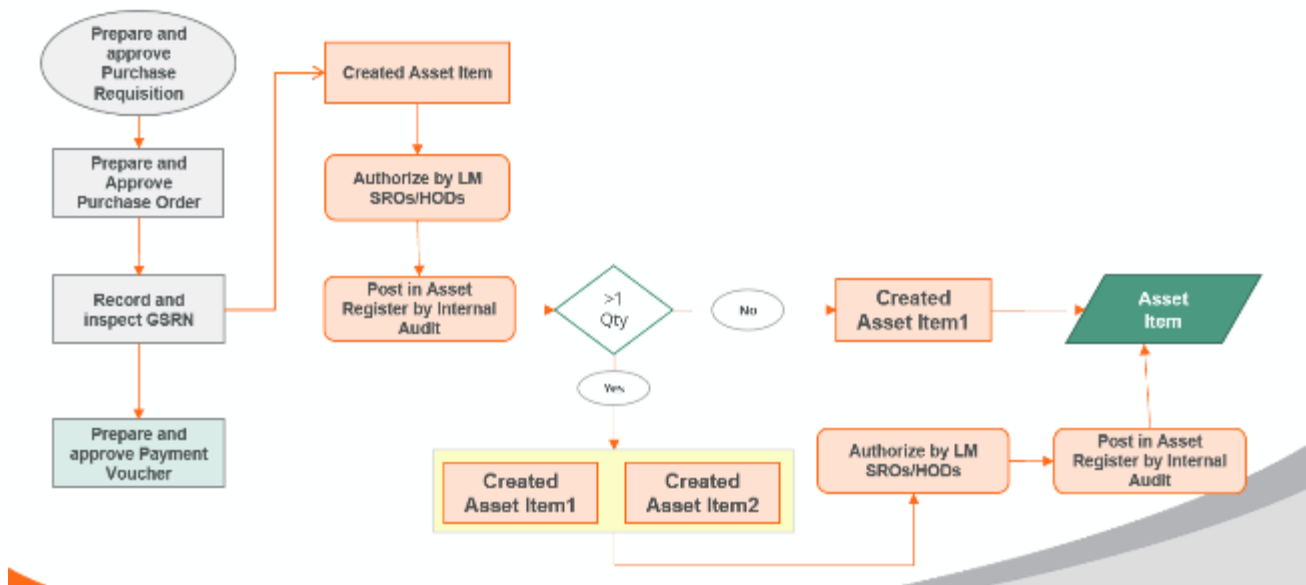
Step 7. Enter the step note as an instruction or information to the next approver user. And then click the Finish button

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

Purchases of Fixed Assets



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.

Purchase Requisition

[Search Mode]

Requisition Number

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

Purchase Requisition

FreeBalance

Catalogue Item

[Search Mode]

FreeBalance Application Suite

Category

Item Type

Unit Of Measure

Is Active ☒

Inventory ☒

Is Asset ☒ ←

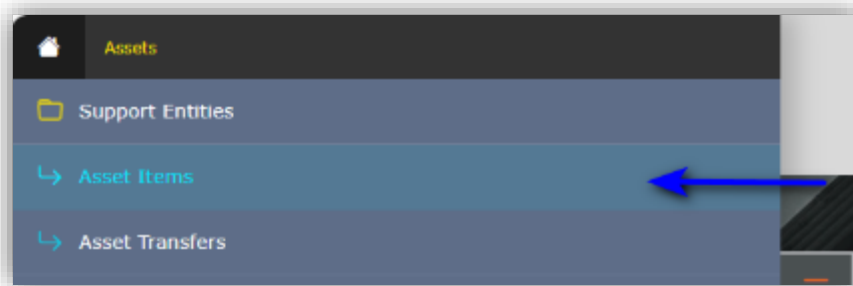
Step 2: provide the details required: procurement threshold and encode details.

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.

Asset Item

1 [+] [🔍] [☰]

[Insert Mode]

Not Posted Reason

• Origin

Posted On

Item

• Asset Class **2** [🔍]

Parent Asset Item [🔍]

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.

BSS

[+] [🔍] [☰] [✕] [↺]

[Selection Mode]

Application ID	Name	Depreciation Method	Parent Asset Class
511110	Dwellings	1	
511221	Information, computer, and telecom. (ICT) equipment	1	

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.

Asset Item

[Insert Mode]

- Asset Class: 611221
- Is Movable: ☒
- Parent Asset Item:
- Useful Life: 3
- Quantity: 1
- Item Ownership Type:
 Leased
 Confiscated
 Expropriation
 Appropriation
 Owned
 Lent
- Sum Of Years:
- Accumulated Previous Usage:
- Total Periods To Depreciate: 36

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

Accumulated Previous Usage: 0

Total Periods To Depreciate: 36

Consecutive Period Number: 1

Last Depreciated Date:

Used From: 20/3/2024

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.

Item Value Calculation: Item Cost

Original Cost: 2,000.00

Current Value:

Salvage Value: 0

Replacement Cost:

Accumulated Depreciation: 0.00

Book Value: 2,000.00

Depreciation Rate Factor:

Useful Life UOM: Month

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

Unit Of Measure		←
* Item Group	GoK Assets	←
* Last Evaluation Of Physical Condition	Operational	←
Item Operational Status	In Validation Process	

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

Note: 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

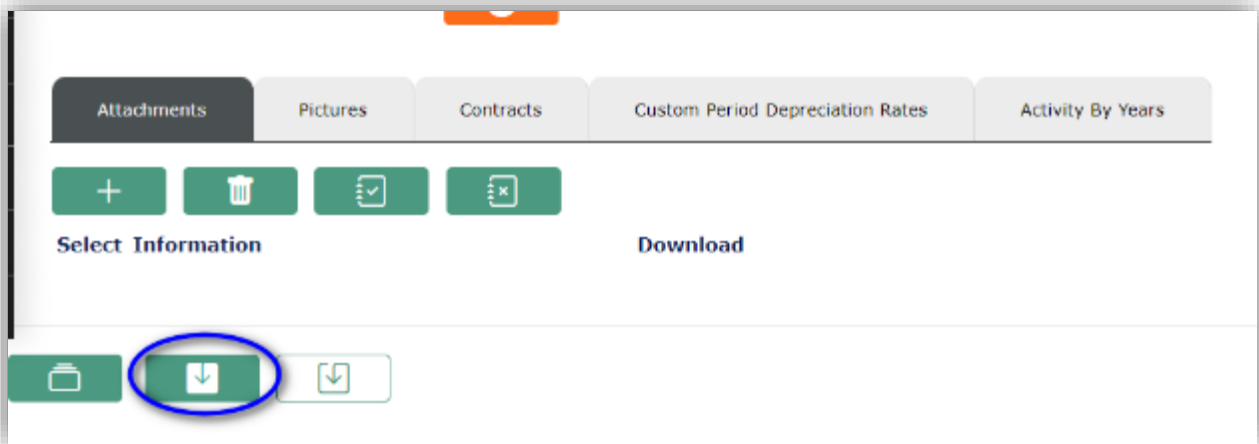
* Depreciation Method	1			←
* Institution	1702			←
* Warehouse	1702			←

* Region	12			←
Asset Coding Block	1702/1101/00000/12/222216/011			←
Revaluation Surplus Coding	1702/1101/00000/12/611221/000			←
Expense Coding Block	1/02/1101/00000/12/231221/011			←
Accumulated Depreciation Coding	1702/1101/00000/12/611221/011			←

Step 11: Provide the specifications of the Asset.

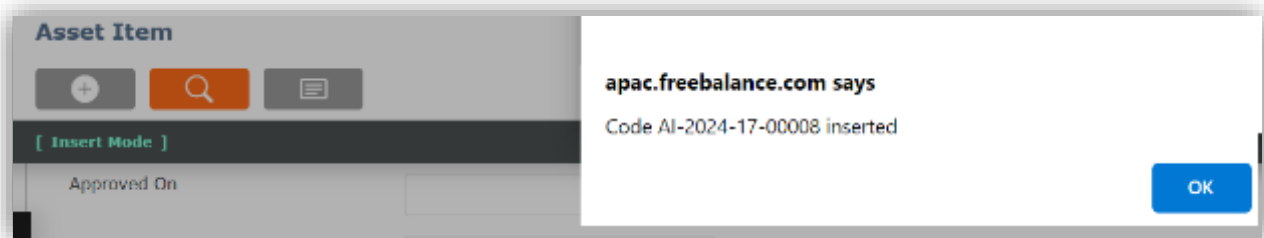
* Abbreviation	Laptop
* Description	HP Laptop i7, 258GB, silver,

Step 12: Click to the Save button.

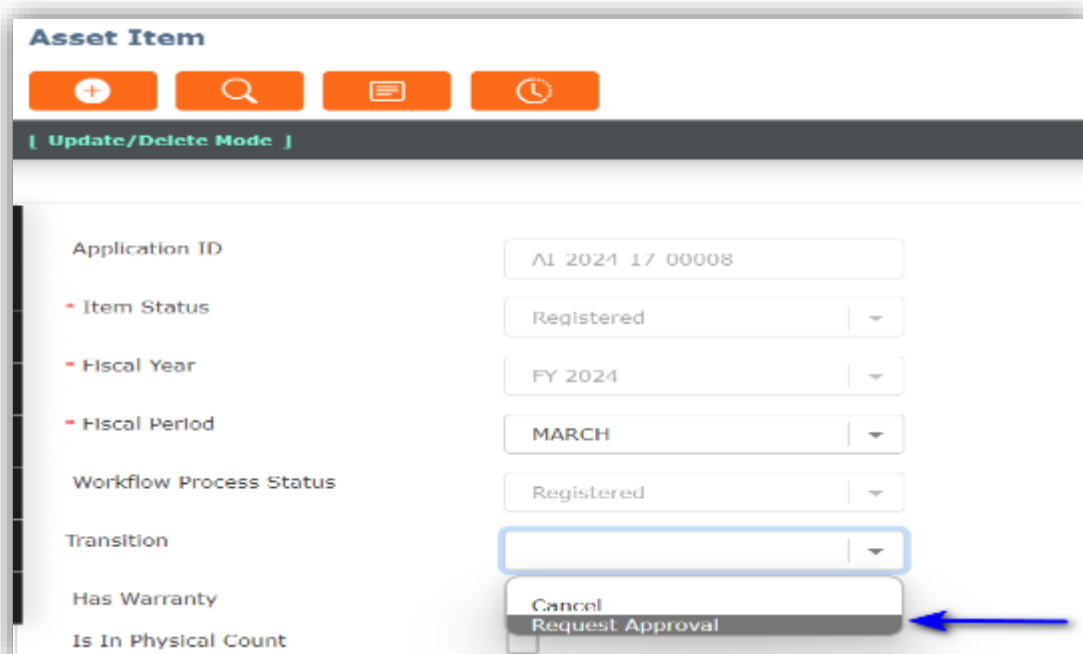


Step 12: Click ok on the displayed message.

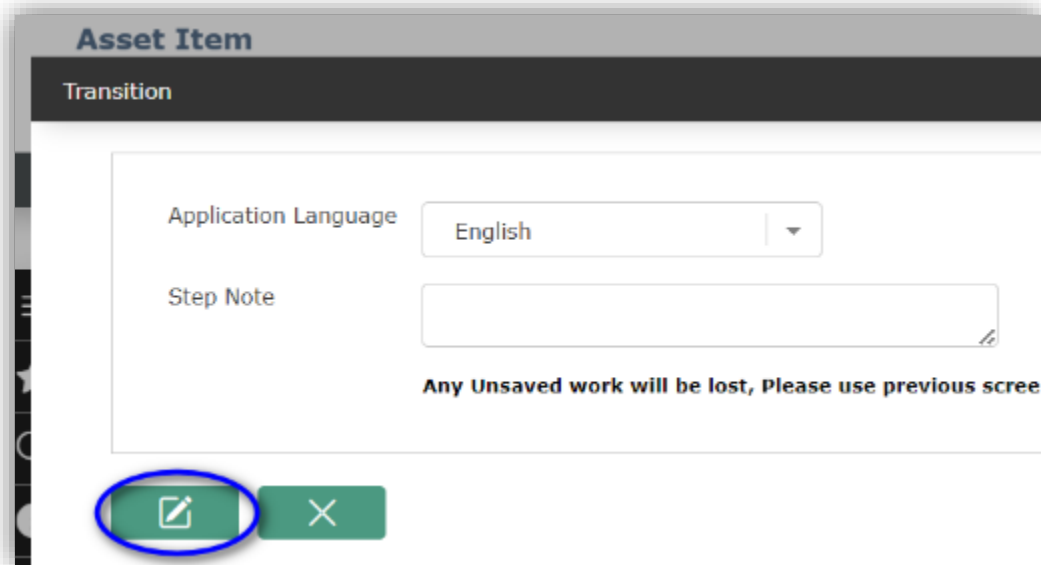
Step 13: Click OK on the asset item number.



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.



Asset Item

Transition

Application Language: English

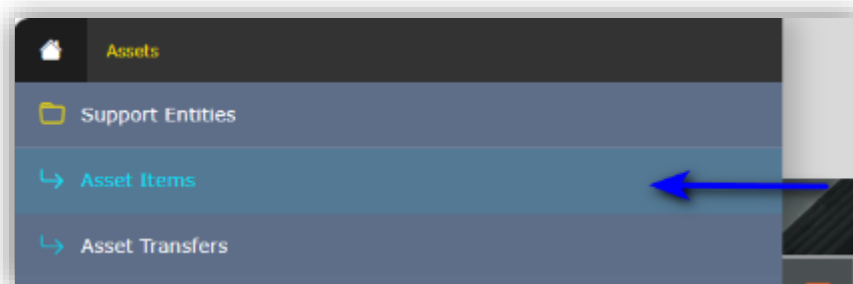
Step Note:

Any Unsavd work will be lost, Please use previous scree

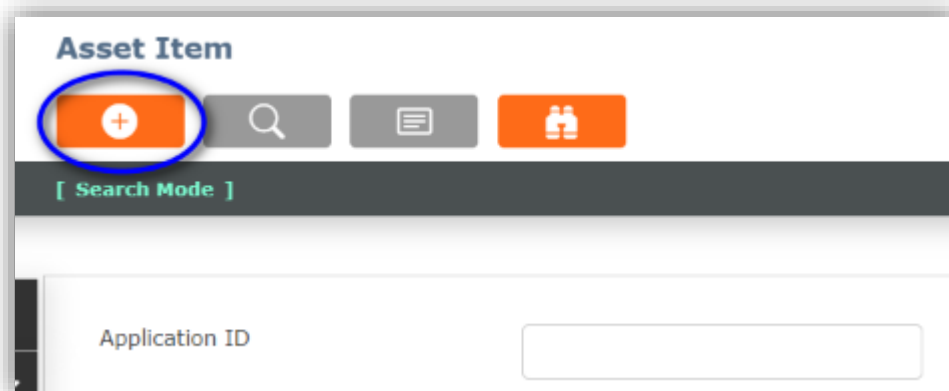
10.1.2 How to Register Fixed Assets from Donations

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.



Asset Item

[Search Mode]

Application ID:

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.

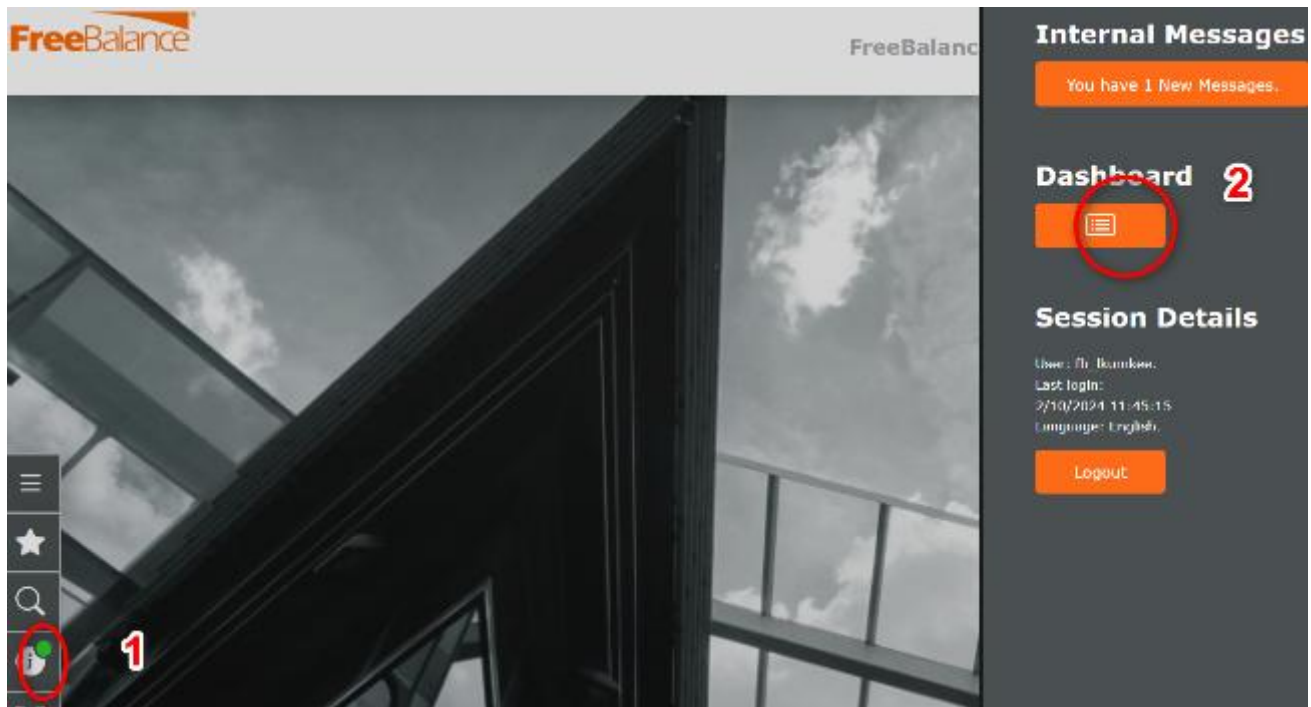
User Dashboard			
Transaction Type	Pending Tasks		Deadline Reached Tasks
Asset Item	1		0
Payment Voucher	411		411
Journal Voucher	3		3
Commitment	29		29
Payment Extract Payment	8		8
Purchase Order	16		16
Purchase Requisition	16		16
Revenue Voucher	1504		1503

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 Asset Item from the list and select the Asset item number to transition.

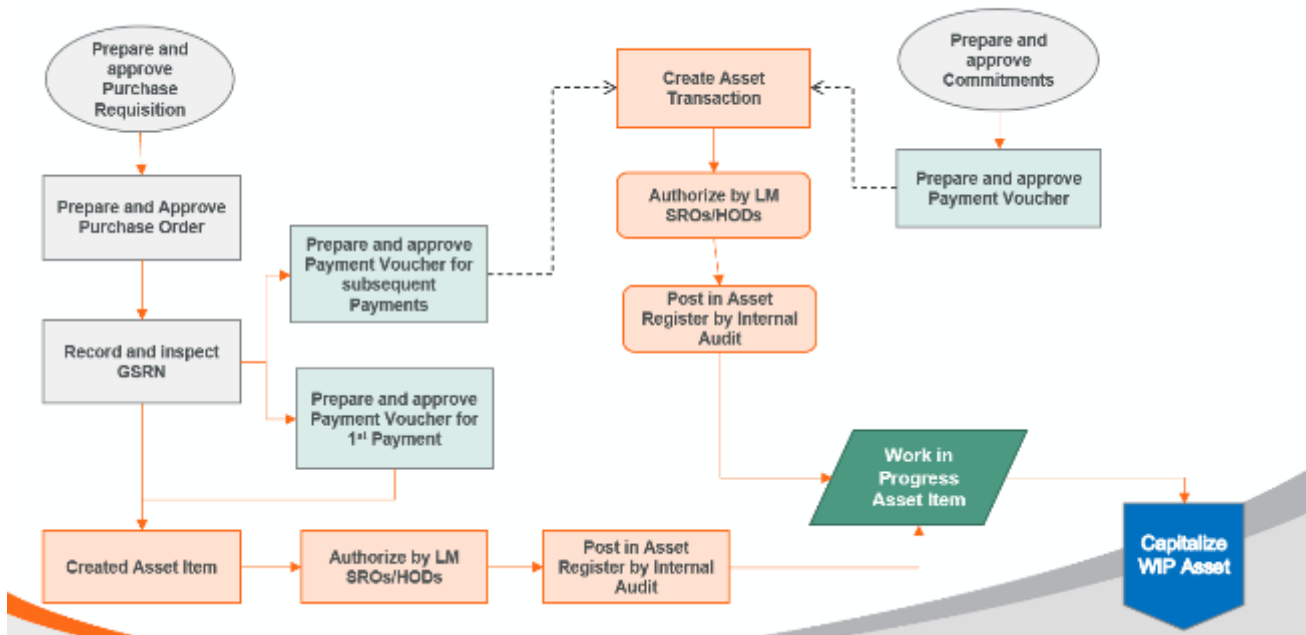
User Dashboard		
Transaction Type	Pending Tasks	Deadline Reached Tasks
Asset Item	1	0
Payment Voucher	111	111
Journal Voucher	4	3
Commitment	29	29

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.

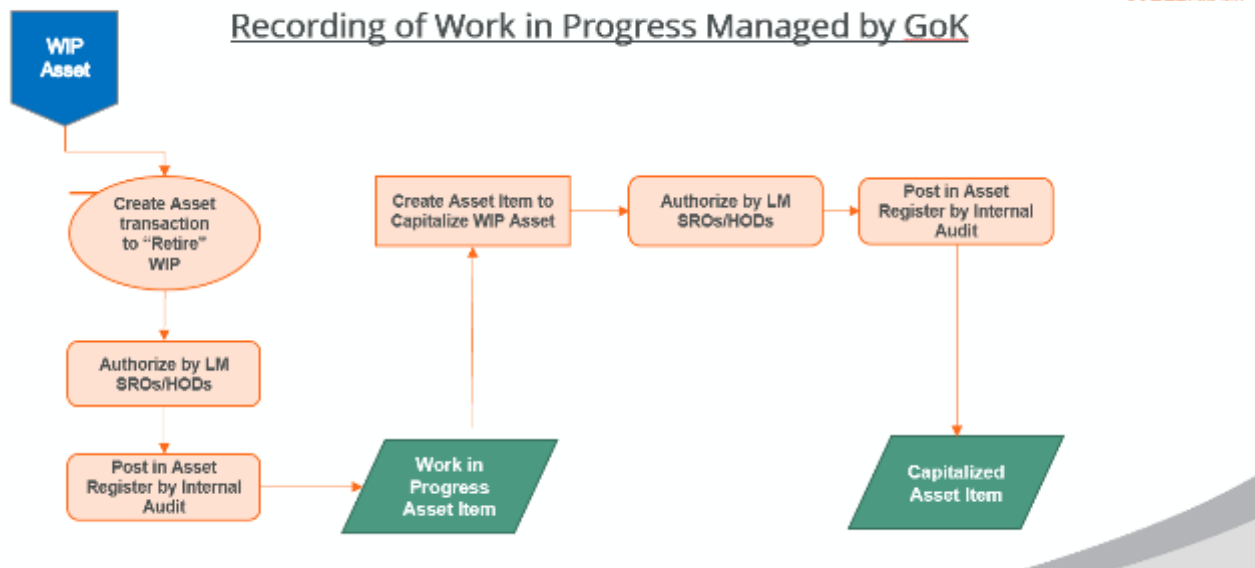
Step 4: Enter the step note and click the finish button.

10.2 How to Manage Work in Progress (WIP) Assets

Recording of Work in Progress Managed by GoK

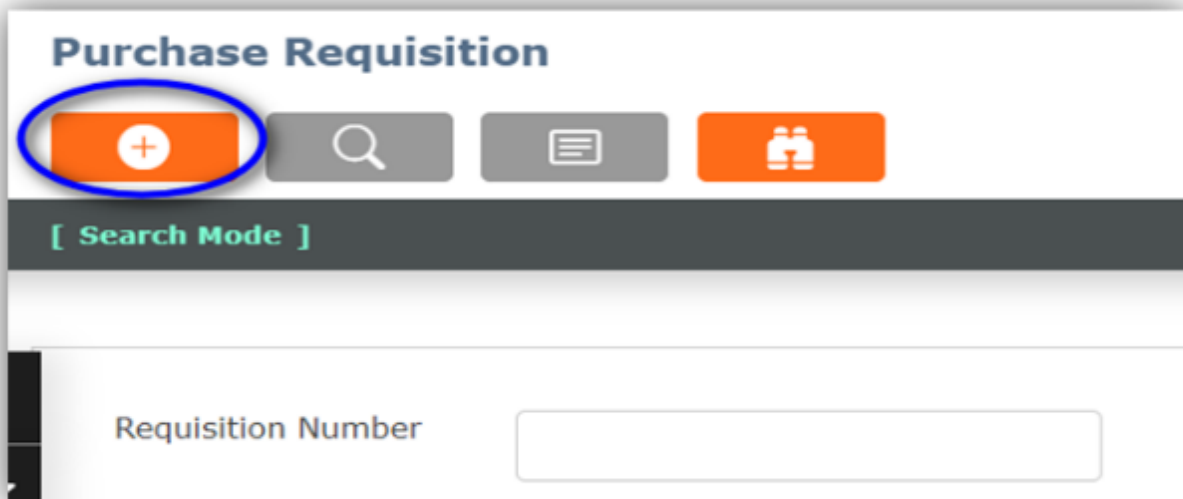


Recording of Work in Progress Managed by GoK



10.2.1 How to Register Fixed Asset for Work in Progress

Step 1: Navigate Menu > Purchasing > Purchase Requisition.



Purchase Requisition

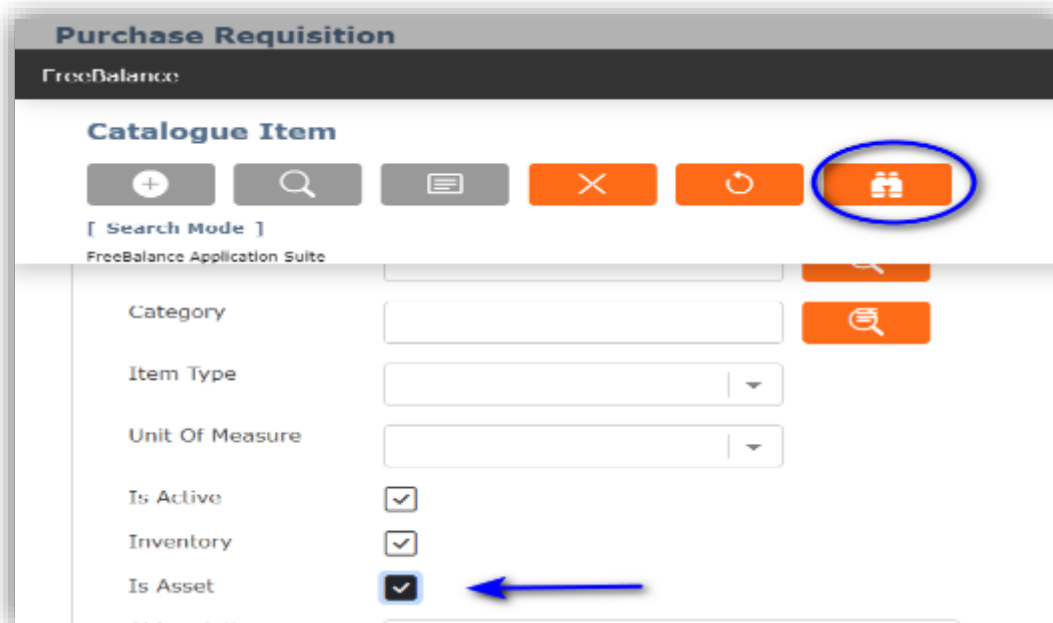
[+] [🔍] [📄] [👤]

[Search Mode]

Requisition Number

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

Note: Remember to tick “Is Asset” tick box.



Purchase Requisition

FreeBalance

Catalogue Item

[+] [🔍] [📄] [✕] [↺] [👤]

[Search Mode]

FreeBalance Application Suite

Category		[🔍]
Item Type		
Unit Of Measure		
Is Active	☒	
Inventory	☒	
Is Asset	☒	←

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.

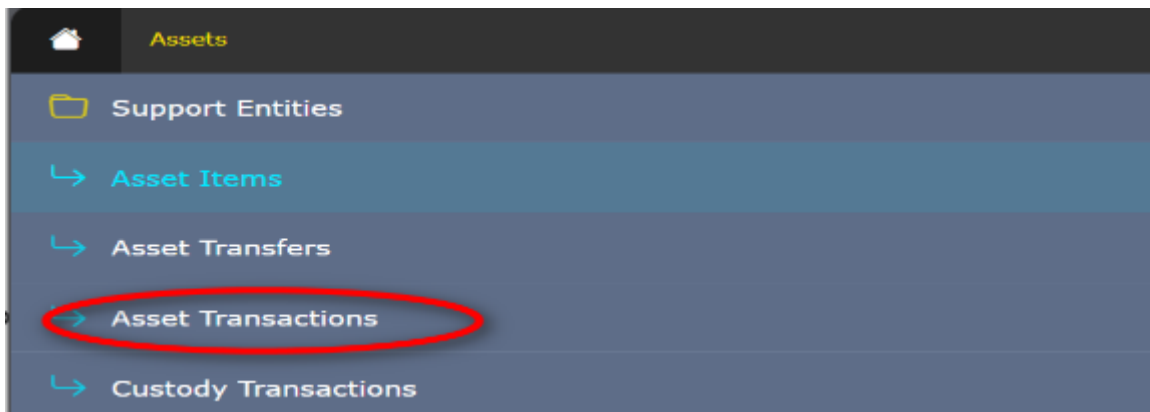
Step 5: Create a GSRN following the GSRN procedure on how to record a GSRN available on page 94. Follow procedures until the transaction is fully approved.

Note: Make sure that the “Is Asset” box is ticked.

Step 6: Endorse and approve transition process.

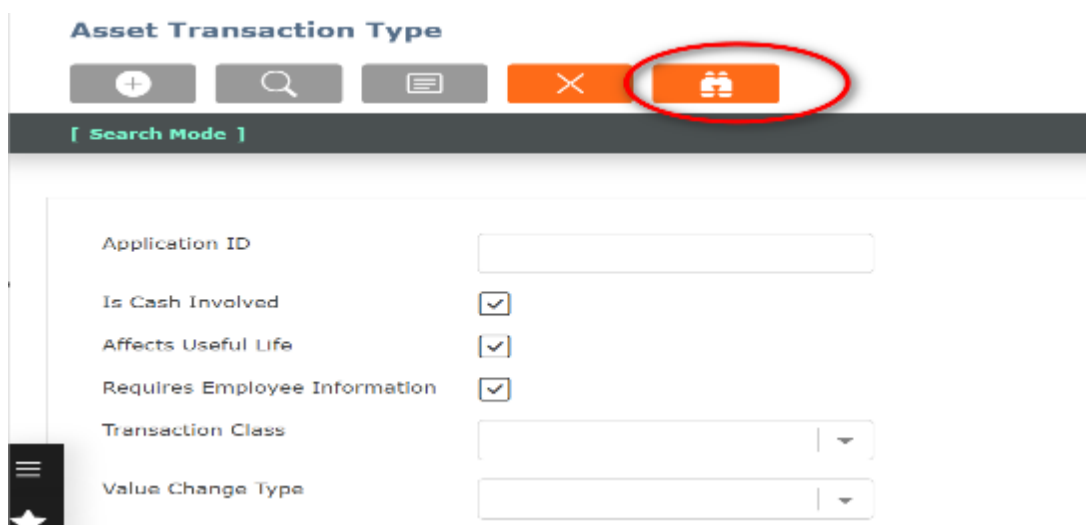
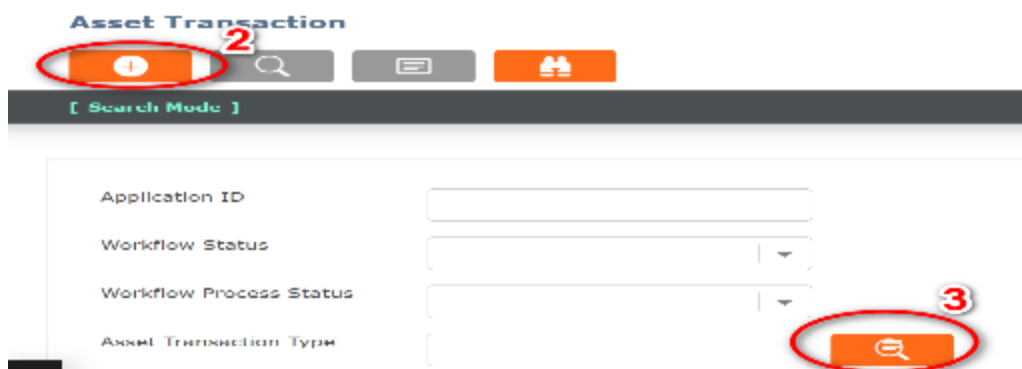
10.2.2 How to Record Work in Progress Incremental Cost

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.



Asset Transaction Type

[Selection Mode]

Application ID	Allowed Financial Operation Type	Name
1	Manual	Work In Progress Incremental Cost
2	Manual	Disposal by Sale of Asset
3	Manual	Disposal of by Retirement of Asset

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.

* Asset Transaction Items

Select **Application ID** **Abbreviation**

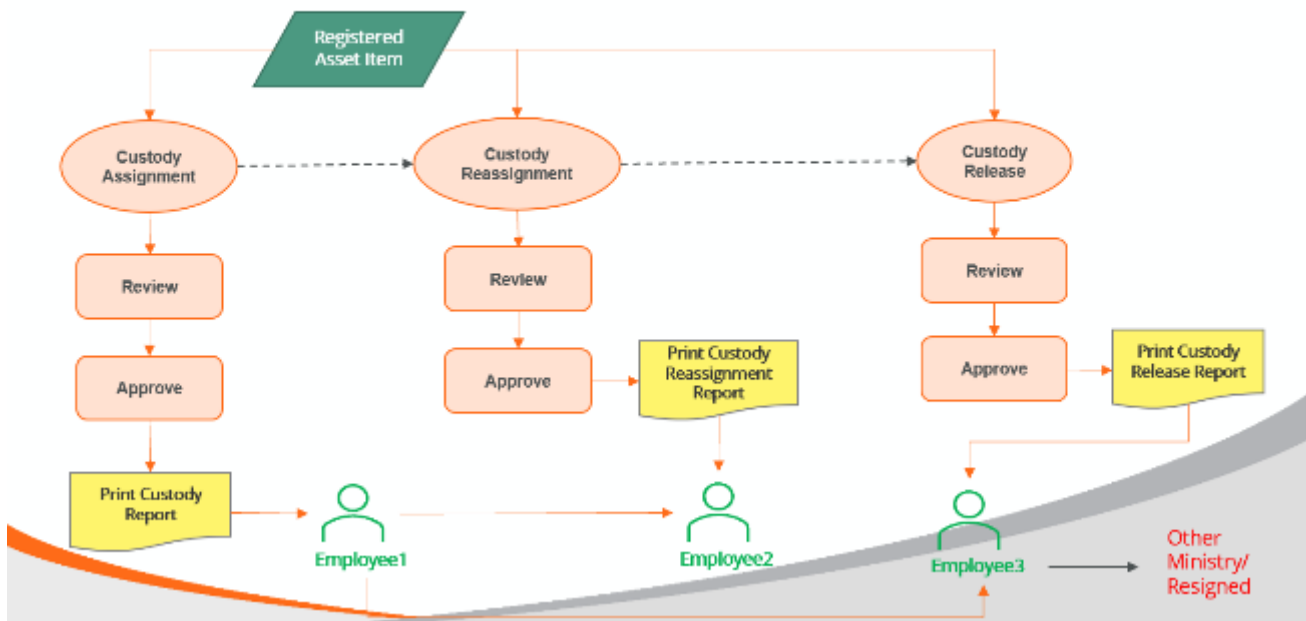
Step 6: Click to select the WIP asset item to increase the amount of and click the return button once done.

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

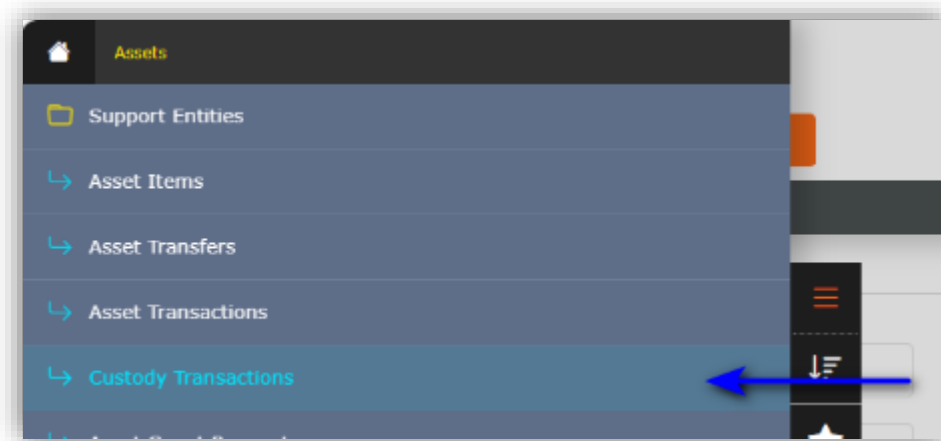
Recording of Custody Assignments within the Ministry



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

Custody Transaction

[Search Mode]

Application ID

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.

Custody Transaction

[Insert Mode]

Application ID

Workflow Status

Transaction Type

Fiscal Year

Fiscal Period

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.

Transaction Type: Custody

Fiscal Year: FY 2024

Fiscal Period: MARCH

Asset Custody Type: Individual Asset Custody

Effective Date: [empty]

Has Assignment: ☐

Asset On Warehouse Custody

Common Asset Custody

Individual Asset Custody

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.

Custody Transaction

[Insert Mode]

Has Assignment: ☐

Institution: 1702

Employee In Custody: [empty]

Lookup button (magnifying glass icon) is circled in blue.

Employee

[Search Mode]

Application ID: [empty]

Workflow Status: [empty]

Name Prefix: [empty]

Registration Army Number: [empty]

First Name: Iiraka*

Find button (magnifying glass icon) is circled in blue.

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

Application ID	Full Name	Organization	Identification Document Number	Date Of Birth	Gender
20230039	Tiraka Tabera	Treasury	20230039	1/1/1978	OTHER

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

Institution: 1702
 Employee In Custody: 20230039
 Custody Employee Name: Tiraka Tabera
 Employee Assignment Institution:
 Custody Assignment: 20230039
 Custody Assignment: Tiraka Tabera

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

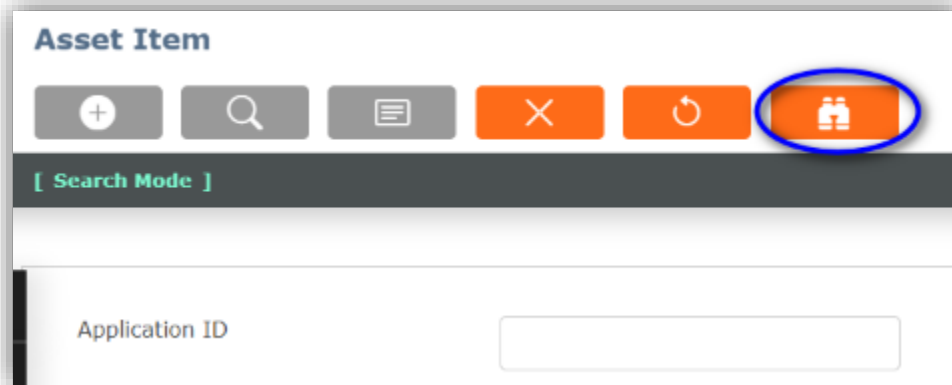
Observation: Assign computer for Office

* Custody Transaction Assets

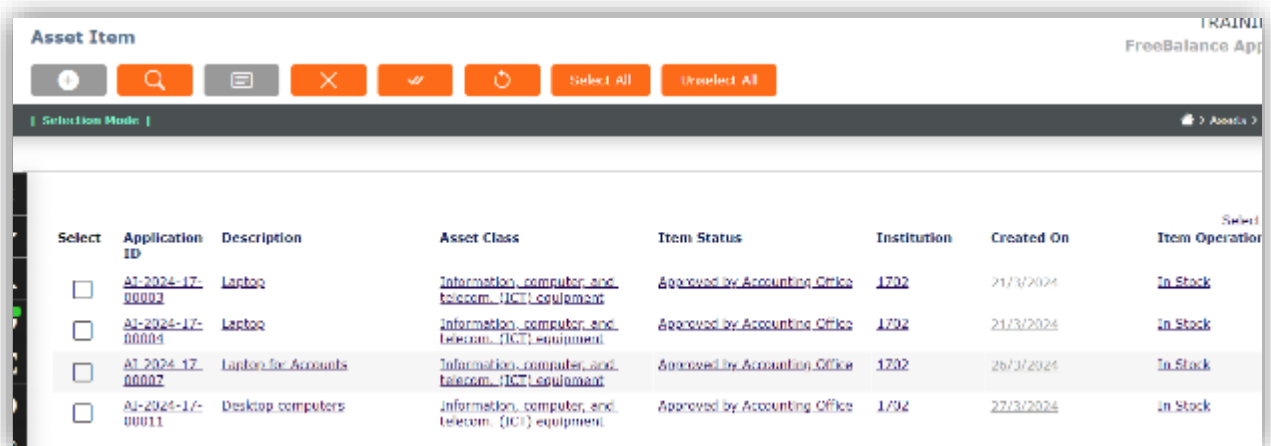
Find (circled in blue)

Select Units To Transfer	Asset Item	Abbreviation
--------------------------	------------	--------------

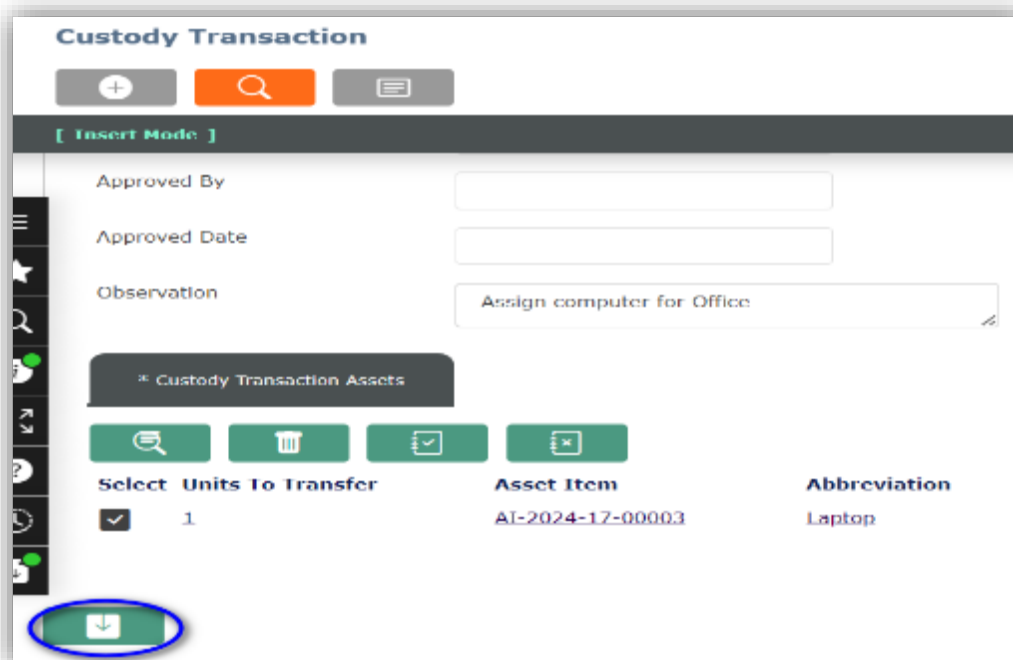
Step 9: Click the Find button on the displayed screen.



Step 10: Click to select the asset to assign.

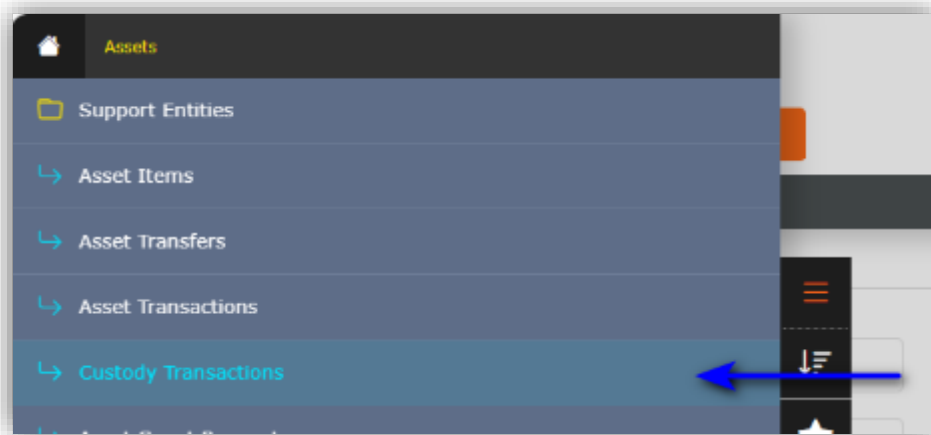


Step 11: Click the save button.

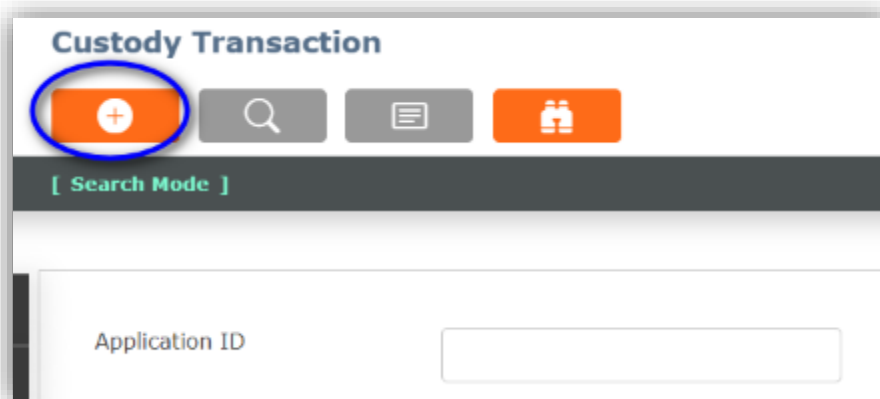


10.2.2 How to record Custody Reassignment

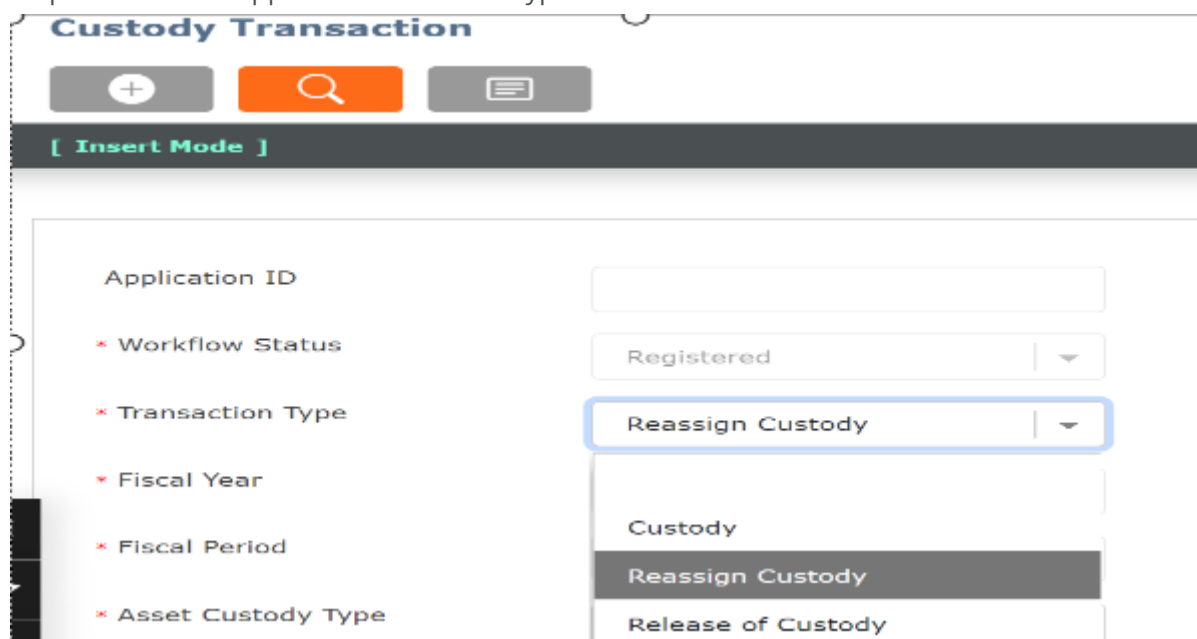
Step 1: Navigate the Menu > Assets > Custody Transactions



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

The screenshot shows a form titled "Custody Transaction" with several fields. The "Asset Custody Type" dropdown menu is open, showing three options: "Individual Asset Custody", "Asset On Warehouse Custody", and "Common Asset Custody". A blue arrow points to the "Individual Asset Custody" option, which is highlighted. A green icon is visible next to the dropdown menu.

Transaction Type	Custody
Fiscal Year	FY 2024
Fiscal Period	MARCH
Asset Custody Type	Individual Asset Custody
Effective Date	
Has Assignment	

Step 5. Click the Lookup in the Employee.

The screenshot shows the "Custody Transaction" form in "Insert Mode". The "Employee In Custody" field is empty, and the "Find" button (magnifying glass icon) is circled in blue. The "Institution" field contains the value "1702".

Has Assignment	☐
Institution	1702
Employee In Custody	

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

Employee

[Search Mode]

Application ID

Workflow Status

Name Prefix

Registration Army Number

First Name

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

Employee

[Selection Mode]

Application ID	Full Name	Organization	Identification Document Number	Date Of Birth	Gender
20230039	Tiraka Tabera	Treasury	20230039	1/1/1978	OTHER

Step 8. Complete the Employee in Custody and Custody Assignment

✖ Institution

✖ Employee In Custody

Custody Employee Name

Employee Assignment Institution

✖ Custody Assignment

Custody Assignment

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

Observation Assign computer for Office

* Custody Transaction Assets

Select Units To Transfer Asset Item Abbreviation

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

Asset Item

[Search Mode]

Application ID

Step 11. Click to select the asset to assign.

Asset Item TRAINING FreeBalance App

      Select All Unselect All

[Selection Mode] Assets

Select	Application ID	Description	Asset Class	Item Status	Institution	Created On	Item Operation
☐	AI-2024-17-00003	Laptop	Information computer and telecom. (ICT) equipment	Approved by Accounting Office	1702	21/3/2024	In Stock
☐	AI-2024-17-00004	Laptop	Information computer and telecom. (ICT) equipment	Approved by Accounting Office	1702	21/3/2024	In Stock
☐	AI-2024-17-00007	Laptop for Accounts	Information computer and telecom. (ICT) equipment	Approved by Accounting Office	1702	26/3/2024	In Stock
☐	AI-2024-17-00011	Desktop computers	Information computer and telecom. (ICT) equipment	Approved by Accounting Office	1702	22/3/2024	In Stock

Step 12. Click the save button.

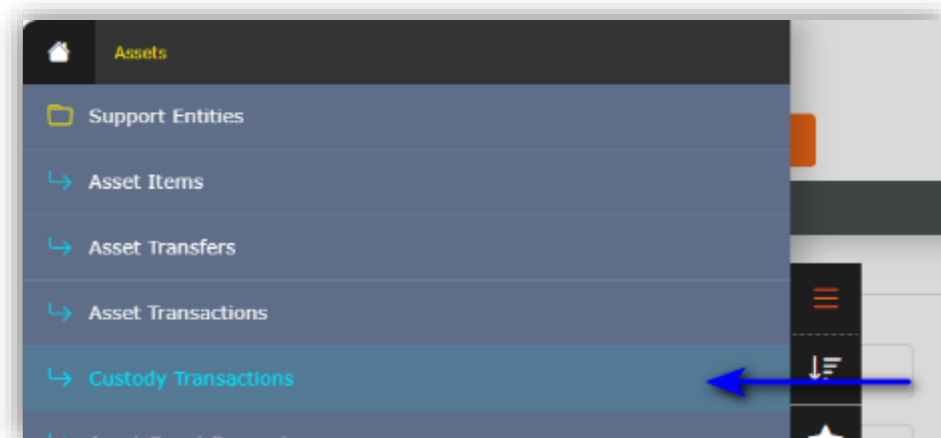
The screenshot shows the 'Custody Transaction' form in 'Insert Mode'. At the top, there are three buttons: a plus sign, a magnifying glass, and a list icon. Below these, the form fields include 'Approved By' (empty), 'Approved Date' (empty), and 'Observation' (containing 'Assign computer for Office'). A section titled '* Custody Transaction Assets' contains a table with the following data:

Select	Units To Transfer	Asset Item	Abbreviation
☒	1	AI-2024-17-00003	Laptop

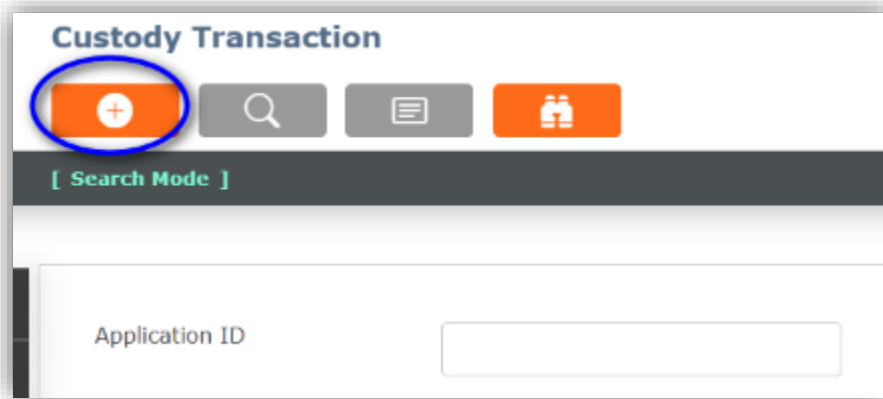
Below the table, there are four action buttons: a magnifying glass, a trash can, a checkmark, and a close button. At the bottom left, a green button with a downward arrow is circled in blue.

10.2.3 How to record Custody Release

Step 1: Navigate the Menu > Assets > Custody Transactions



Step 2: Click the new button

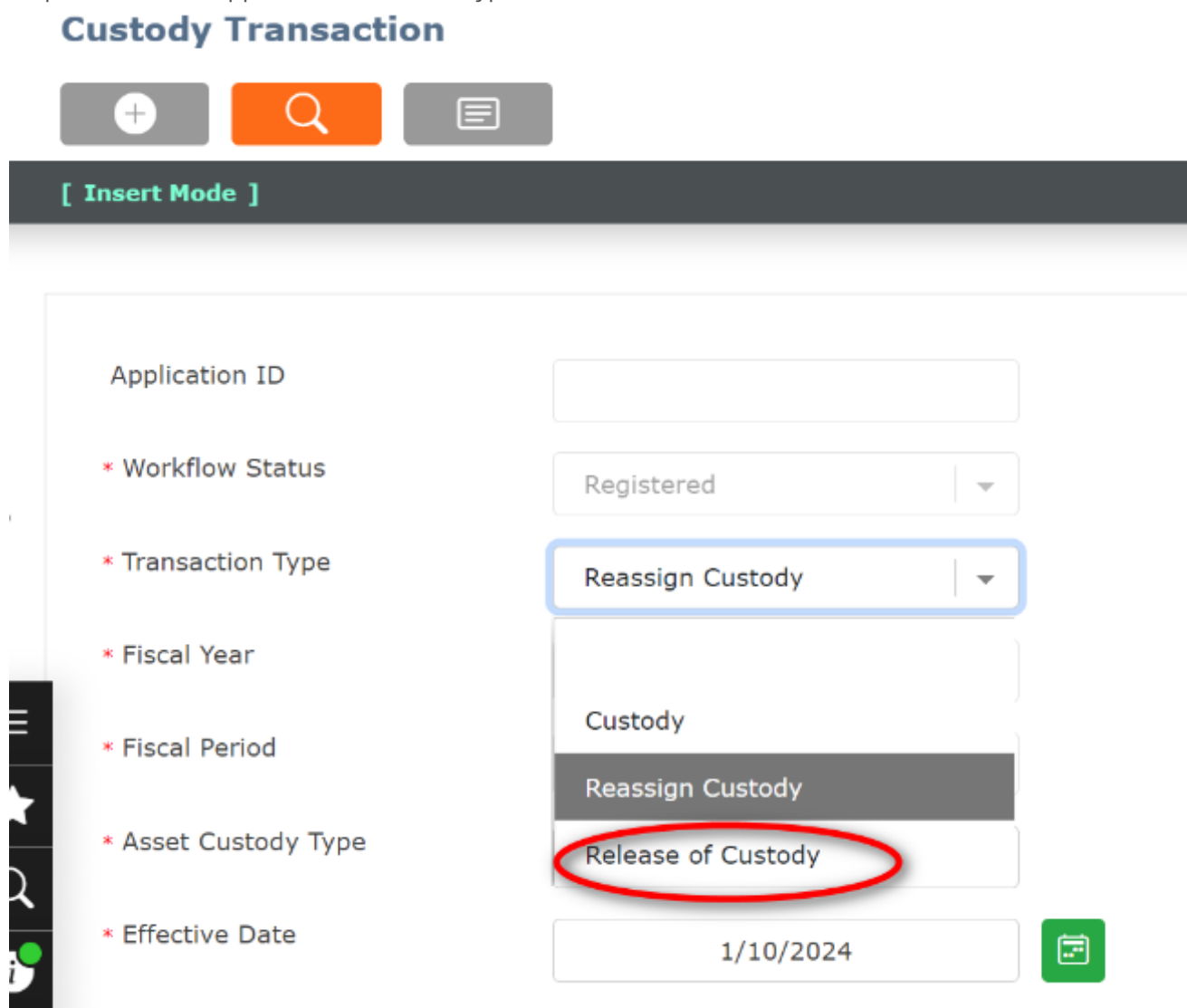


Custody Transaction

[Search Mode]

Application ID

Step 3: Select the applicable transaction type from the list



Custody Transaction

[Insert Mode]

Application ID

* Workflow Status

* Transaction Type

* Fiscal Year

* Fiscal Period

* Asset Custody Type

* Effective Date

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

A screenshot of a web form titled "Custody Transaction". The form contains several fields: "Transaction Type" (Custody), "Fiscal Year" (FY 2024), "Fiscal Period" (MARCH), "Asset Custody Type" (Individual Asset Custody), "Effective Date", and "Has Assignment". The "Asset Custody Type" dropdown menu is open, showing three options: "Asset On Warehouse Custody", "Common Asset Custody", and "Individual Asset Custody". A blue arrow points to the "Individual Asset Custody" option, which is highlighted. A green icon is visible to the right of the dropdown menu.

Step 5. Click the Lookup in the Employee.

A screenshot of the "Custody Transaction" form. The form has a header with a plus icon, a search icon, and a list icon. Below the header is a section labeled "[Insert Mode]". The form contains the following fields: "Has Assignment" (checkbox), "Institution" (1702), and "Employee In Custody" (empty). To the right of the "Institution" field are two orange buttons: a search icon and a list icon. To the right of the "Employee In Custody" field is an orange button with a search icon, which is circled in blue.

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

Employee

[Search Mode]

Application ID

Workflow Status

Name Prefix

Registration Army Number

First Name

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

Employee

[Selection Mode]

Application ID	Full Name	Organization	Identification Document Number	Date Of Birth	Gender
20230039	Tiraka Tabera	Treasury	20230039	1/1/1978	OTHER

Step 8. Complete the Employee in Custody and Custody Assignment

✖ Institution

✖ Employee In Custody

Custody Employee Name

Employee Assignment Institution

✖ Custody Assignment

Custody Assignment

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

Observation

Assign computer for Office

* Custody Transaction Assets









Select Units To Transfer

Asset Item

Abbreviation

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

Asset Item













[Search Mode]

Application ID

Step 11. Click to select the asset to assign.

Asset Item













Select All

Unselect All

[Selection Mode]

Select	Application ID	Description	Asset Class	Item Status	Institution	Created On	Item Operation
☐	AI-2024-17-00003	Laptop	Information computer and telecom. (ICT) equipment	Approved by Accounting Office	1702	21/3/2024	In Stock
☐	AI-2024-17-00004	Laptop	Information computer and telecom. (ICT) equipment	Approved by Accounting Office	1702	21/3/2024	In Stock
☐	AI-2024-17-00007	Laptop for Accounts	Information computer and telecom. (ICT) equipment	Approved by Accounting Office	1702	26/3/2024	In Stock
☐	AI-2024-17-00011	Desktop computers	Information computer and telecom. (ICT) equipment	Approved by Accounting Office	1702	27/3/2024	In Stock

Step 12. Click the save button.

Custody Transaction

[Insert Mode]

Approved By

Approved Date

Observation

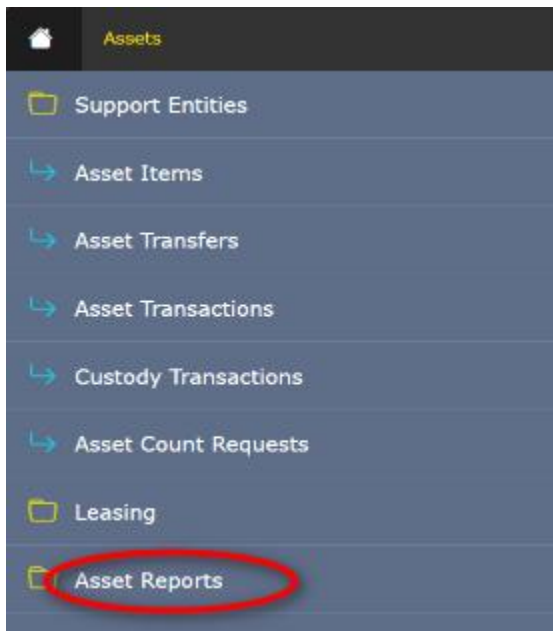
Assign computer for Office

* Custody Transaction Assets

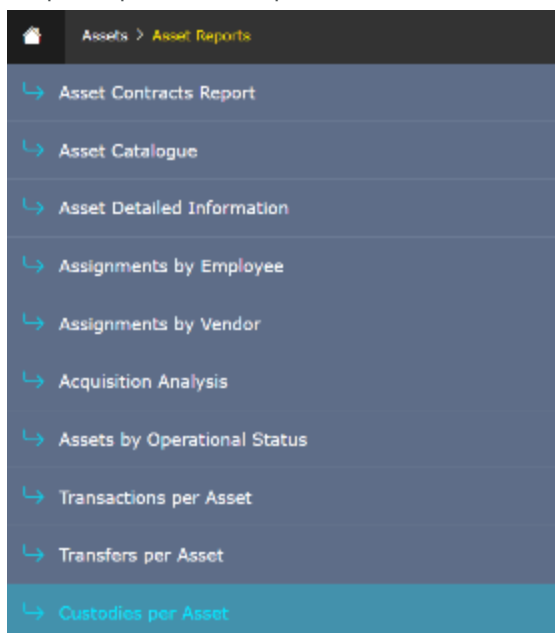
Select	Units To Transfer	Asset Item	Abbreviation
☒	1	AI-2024-17-00003	Laptop

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.

Custodies By Asset Report

PDF

EXCEL

XLSX

RTT

DOCX

ODT

ODS

Filter Criteria

Item ID

Employee

Custody Transaction Type

Custody Type

Sort By

Employee Name

Institution

Asset Condition

Custody Transaction Type

Asset Units

Custody ID

Custody Date

Step 4: Click OK on the displayed message.

ifmis-kiribati.freebalance.com says

The Report CustodiesByAssetReport Was Send To Report Server With ID:
ID:ip-172-31-7-247.ap-
southeast-1.compute.internal-42775-1727730459126-5:681:1:1

OK

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

General Assets Detailed Per Institution Report

PDF CSV XLS RTF DOCX ODT ODS

FreeBalance

Home Assets Assets Reports Institution Reports

Filter Criteria

Group By Institution Type

Group By Organization Type

Institution: Select All Unselected All Display All

Internal Messages

Working Time Messages

Dashboard

Session Details

User: R. Adams
Last Login: 2024-04-10 10:10:10
Language: English

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

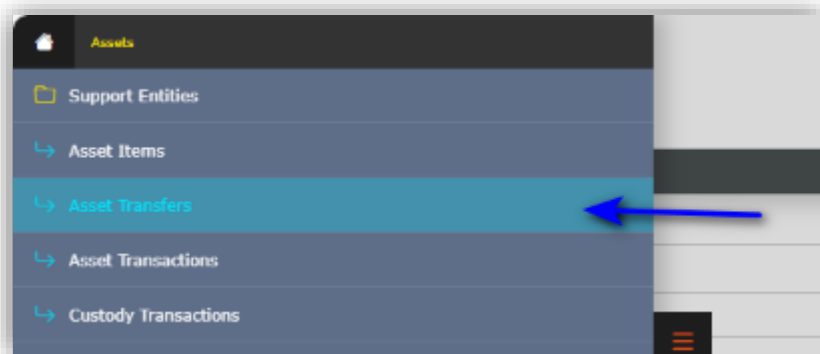
General Assets Detailed Per Institution Report						
Internal Message						
Select	Status	From	ID	Subject	Posting Date	
☐	●	Diana	2073/111	Report Server Notification - GeneralAssetsDetailedPerInstitutionReport	28/3/2024 17:39:18	

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

 A screenshot of the 'Asset Transfer' form. At the top, there is a toolbar with a blue circle around a '+' icon (the 'New' button), followed by a search icon, a list icon, and a user icon. Below the toolbar is a dark bar with the text '[Search Mode]'. The main form area contains two input fields: 'Application ID' and 'Workflow Status'.

Step 3: Complete the details below

* Transfer Type  

* Transfer Effective Date  

* Estimated Arrival Date 

Received Date

* Shipping Method  

* Source Warehouse   

* Destination Warehouse  

* Employee Who Delivered   

* Employee Who Dispatched  

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

* Description  

Journal Voucher of Sending Institution

Journal Voucher of Receiving Institution

Asset Transfer Items

▾ Asset Transfer Items Attachments

Select Units To Transfer Asset Item Description Source Warehouse

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

Asset Item

[Search Mode]

Application ID

Item Status 

Step 6: Click to select the Asset

Select	Application ID	Description	Asset Class	Item Status	Institution	Created On	Item Operation
☐	AI-2024-17-00002	Laptop	Information, computer, and telecom. ICT Equipment	Approved by Accounting Office	1702	21/03/2024	In Stock
☐	AI-2024-17-00009	Laptop	Information, computer, and telecom. ICT Equipment	Approved by Accounting Office	1702	21/03/2024	In Stock
☐	AI-2024-17-00002	Laptop for accounts	Information, computer, and telecom. ICT Equipment	Approved by Accounting Office	1702	28/03/2024	In Stock
☐	AI-2024-17-00011	Desktop computer	Information, computer, and telecom. ICT Equipment	Approved by Accounting Office	1702	22/03/2024	In Stock

Step 7: Click the Save button once done.

Description Transfer Asset Warehouse

Journal Voucher of Sending Institution

Journal Voucher of Receiving Institution

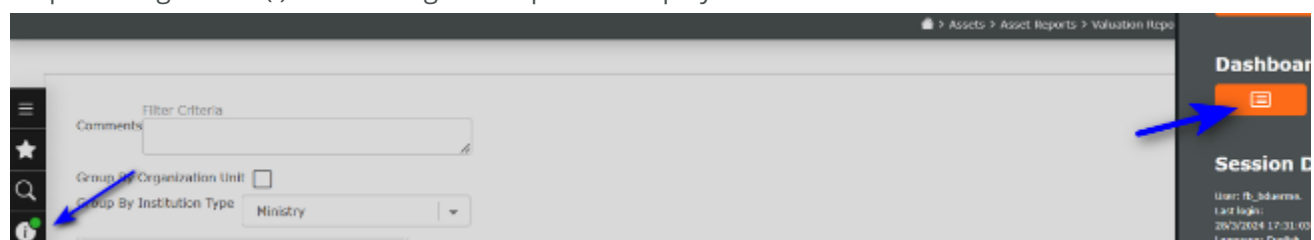
Asset Transfer Items

Select	Units To Transfer	Asset Item	Description	Source Warehouse
☒	1	AI-2024-17-00004	Laptop	1702

Save (downward arrow icon)

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.

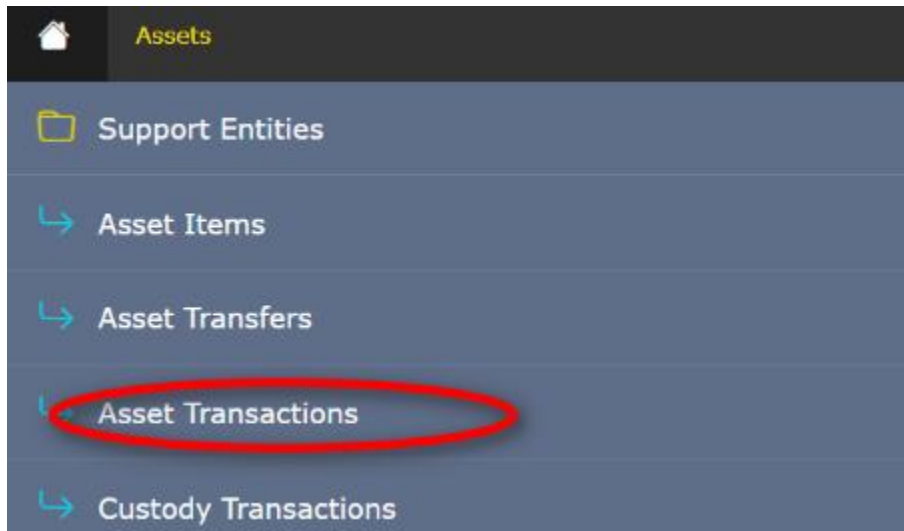
Step 3: Click to select the Asset Transfer number to transition.

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.

 A screenshot of the 'Asset Transaction' form in the FreeBalance application. The form has a header with a title 'Asset Transaction' and a toolbar with icons for adding, searching, listing, uploading, sharing, and collaborating. Below the toolbar is a '[Search Mode]' indicator. The form fields include: 'Application ID', 'Workflow Status', 'Asset Transaction Type', 'Asset Transaction Type Name', 'Asset Transaction Origin' (highlighted with a red oval and a blue circle with '1'), 'Asset Investment', 'Effective Date', 'Approval Date', and 'Amount'. The 'Asset Transaction Origin' dropdown is open, showing a list of options: 'Asset Count Request', 'Asset Item', 'Asset Sale', 'Asset Transfer' (highlighted with a red oval and a blue circle with '3'), and 'Auction'. A blue circle with '2' is next to the dropdown arrow. A blue circle with '4' is next to 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.

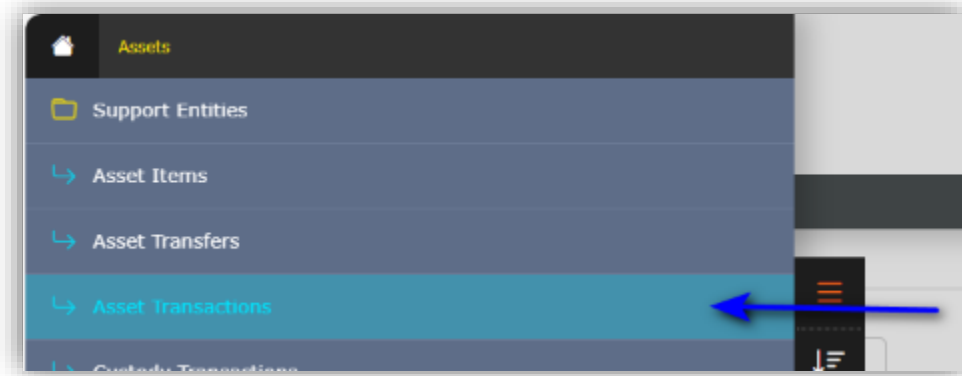
Step 5: Click the Finish button to complete the transaction.

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

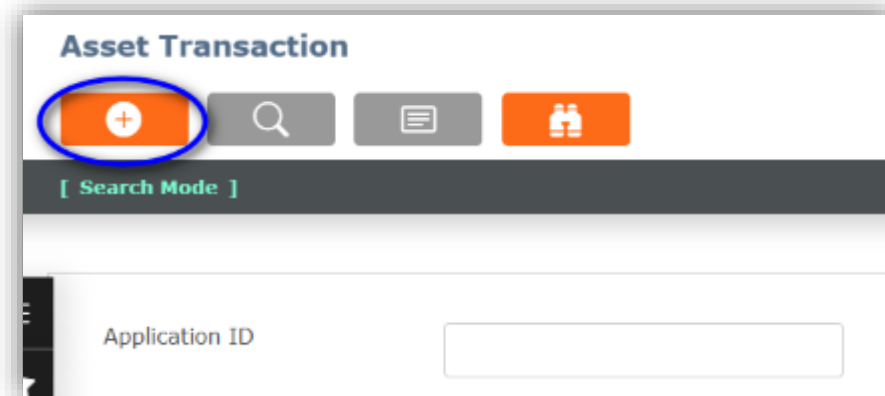
10.4 How to Record Fixed Asset Transactions

10.4.1 How to record Disposal of Asset

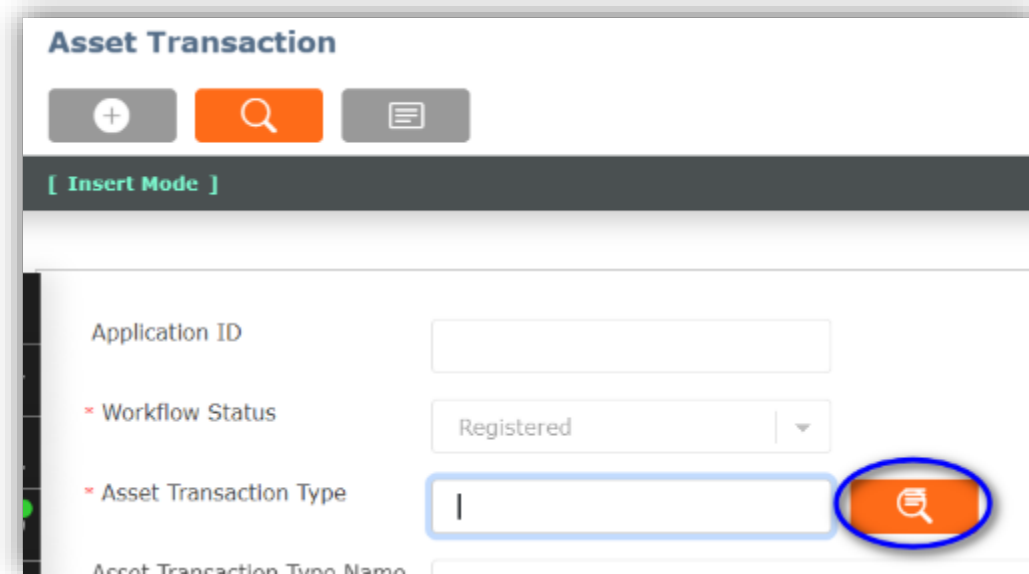
Step 1: Navigate the Menu >Assets > Asset Transactions.



Step 2: Click the New button



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



Step 4: Click the Find button

Asset Transaction Type

[Search Mode]

Application ID

Is Cash Involved ☒

Affects Useful Life ☒

Requires Employee Information ☒

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.

Accounting Office 1702 [Lookup] [Lookup] ←

Is Reverse ☐

Is Disposal Related ☐

* Fiscal Year FY 2024 ▼

* Fiscal Period MARCH ▼ ←

Created By ttabera [Lookup]

Created Date 28/3/2024

Approved By

* Reason Retire Asset ←

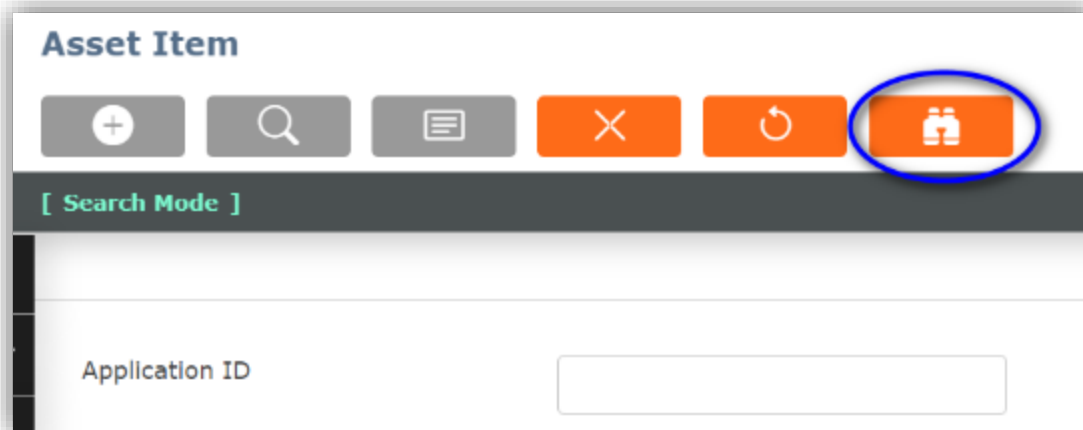
Step 7: Complete the other details as needed. Then click the Lookup button on the asset transaction items.

Reason For Disposal Fully depreciated ←

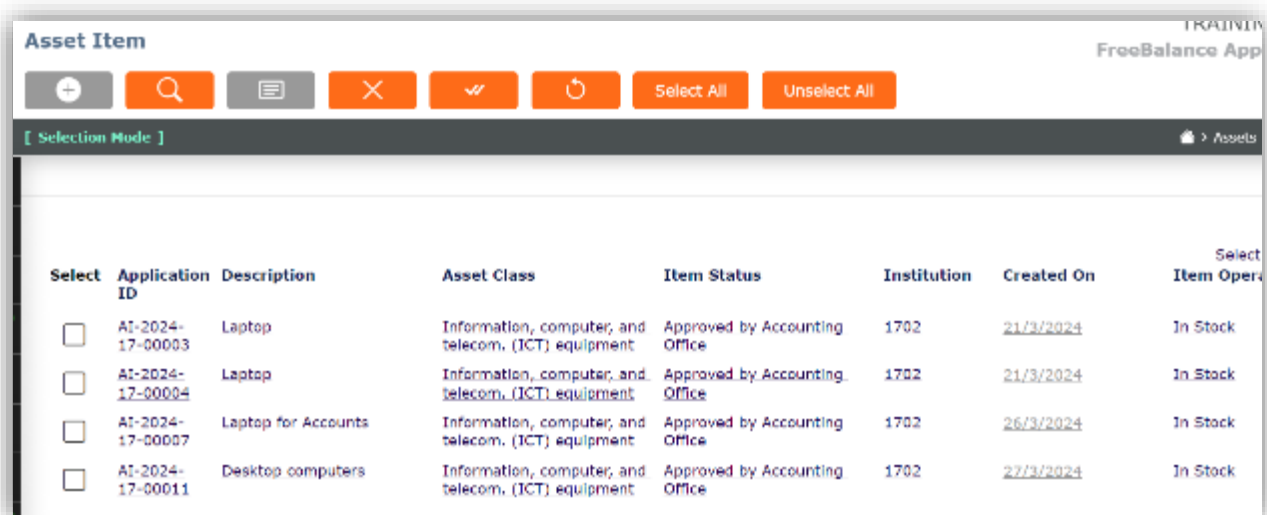
* Asset Transaction Items

			
Select	Application ID	Abbreviation	Disposal Or Change Value Book Va

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.

Accounting Office	1702			
Is Reverse	☐			
Is Disposal Related	☐			
* Fiscal Year	FY 2024			
* Fiscal Period	MARCH			
Created By	ttabera			
Created Date	28/3/2024			
Approved By				
* Reason	Retire Asset			

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

Reason For Disposal	Fully <u>depreciated</u>	
* Asset Transaction Items		
		
Select	Application ID	Abbreviation
		Disposal Or Change Value
		Book Value

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

Asset Item

[Search Mode]

Application ID

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

Asset Item

[Selection Mode]

Select	Application ID	Description	Asset Class	Item Status	Institution	Created On	Select Item Oper
☐	A1-2024-17-00003	Laptop	Information, computer, and telecom. (ICT) equipment	Approved by Accounting Office	1702	21/3/2024	In Stock
☐	A1-2024-17-00004	Laptop	Information, computer, and telecom. (ICT) equipment	Approved by Accounting Office	1702	21/3/2024	In Stock
☐	A1-2024-17-00007	Laptop for Accounts	Information, computer, and telecom. (ICT) equipment	Approved by Accounting Office	1702	26/3/2024	In Stock
☐	A1-2024-17-00011	Desktop computers	Information, computer, and telecom. (ICT) equipment	Approved by Accounting Office	1702	27/3/2024	In Stock

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

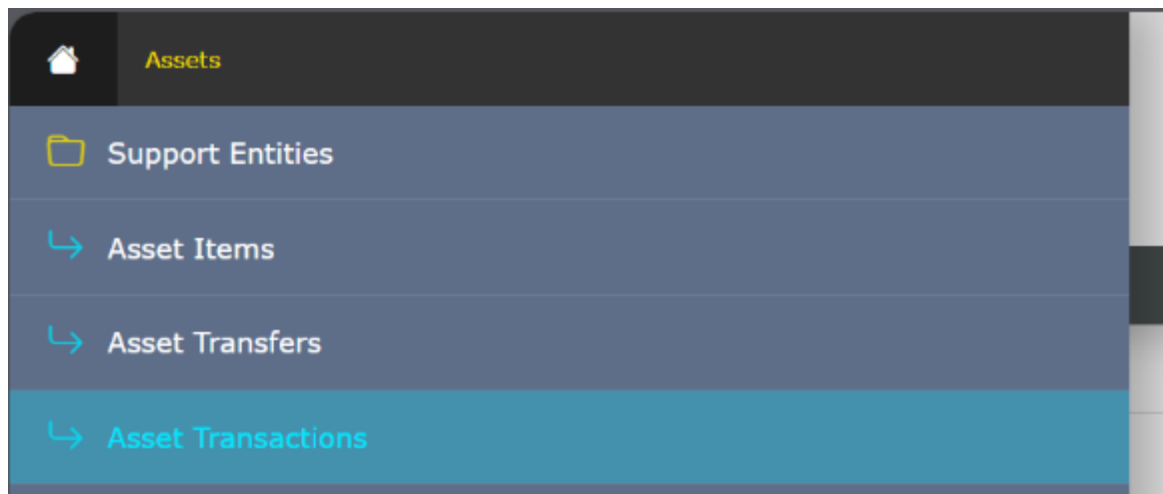
Asset Transaction Items

Select	Application ID	Abbreviation	Disposal Or Change Value	Book Value Before Transaction
☒	A1-2024-17-00003	Laptop	0	1888.80

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

Asset Transaction

A screenshot of the 'Asset Transaction' form in the FreeBalance application. The form is displayed on a dark background with a header bar containing the 'FreeBala' logo and several icons. The first icon, a plus sign, is circled in red. Below the header bar, the form contains several input fields: 'Application ID', 'Workflow Status', 'Asset Transaction Type', 'Asset Transaction Type Name', and 'Asset Transaction Origin'. The 'Asset Transaction Type' field has a red circle around its lookup button, which contains a magnifying glass icon. The 'Workflow Status' and 'Asset Transaction Origin' fields are dropdown menus.

ee@freebalance.com) is signed in

[Search Mode]

Application ID

Is Cash Involved ☒

Affects Useful Life ☒

Requires Employee Information ☒

Asset Transaction Type

Republic of Ki
FreeBalance Application

[Selection Mode]

Application ID	Allowed Financial Operation Type	Name
1	Manual	Work In Progress Incremental Cost
2	Manual	Disposal by Sale of Asset
3	Manual	Disposal of by Retirement of Asset
4	Manual	Asset Revaluation
5	Manual	Asset Devaluation

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

Application ID		
* Workflow Status	Registered	
* Asset Transaction Type	A	Find List
Asset Transaction Type Name	Asset Revaluation	
* Asset Transaction Origin	Manual	
* Effective Date	2/10/2024	Calendar
* Amount	0.00	
* Intervient Name		
Accounting Office		Find
Is Reverse	☐	
* Fiscal Year	FY 2024	
* Fiscal Period	OCTOBER	
Created By	fb	Find
Created Date	2/10/2024	
Approved By		
* Reason		
Remarks		

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

*** Asset Transaction Items**

Select

Application ID

Abbreviation

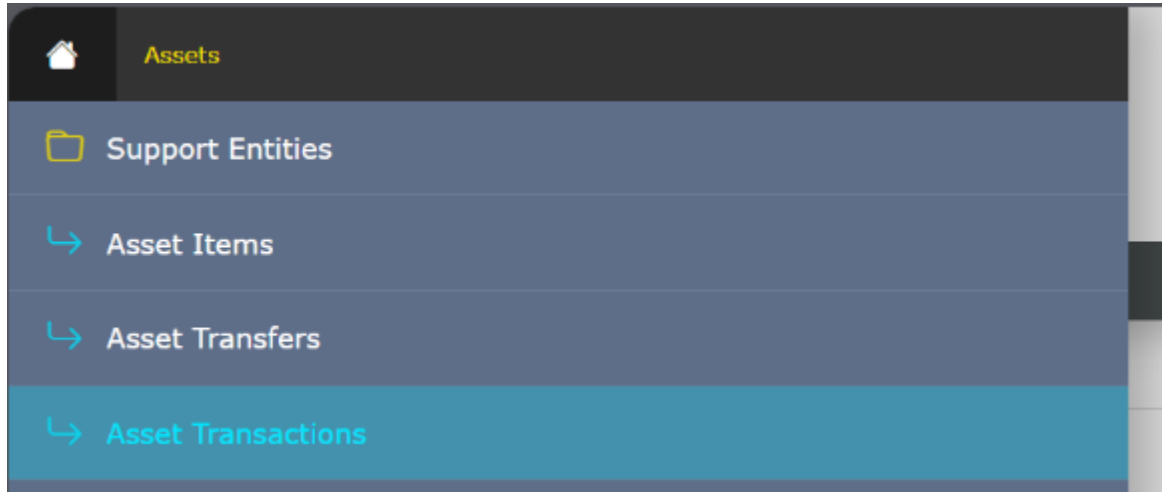
Step 6: Click to select the Asset item for asset revaluation and click the return button once done.

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

Asset Transaction

FreeBala

[Search Mode]

Application ID

Workflow Status

Asset Transaction Type 

Asset Transaction Type Name

Asset Transaction Origin

ee@freebalance.com) is signed in



[Search Mode]

Application ID

Is Cash Involved ☒

Affects Useful Life ☒

Requires Employee Information ☒

Asset Transaction Type

Republic of

FreeBalance Application



[Selection Mode]

Application ID **Allowed Financial Operation Type**

Name

<u>1</u>	<u>Manual</u>	<u>Work In Progress Incremental Cost</u>
<u>2</u>	<u>Manual</u>	<u>Disposal by Sale of Asset</u>
<u>3</u>	<u>Manual</u>	<u>Disposal of by Retirement of Asset</u>
<u>4</u>	<u>Manual</u>	<u>Asset Revaluation</u>
<u>5</u>	<u>Manual</u>	<u>Asset Devaluation</u>
<u>6</u>	<u>Manual</u>	<u>Asset Transfer Acceptance</u>

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

Asset Transaction Republ
FreeBalance Appli

[Insert Mode]

Application ID

* Workflow Status

* Asset Transaction Type

Asset Transaction Type Name

* Reason

Remarks

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

*** Asset Transaction Items**

Select **Application ID** **Abbreviation**

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

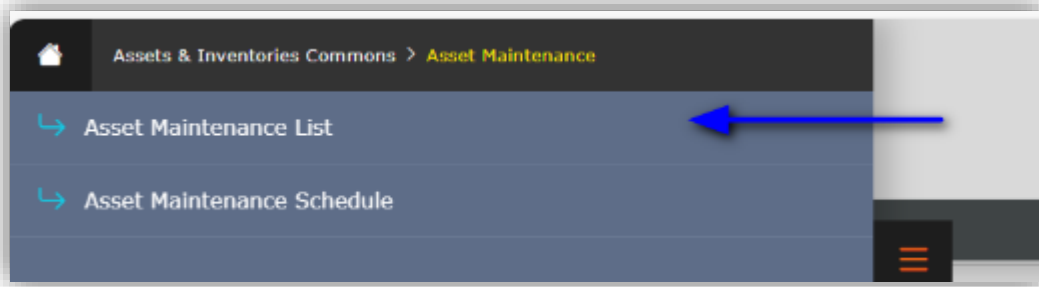
Step 7: Click the save and return button when completed and click save button.

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.

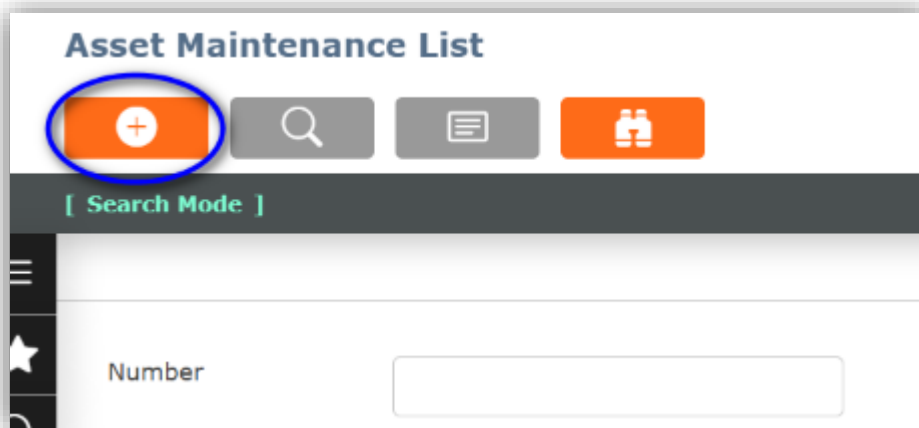
10.5 How to Record Fixed Asset Maintenance

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

The screenshot shows the 'Asset Maintenance List' form. It contains several fields with dropdown menus: 'Application ID' (empty), 'Fiscal Year' (FY 2024), 'Fiscal Period' (MARCH), 'Information Type' (Maintenance), 'Workflow Status' (Created), 'Institution' (1702), and 'Provider' (empty). To the right of the 'Provider' field, there are three orange buttons: a plus icon, a magnifying glass icon, and a list icon. The list icon button is circled in blue.

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

Vendor

[Search Mode]

Code

Eligibility Status

Name

Short Name

Step 5: Click to select the vendor

Vendor

[Selection Mode]

Code	Name	Short Name
1907	Tara Tara Yacht Charter, Boat Building & Repair	
194	KS Auto Repair Services	
2092	ICT Tech Repairing	
226	Taborio Boat Building and Repair/ Tara Tara Yacht Charter Boat Building	
241	Mobile Phone Repair Services	
2924	Kiriative Auto Repair	
3986	Kabiriera & Tawaia Brothers Auto Service & Repair	

Step 6: Provide the details below

* Provider: 3986
 Employee:
 Purchase Order:
 * Start Date: 1/3/2024
 * End Date: 31/12/2024
 * Warranty Maintenance Location: On Site
 * Maintenance Type: Major Repair
 Number of Years:
 * Cost: 0.00

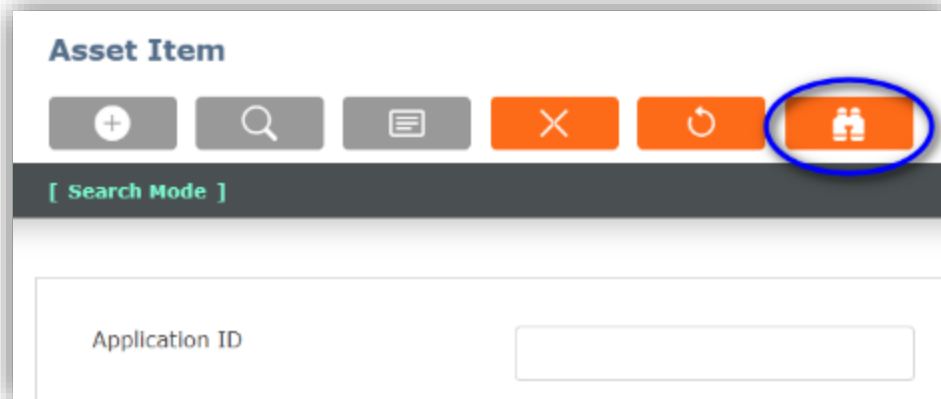
Step 7: Add the observations and then click the lookup button on the Asset item.

Observations: Repair
 * Created By: ttabera
 * Created Date: 28/3/2024
 Approved By:
 Approved By:

* Warranty Maintenance Policy Asset Item Attachments

Select Asset Item Special Coverage Terms

Step *: Click the Find button

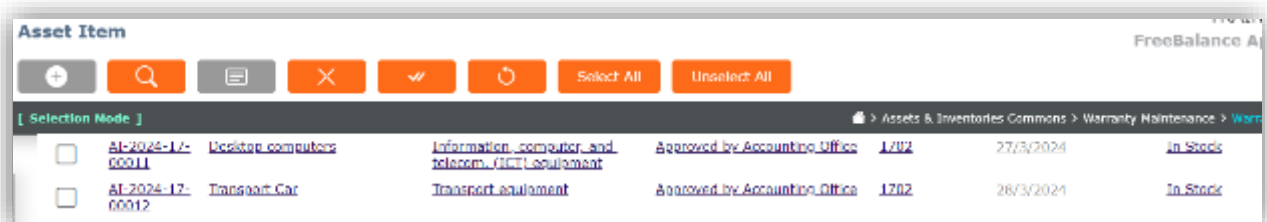


Asset Item

[Search Mode]

Application ID

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



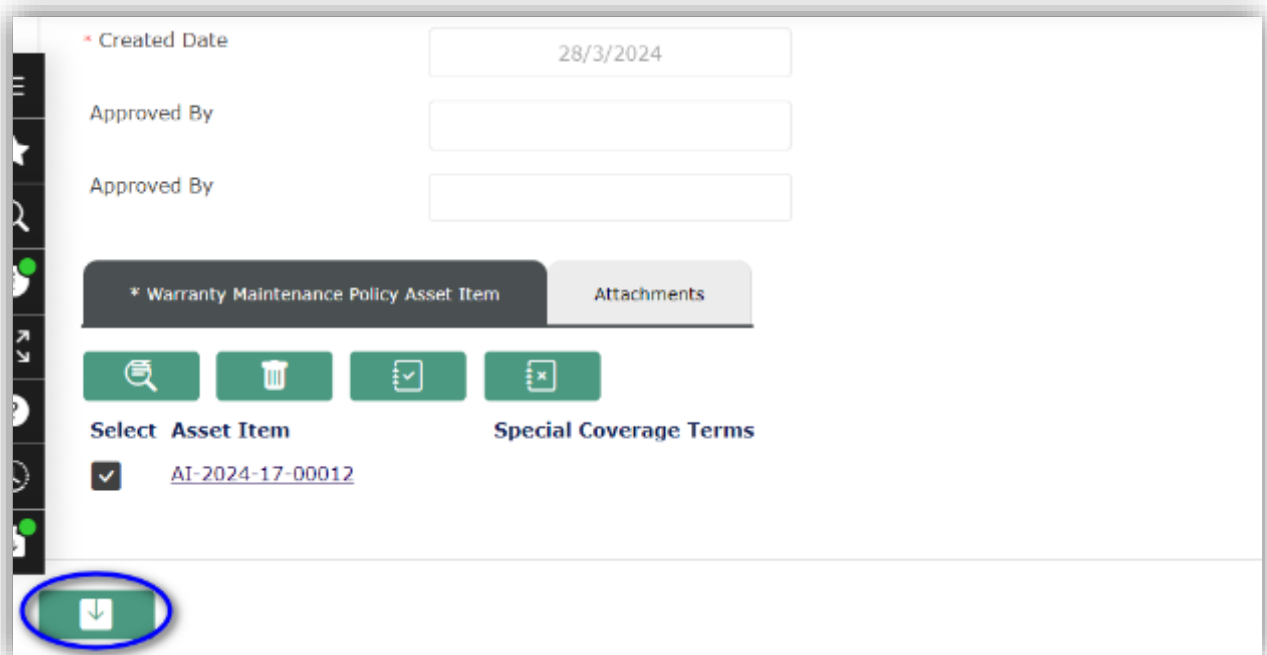
Asset Item

[Selection Mode]

Assets & Inventories Commons > Warranty Maintenance > Warranty Maintenance Claim

	Asset ID	Asset Name	Asset Category	Approved by	Approved Date	Status
☒	AI-2024-17-00011	Desktop computers	Information computer and telecom / ICT equipment	Approved by Accounting Office	1/1/24	In Stock
☒	AI-2024-17-00012	Transport Car	Transport equipment	Approved by Accounting Office	1/1/24	In Stock

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



* Created Date

Approved By

Approved By

* Warranty Maintenance Policy Asset Item Attachments

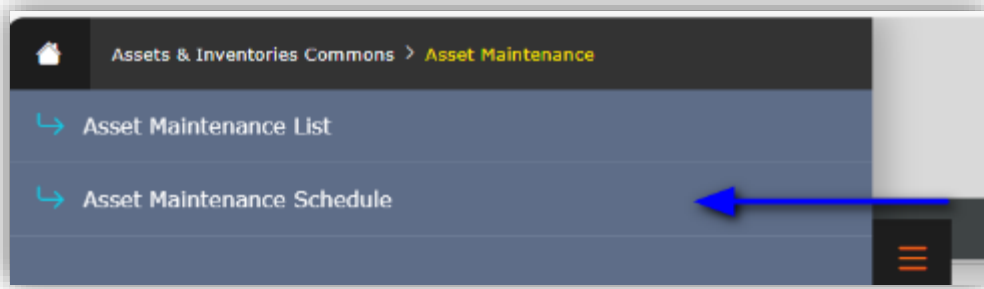
Select Asset Item Special Coverage Terms

☒ AI-2024-17-00012

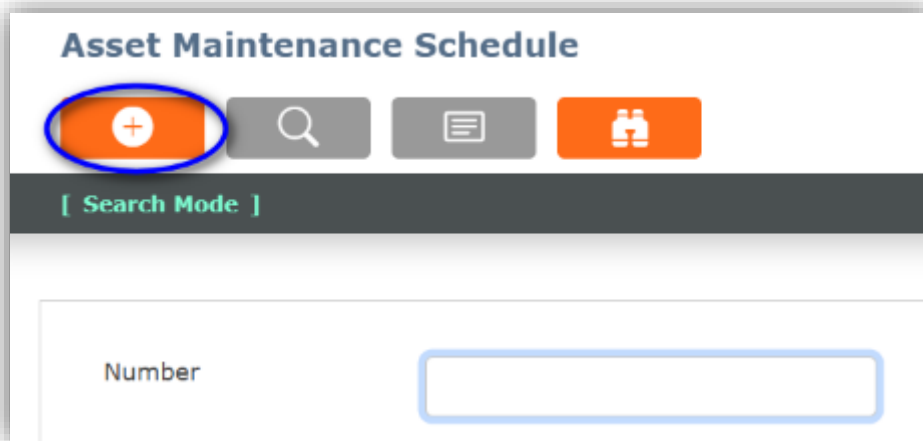
☒

10.5.2 How to record a Maintenance Schedule

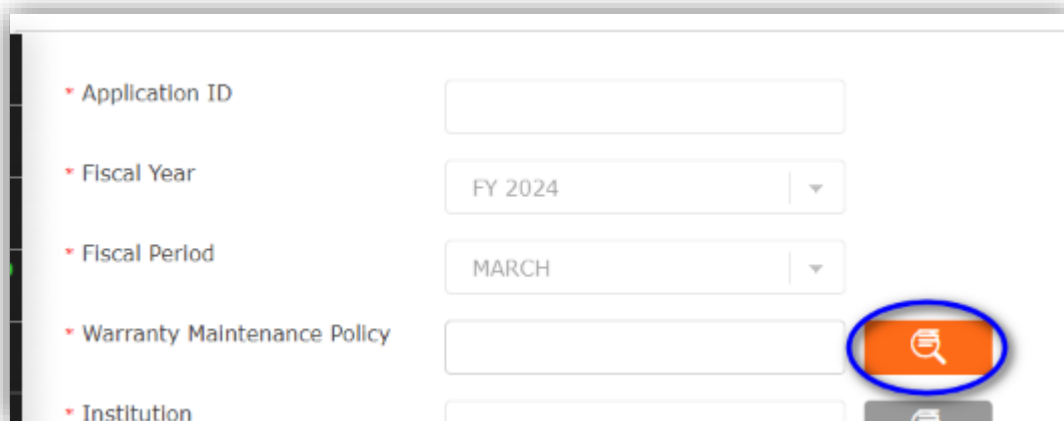
Step 1: Navigate the Menu > Assets and Inventories Common > Warranty Maintenance > Warranty Maintenance Claim.



Step 2: Click the New button



Step 3: Click the Lookup on the Policy.



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

Warranty Maintenance Policy

[Search Mode]

Application ID

Step 5: Click to select the applicable policy

[Selection Mode]

🏠 > Assets & Appliances Catalogue > Warranty Maintenance > Warranty Maintenance Team

Application ID	Created Date	Information Type	Workflow Status	Institution	Vendor	Cost
1	28/3/2024	Maintenance	Approved	1702	Sibb	0.00

Step 6: Complete the details below

- Warranty Maintenance Policy

- Institution

- Responsible Employee

- Requested Date

Effective Date

Goods and Receive Note

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

Goods and Receive Note

Step 8: Select the applicable details below

- Workflow Status	Created	▼
- Warranty Maintenance Location	On Site	▼
- Maintenance Type	Preventive	▼

Step 9: Click the lookup on the Asset item

Approved Date

* Warranty Maintenance Claim Asset Items

Attachments

+

🗑️

✅

❌

Select

Remarks

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

Warranty Maintenance Claim Asset Item

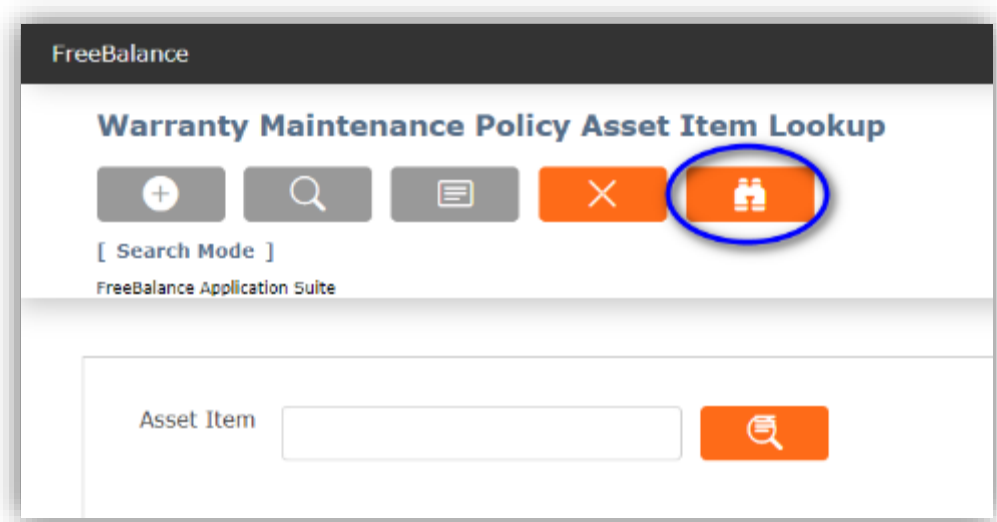
* Warranty Maintenance Policy Asset Item

Asset Item Operational Status

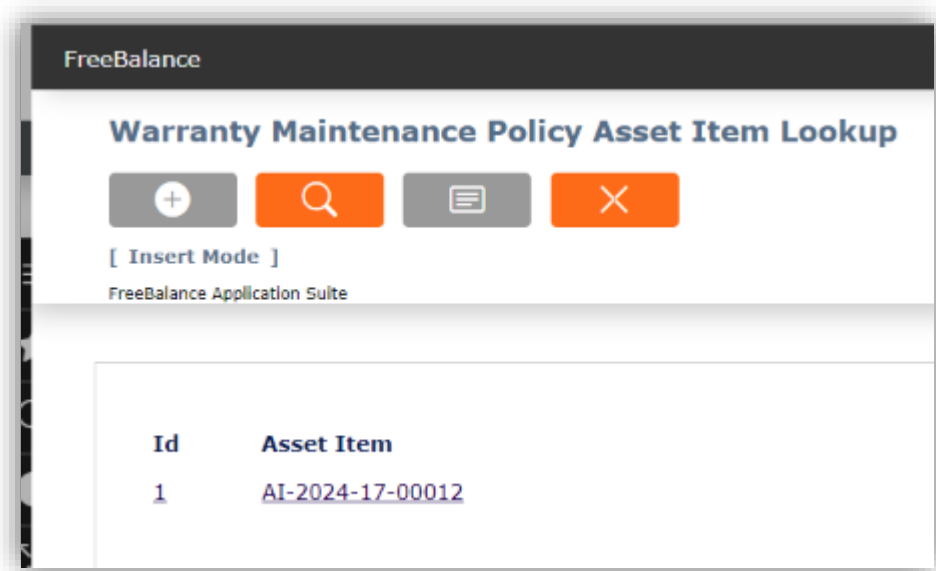
* Remarks

Defects

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

Warranty Maintenance Claim Asset Item

• Warranty Maintenance Policy Asset Item  

Asset Item Operational Status

• Remarks

Defects

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

[Insert Mode]

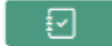
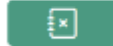
• Created By 

Created Date

Approved By

Approved Date

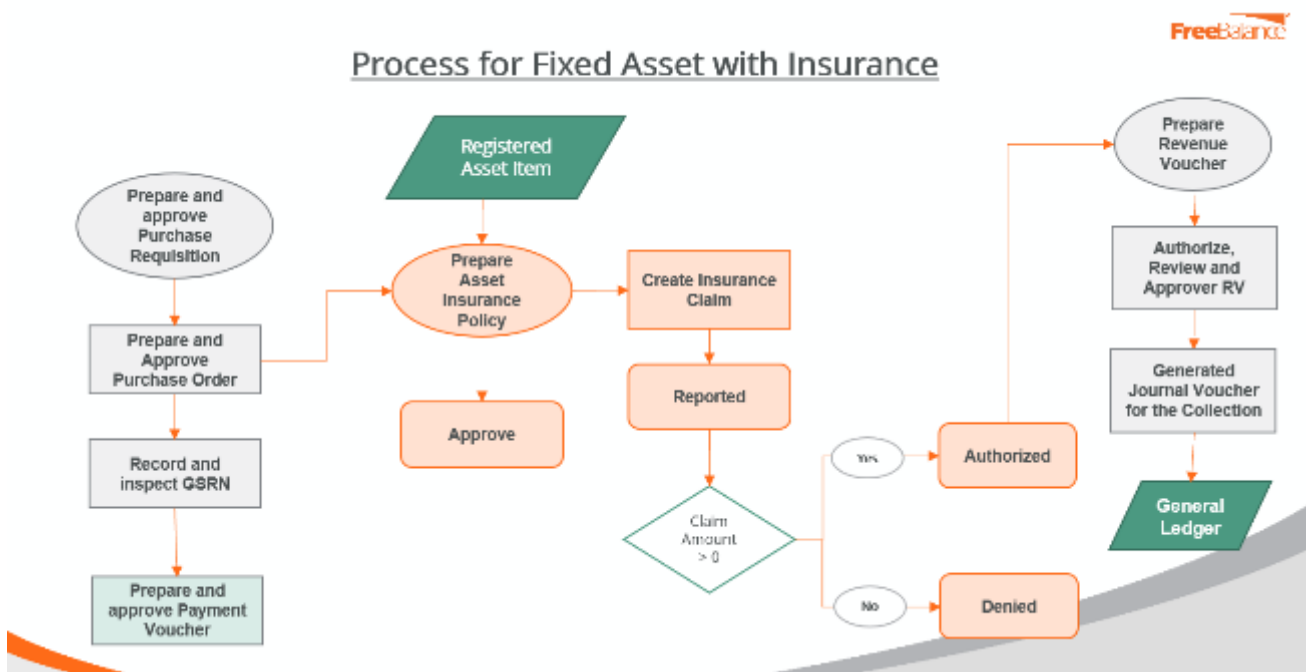
* Warranty Maintenance Claim Asset Items Attachments

Select	Remarks
☒	Warranty Claim



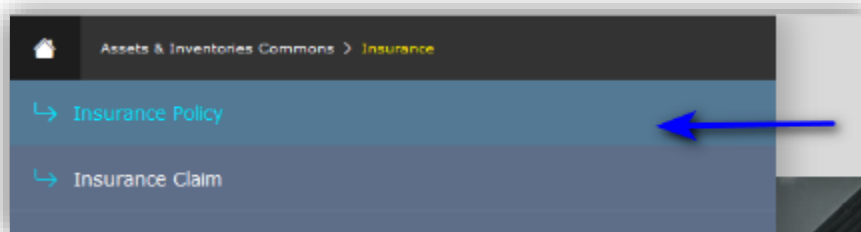
10.6 How to Record Fixed Asset Insurance



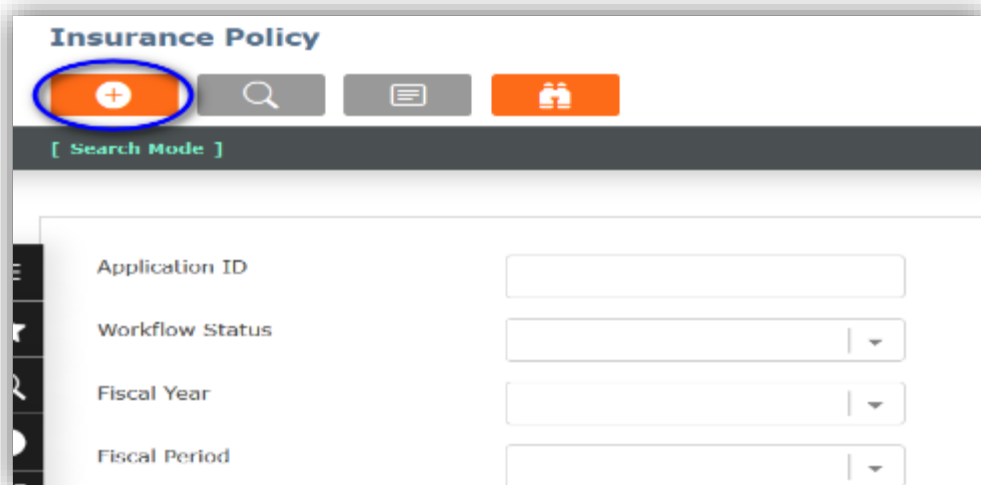
10.6.1 How to record an Insurance Policy

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

Insurance Policy

[Insert Mode]

Application ID

* Workflow Status

* Fiscal Year

* Fiscal Period

* Institution

* Insurance Company

Agent

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

Vendor

[Search Mode]

Code

Eligibility Status

Name

Step 5: Click to select the Vendor

Vendor

[Selection Mode]

Code	Name	Short Name
80	Kiribati Insurance Corporation	

Step 6: Select the Insurance Type applicable.

* Institution	1702	🔍	🔍
* Insurance Company	80	🔍	🔍
Agent		🔍	
* Insurance Type	Car Insurance Fire Insurance		
Policy Number			
Issue Date			

Step 7: Complete the details below

* Insurance Type	Fire Insurance	
Policy Number	KIC-001	←
Issue Date	1/1/2024	 ←
* Effective Date	1/1/2024	 ←
* Expiration Date	1/1/2034	 ←

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

* Premium Domestic Amount	500	←
Premium Amount FC	0.00	
* Coverage Domestic Amount	0.00	
Coverage Amount FC	0.00	
* Deductible Domestic Amount	10	←
Deductible Amount FC	0.00	
* Coverage Terms	Fire Insurance for 10 years ←	

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.

* Insurance Policy Warehouses

Insurance Policy Asset Items

Insurance Policy Employees

Insurance Policy Payments

Attachments

+

Warehouse

Special Coverage Terms

Select

Warehouse

Special Coverage Terms

↓

Step 10: Click the find button on the warehouse.

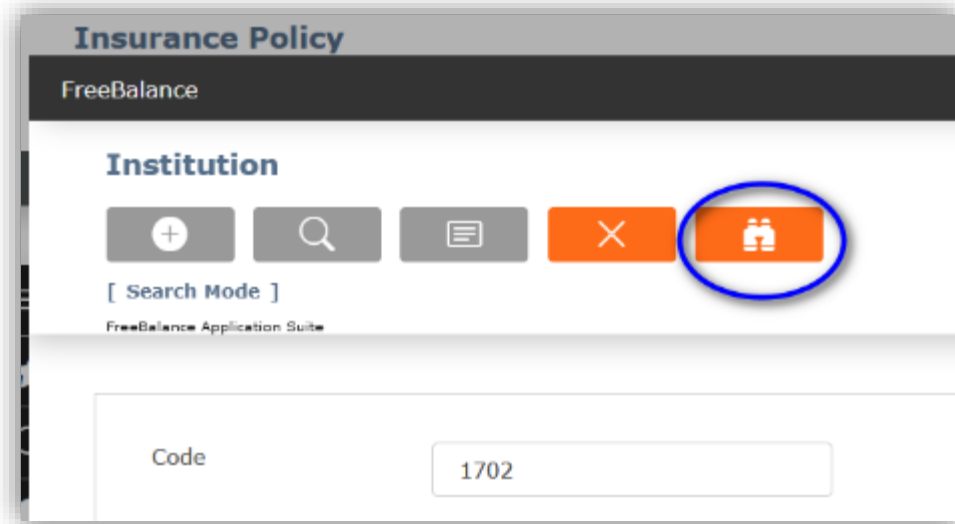
Insurance Policy

Insurance Policy Warehouses

* Warehouse

🔍

Step 11: Click the lookup button



Insurance Policy

FreeBalance

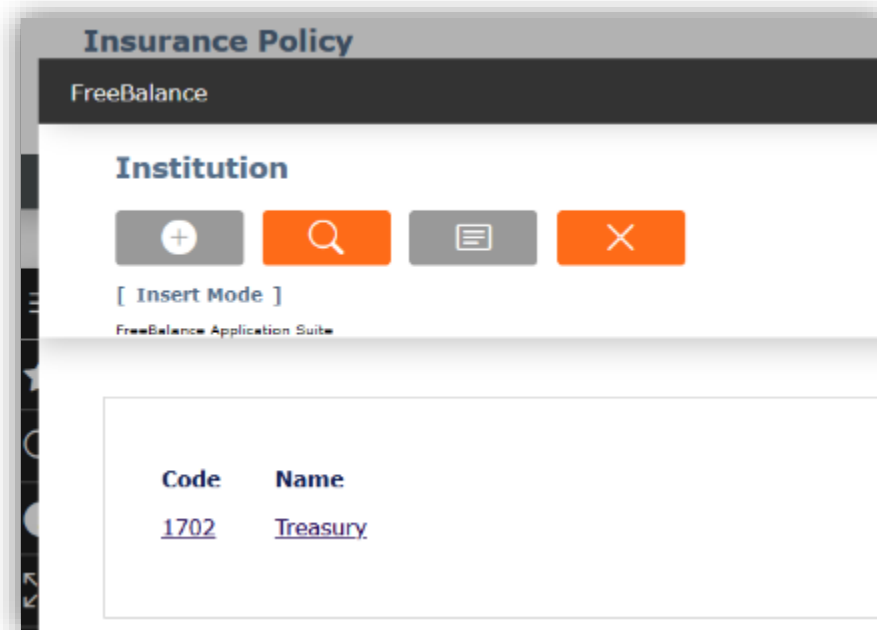
Institution

[Search Mode]

FreeBalance Application Suite

Code: 1702

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



Insurance Policy

FreeBalance

Institution

[Insert Mode]

FreeBalance Application Suite

Code	Name
<u>1702</u>	<u>Treasury</u>

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

Insurance Policy

Insurance Policy Warehouses

* Warehouse	1702		
* Policy Amount DC	500.00		
* Policy Amount FC	0.00		
* Deductible Domestic Amount	10.00		
* Deductible Amount FC	0.00		
Issue Date	1/1/2024		
Special Coverage Terms			

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

Insurance Policy

Insert Mode

* Created Date	26/3/2024
Approved By	
Approved Date	

Select Warehouse

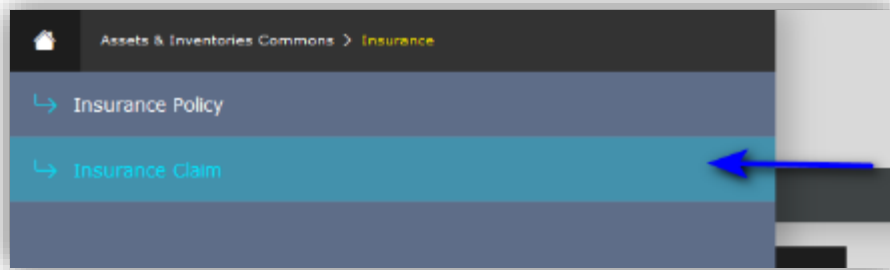
☒ 1702

Special Coverage Terms

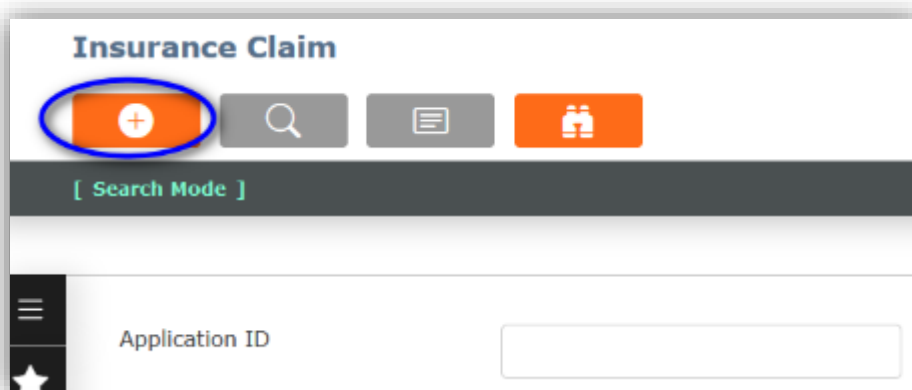


10.6.2 How to record an Insurance Claim

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



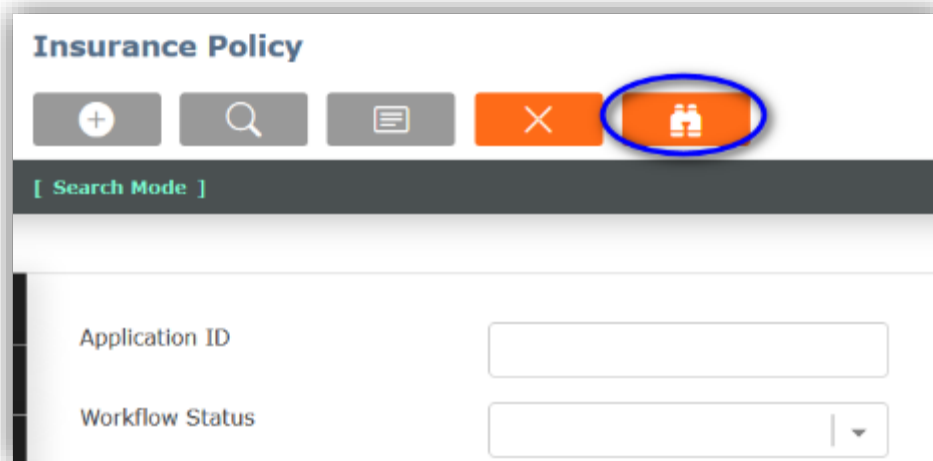
Step 2: Click the New button



Step 3: Add the details below

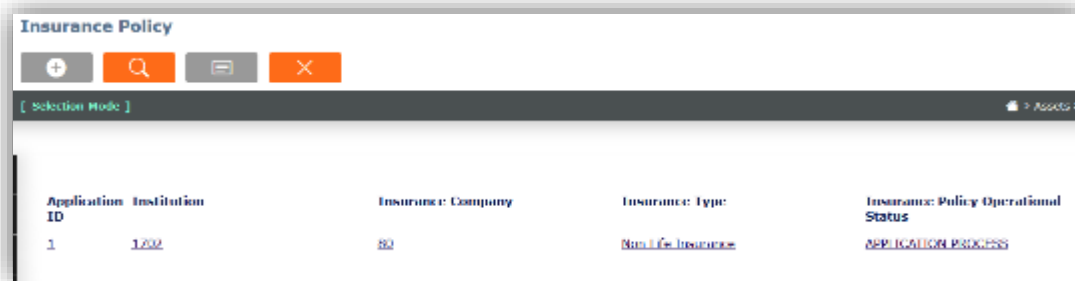
A screenshot of the 'Insurance Claim' form in 'Insert Mode'. The title 'Insurance Claim' is at the top. Below the title are three buttons: a blue button with a white plus sign, an orange button with a magnifying glass, and a grey button with a list icon. Below these buttons is a dark grey bar with the text '[Insert Mode]'. The form contains several fields: 'Application ID' (text input), '* Insurance Claim Type' (dropdown menu with 'First Party Claim' selected), '* Insurance Claim Workflow Status' (dropdown menu with 'Created' selected), '* Fiscal Year' (dropdown menu with 'FY 2024' selected), '* Fiscal Period' (dropdown menu with 'MARCH' selected), and '* Insurance Policy' (text input). The 'First Party Claim' dropdown is highlighted with a blue border. At the bottom right, there is an orange button with a magnifying glass icon, which is circled in blue.

Step 4: Click the Find button



The screenshot shows the 'Insurance Policy' form in 'Search Mode'. The top bar contains five buttons: a plus icon, a magnifying glass icon, a list icon, a close icon, and a button with a person icon (the 'Find' button) which is circled in blue. Below the bar, there are two input fields: 'Application ID' and 'Workflow Status'.

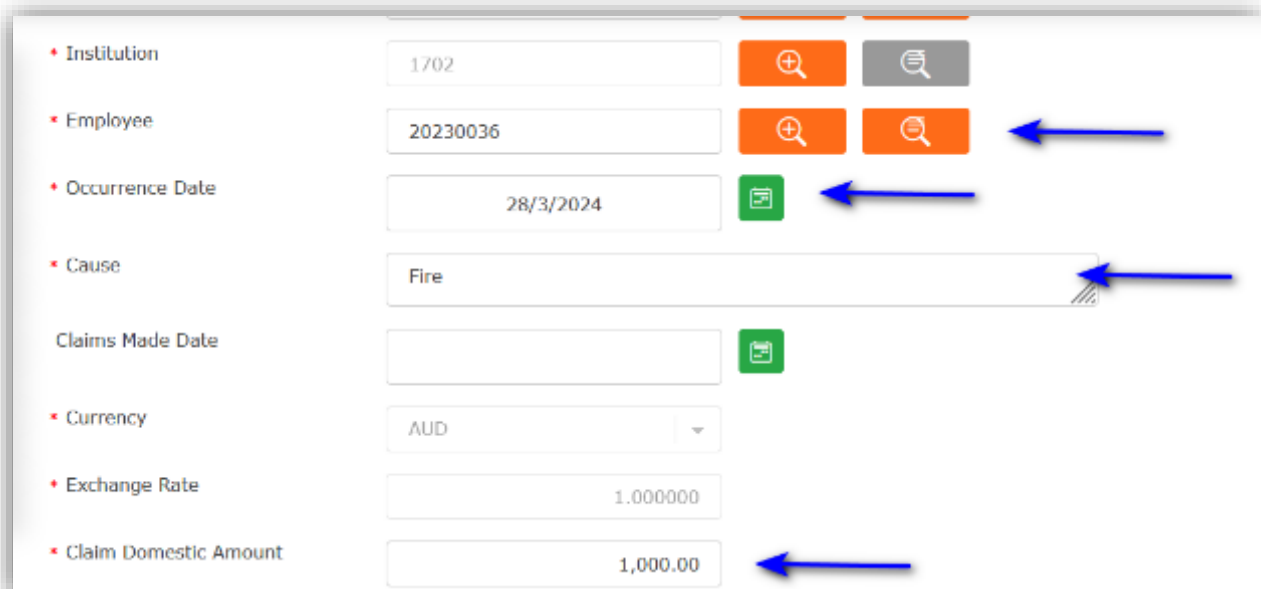
Step 5: Click to select the Policy applicable.



The screenshot shows the 'Insurance Policy' form in 'Selection Mode'. The top bar contains four buttons: a plus icon, a magnifying glass icon, a list icon, and a close icon. Below the bar, there is a table with the following data:

Application ID	Institution	Insurance Company	Insurance Type	Insurance Policy Operational Status
1	1702	82	Non Life Insurance	APPLICATION PROCESS

Step 6: Complete the details below.



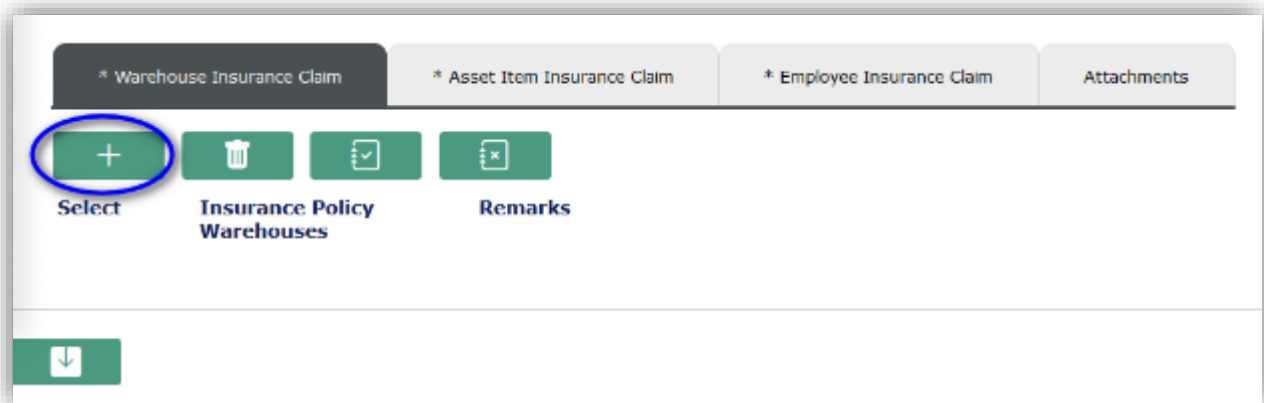
The screenshot shows the 'Insurance Policy' form with various fields and buttons. Blue arrows point to specific elements:

- Arrow 1 points to the magnifying glass button next to the 'Employee' field.
- Arrow 2 points to the magnifying glass button next to the 'Cause' field.
- Arrow 3 points to the magnifying glass button next to the 'Claim Domestic Amount' field.
- Arrow 4 points to the magnifying glass button next to the 'Occurrence Date' field.
- Arrow 5 points to the magnifying glass button next to the 'Cause' field.

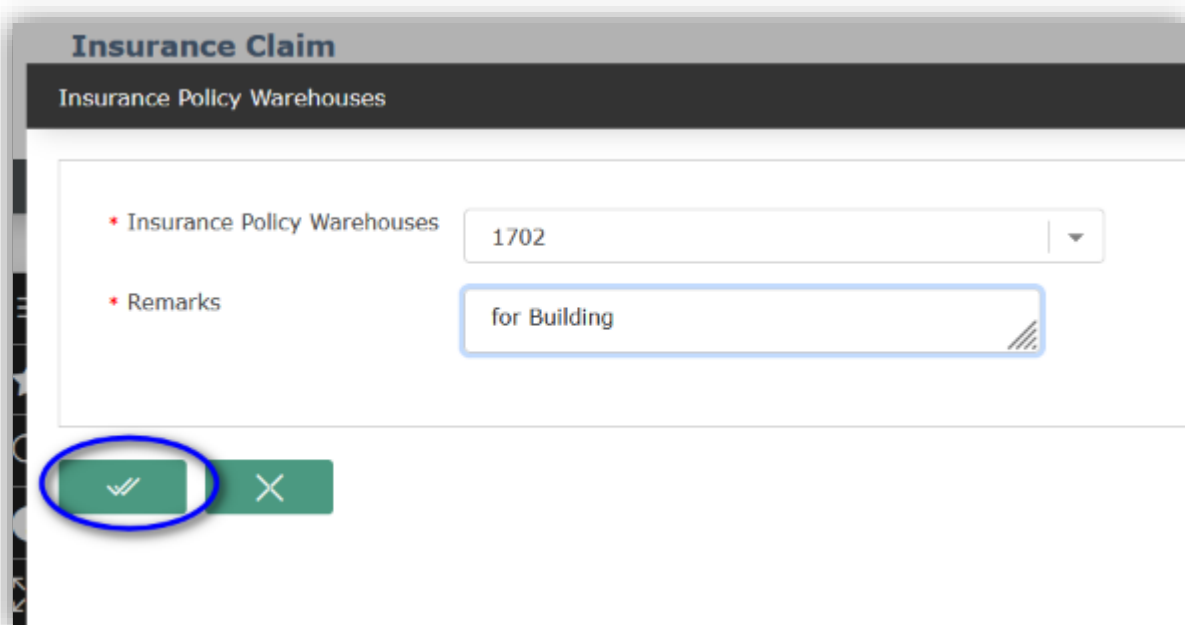
The fields and their values are:

- Institution: 1702
- Employee: 20230036
- Occurrence Date: 28/3/2024
- Cause: Fire
- Claims Made Date: (empty)
- Currency: AUD
- Exchange Rate: 1.000000
- Claim Domestic Amount: 1,000.00

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.

Insurance Claim

[Insert Mode]

* Created Date: 28/3/2024

Approved By:

Approved Date:

* Warehouse Insurance Claim * Asset Item Insurance Claim * Employee Insurance Claim Attachments

+ - [] []

Select	Insurance Policy Warehouses	Remarks
☒	1702	for Building

Download icon (circled in blue)

10.7 Generation of Fixed Asset Reports

10.7.1 How to generate report

Step 1: Navigate the Menu > Assets > Asset Report

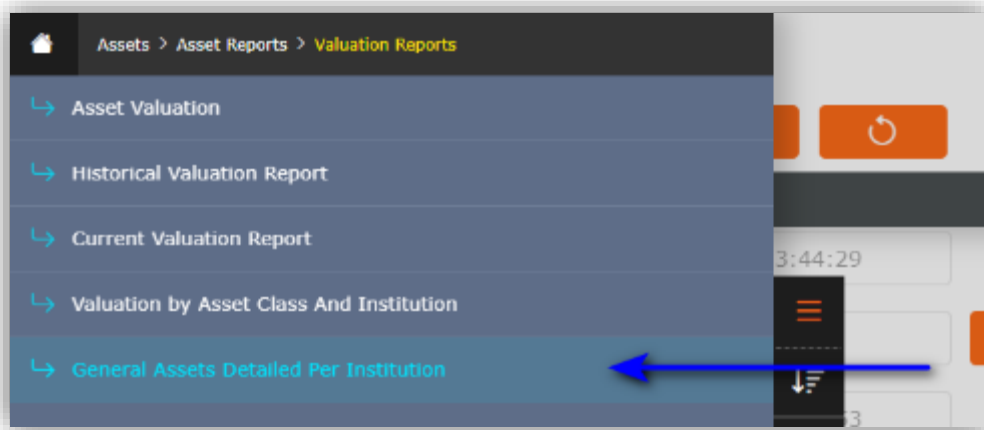


Step 2: Open Asset reports and you will find different types of reports available for asset to pick from.



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.

General Assets Detailed Per Institution Report

PDF
EXCEL
XLSX
RTF
DOCX
ODT
ODS

Filter Criteria

Comments

Group By Organization Unit ☐

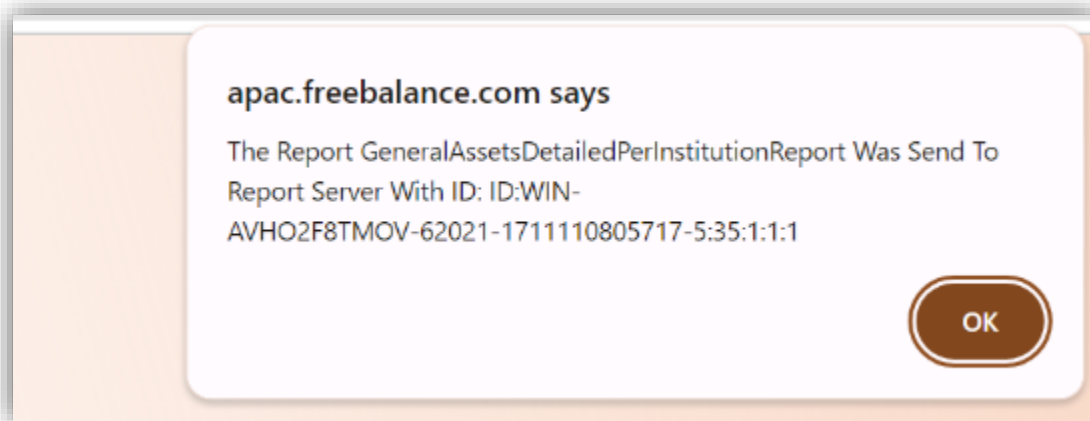
Group By Institution Type Ministry

Institution [Select All](#) [UnSelect All](#) [Expand All](#)

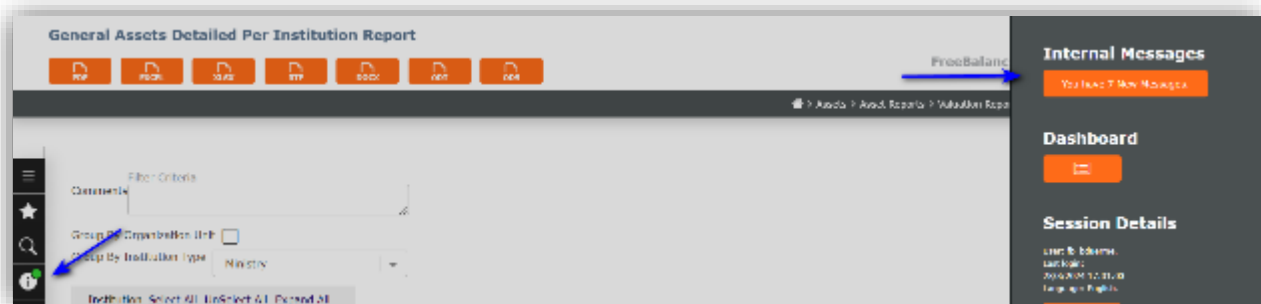
☒ [0 - Government of Kiribati](#)

Asset Item Physical Condition

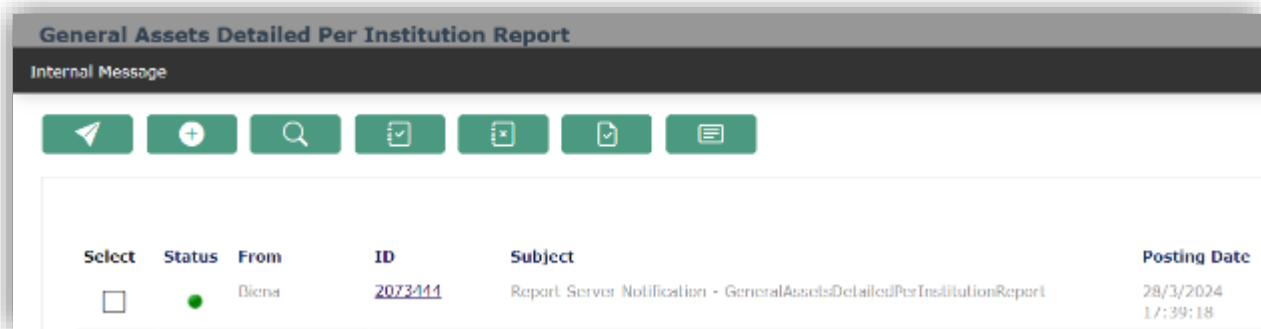
Step 3: Click on the displayed message.



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.

General Assets Detailed Per Institution Report

Internal Message

Requires Action

Receive Read Notice

Receive Action Notice

Posting Date

Reading Date

Due Date

Action Date

28/3/2024 17:39:18

Attachments

Attachment Information

File Name (Click to Download)

Title: General/AssetsDetailedPerInstitutionReport

By: Blena

On: 28/3/2024

GeneralAssetsDetailedPerInstitutionReport-ID:WIN-AVHQ2F8TMQV-62021-171110805717-5-35-1-1-1.PDF

Size: 68.1

KB

Step 7: The sample report is generated



Government of Kiribati

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

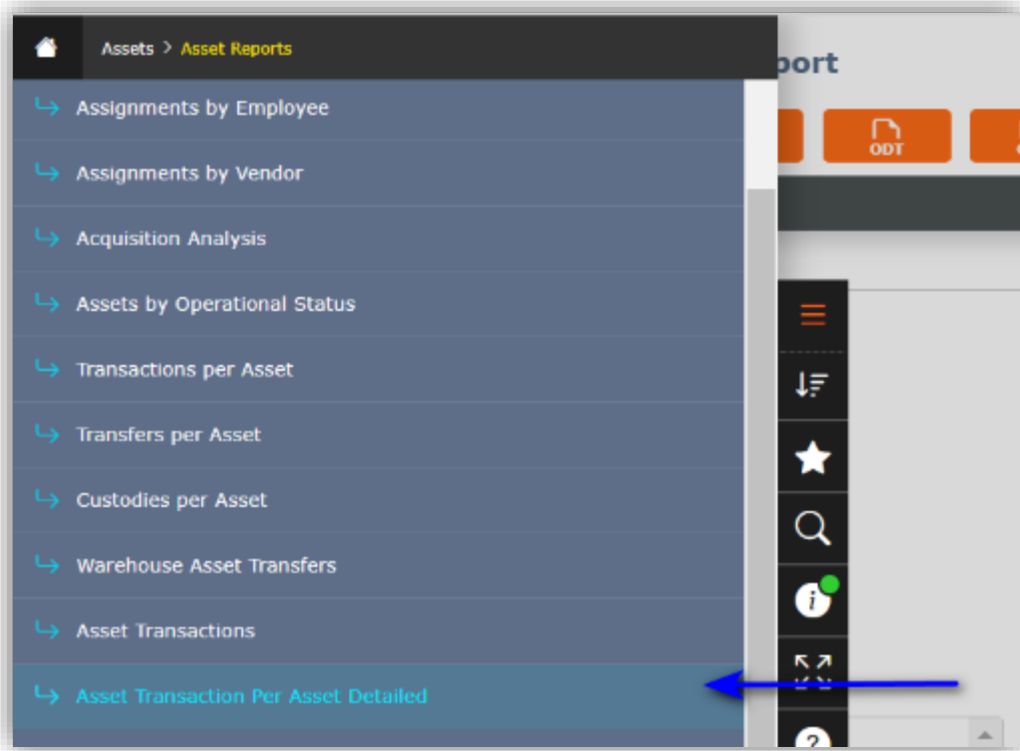
General Assets Detailed Per Institution Report

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 : MPED											
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 - MPED							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

Asset Transaction per Asset Detailed



Transaction Origin	Manual	▼
Transaction Status		▼
Asset Origin ID		▼
From Date		
To Date		
Asset Type	Capitalized	▼
Asset Institution	1702	 
Asset Warehouse Institution		
Asset Region		

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

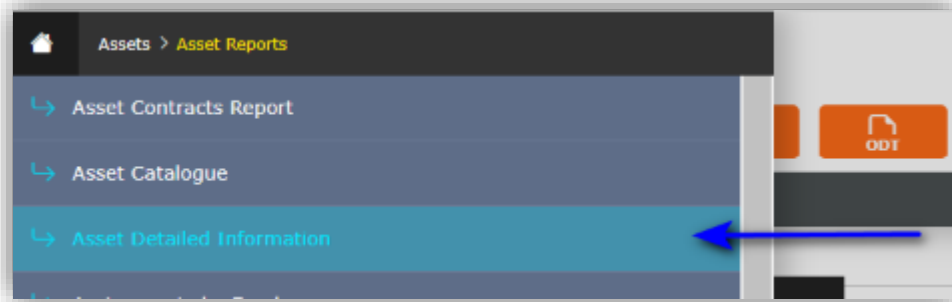
Asset Transaction per Asset Detailed



Transaction Origin	Manual	▼
Transaction Status		▼

10.7.5 Asset Detailed Information Report

Step 1: Navigate the Menu > Assets > reports



Step 2: Provide the filters as needed

A screenshot of the 'Asset Detailed Information' report generation interface. At the top, there's a title 'Asset Detailed Information' and a row of file format buttons: PDF, EXCEL, XLSX, RTF, DOCX, ODT, and ODS. Below this is a 'Filter Criteria' section with several input fields and buttons. The fields are: 'Item ID' (empty), 'Asset Class' (containing '6112211'), 'Item' (empty), 'Original Value From' (empty), 'Original Value To' (empty), and 'Asset Item Origin' (a dropdown menu currently showing 'Manual'). To the right of each input field is an orange button with a magnifying glass icon. The 'Asset Class' button has a plus sign icon, and there are two more magnifying glass buttons to its right.

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

Asset Detailed Information









Item ID:
Filter Criteria:


Step 4: The report is generated



Government of Kiribati
Asset Detailed Information

Report Date: 25/3/2024
Report Time: 17:45:48
User: fb_buorme
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	Type	: Capitalized
Brand and Model	: Not Applicable	Group	: Asset
Class	: Information, computer, and telecom (ICT) equipment	Bar Code	: Not Applicable
Serial Number	: Not Applicable	Legacy Ref ID	: Not Applicable
Item Code	: Not Applicable	Parent Asset	: Not Applicable
Ownership Type	: Owned	Acquisition Date	: Not Applicable
Manufacture	: Not Applicable	Acquisition Ref Number	: Not Applicable
Acquisition Type	: Not Applicable	Times in Auction	: 0
Depreciation Method	: Straight Line		

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	: Not Applicable
Expense CB	: Not Applicable	Surplus Coding Block	:
		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.

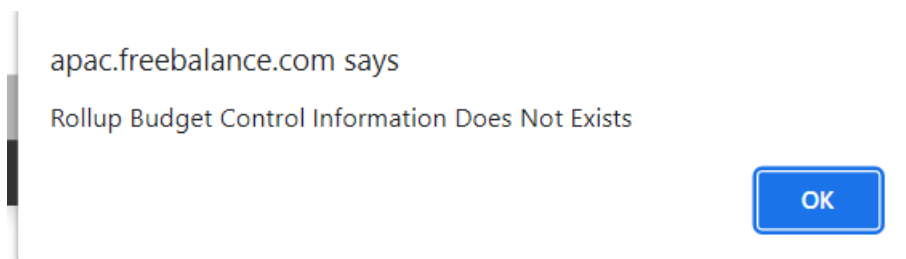
From the Transaction Item screen, after the coding block selection, the Budget Rollup information button will be available. Click on the said button.



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

Rollup Budget Control Information							
Budget Control Type	Coding Block	Original Amount AUD	Current Amount AUD	Commitments (Purchase requisition) AUD	Commitments (Purchase order / Manual) AUD	Payment Vouchers AUD	Available Balance AUD
WARRANT	1701/1101/00000/91/21211	23,801.63	23,801.63	0.00	0.00	100.00	23,801.63
ACCOUNTING WARRANT	1701/1101/00000/91/21211	23,801.63	23,801.63	0.00	0.00	100.00	23,801.63

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.

Payment Voucher Line Item

Serial Number

* Amount AUD

100.00

Tax Amount AUD

0.00

Net Amount AUD

100.00

Unit Of Measure

Sub Ledger Type

Not Applicable

Coding Block

1501/1101/00000/91/221111 /098

Is Advance Recovery

☐

Quantity Received

Unit Price AUD

* Description

Wages

* Description

Wages

Payment Voucher Item Tax Info

+

Select Serial Number

Tax

Tax Percentage

Tax Amount AUD

Tax Amount Foreign



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.

* Payment Voucher Line Items
* Payment Voucher Payment Details
Attachments

+

🗑️

✅

✖️

📄

✎

📁

Select	Serial Number	Commitment Item	Coding Block	Copy	Description
☒			1501/1101/00000/91/221111/098		Wages

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

Payment Voucher Line Item

Serial Number

Amount AUD

50.00

←

Tax Amount AUD

0.00

Net Amount AUD

50.00

Unit Of Measure

▼

Sub Ledger Type

Not Applicable ▼

Coding Block

1501/1101/00000/91/221111/098

⌵

⌶

⌷

⌸

Is Advance Recovery

☐

Quantity Received

Unit Price AUD

Description

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.

Payment Voucher Item Tax Info

+

🗑️

✅

✖️

Select	Serial Number	Tax	Tax Percentage	Tax Amount AUD	Tax Amount Foreign
☒					

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

Expense Voucher Item Tax Information

Serial Number

Tax

+

-

Added / Deducted

Lookup

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

Expense Voucher Item Tax Information

Serial Number

Tax

+

-

Added / Deducted

Added
▼

Added
Deducted

Tax Item Coding Block

Step 8. Click the Save and Return button

Expense Voucher Item Tax Information

Serial Number

Tax

+

-

Added / Deducted

Deducted
▼

Tax Item Coding Block

Tax Percentage

Tax Amount AUD

Tax Amount Foreign

✓

✕

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

Payment Voucher Line Item

Sub Ledger Type: Not Applicable

Coding Block: 1501/1101/00000/91/221111/098

Is Advance Recovery: ☐

Quantity Received:

Unit Price AUD:

* Description: Commission

Payment Voucher Item Tax Info

Select	Serial Number	Tax	Tax Percentage	Tax Amount AUD	Tax Amount Foreign
☒		<u>5% Company Tax</u>	5.0000000000	2.50	0.00 Edit



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

Payment Voucher Line Item				Payment Voucher Payment Details				Attachments			
Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD	Amount FC	Tax Amount FC	Net Amount FC	
☒			1501/1101/00000/91/221111/098	Wares	100.00	0.00	100.00	0.00	0.00	0.00	
☒			1501/1101/00000/91/221111/098	Commission	50.00	-2.50	47.50	0.00	0.00	0.00	



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.

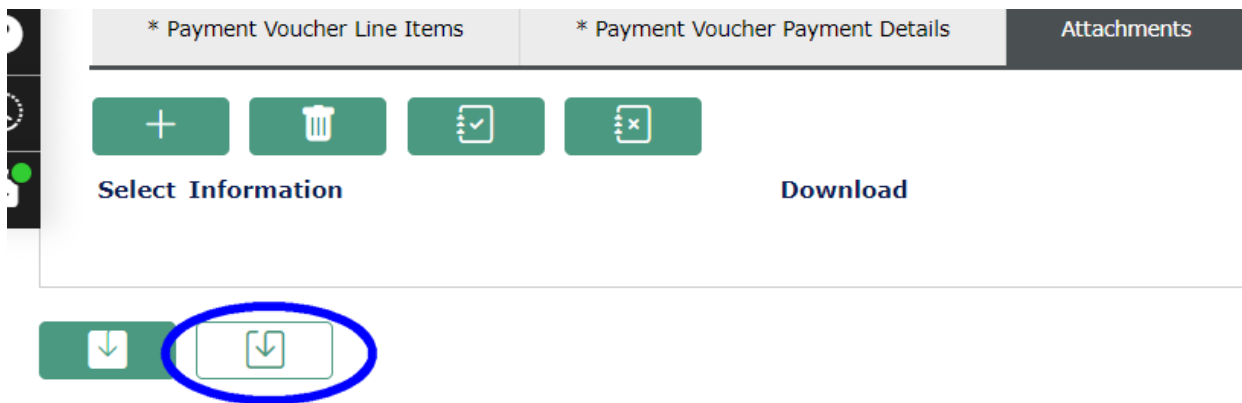
Not Posted Reason

* Origin

* Currency

Awaiting Accounting Warrant
 Awaiting Supporting Documents
 Save as Draft

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.

Internal Message									
☐ ☐ ☐ ☐ ☐ ☐									
1-05 of 32 Page 1									
Select	Status	From	ID	Subject	Posting Date	Reading Date	Due Date	Select All - Select Here Action Date	
☐	☒	System	23004	There is a new vendor (Code = 00) transaction assigned to you	23/05/2023 23/05/2023				
☐	☒	Toko Tirduloko	23007	There is a new Maramba, Supplement & Virement voucher (Code = WSNV 23 20 0002) transaction assigned to you	25/07/2023 26/06/2023				
☐	☒	Toko Tirduloko	23008	There is a new Maramba, Supplement & Virement voucher (Code = WSNV 23 20 0003) transaction assigned to you	25/07/2023 26/06/2023				
☐	☒	Toko Tirduloko	23009	There is a new Purchase Requisition (Code = PR-23-02-0004) transaction assigned to you	27/07/2023 27/06/2023				
☐	☒	Toko Tirduloko	23010	There is a new Purchase Requisition (Code = PR-23-02-0005) transaction assigned to you	27/07/2023 27/06/2023				
☐	☒	Toko Tirduloko	23011	There is a new Purchase Requisition (Code = PR-23-02-0006) transaction assigned to you	27/07/2023 27/06/2023				
☐	☒	Toko Tirduloko	23012	There is a new Commitment (Code = COMH 23 20 0002) transaction assigned to you	27/07/2023 27/06/2023				
☐	☒	Toko Tirduloko	23013	There is a new Payment Voucher (Code = PV 23 20 0006) transaction assigned to you	27/07/2023 27/06/2023				

To show even the opened or read messages, users must click the **Show both Read and New Internal Messages** button

Internal Message									
☐ ☐ ☐ ☐ ☒ ☐									
1-05 of 32 Page 1									
Select	Status	From	ID	Subject	Posting Date	Reading Date	Due Date	Select All - Select Here Action Date	
☐	☒	System	23004	Report Server Notification - ObligationsDataReport	27/07/2023 27/07/2023	27/07/2023			
☐	☒	System	23007	Report Server Notification - ObligationsDataReport	27/07/2023 27/07/2023	27/07/2023			
☐	☒	System	23008	Report Server Notification - ObligationsDataReport	27/07/2023 27/07/2023	27/07/2023			
☐	☒	System	23009	Report Server Notification - ObligationsDataReport	27/07/2023 27/07/2023	27/07/2023			
☐	☒	System	23010	Report Server Notification - ObligationsDataReport	27/07/2023 27/07/2023	27/07/2023			
☐	☒	System	23011	Report Server Notification - ObligationsDataReport	27/07/2023 27/07/2023	27/07/2023			
☐	☒	System	23012	Report Server Notification - ObligationsDataReport	27/07/2023 27/07/2023	27/07/2023			
☐	☒	System	23013	Report Server Notification - ObligationsDataReport	27/07/2023 27/07/2023	27/07/2023			

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).

Internal Message									
select	status	from	to	subject	posting date	posting date	due date	action of / action menu	
								action of	action menu
☒		Kamariano Kamariano	24551	Report Server Notification - obligation order Request	21/7/2020 10:02:25	21/7/2020 10:11:07			
☒		Kamariano Kamariano	24550	Report Server Notification - obligation order Request	21/7/2020 07:50:06	21/7/2020 07:50:29			
☒		Kamariano Kamariano	24549	Report Server Notification - purchase order request report	21/7/2020 07:38:11	21/7/2020 07:42:00			
☒		Kamariano Kamariano	24702	Report Server Notification - purchase order request report	21/7/2020 21:34:02	21/7/2020 21:38:15			
☒		Kamariano Kamariano	24702	Report Server Notification - purchase order request report	21/7/2020 21:32:15	21/7/2020 21:32:15			
☐		Rita Ubud	24466	There is a new Purchase Order (Code = PO-21-17-0012) transition assigned to you	24/7/2020 07:33:16				
☐		Deniwa Taata	24549	RCAD: There is a new Commitment (Code = CONM-22-17-0344) transition assigned to you	21/7/2020 10:39:14				
☐		Deniwa Taata	24547	The following Commitment transition has been Reviewed	21/7/2020 10:37:19				
☒		Deniwa Taata	24546	There is a new Commitment (Code = CONM-22-17-0044) transition assigned to you	21/7/2020 10:36:13	21/7/2020 10:36:21			

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.

The screenshot shows the 'Internal Message' interface with a list of messages. The bottom toolbar contains icons for Send, Reply, Forward, and Delete (highlighted with a red circle). The message list includes details such as 'from', 'to', 'subject', 'posting date', 'posting date', 'due date', and 'action of / action menu'.

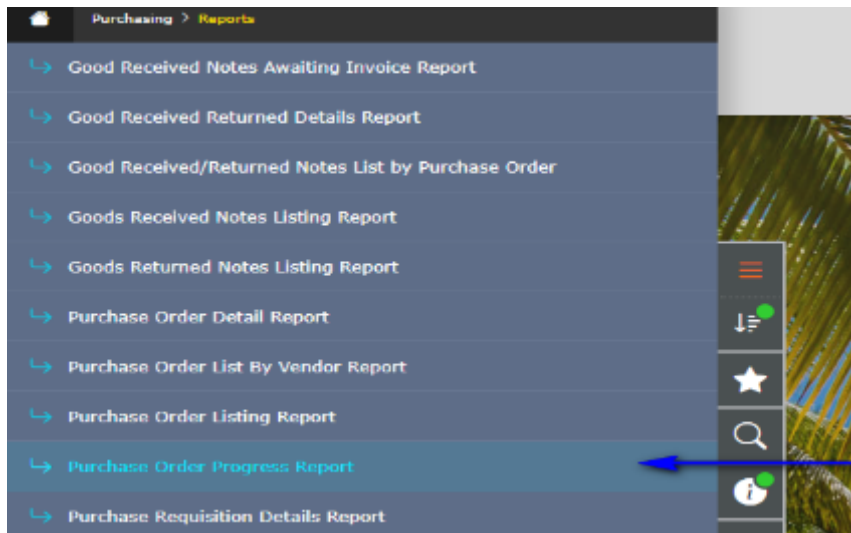
select	status	from	to	subject	posting date	posting date	due date	action of / action menu
☒		Deniwa Taata	24321	Report Server Notification - Purchase Order Progress Report	21/7/2020 07:40:11	21/7/2020 07:40:11		
☒		Deniwa Taata	24702	Report Server Notification - purchase order request report	21/7/2020 21:34:02	21/7/2020 21:38:15		
☒		Kamariano Kamariano	24551	Report Server Notification - obligation order Request	21/7/2020 10:02:25	21/7/2020 10:11:07		
☐		Rita Ubud	24466	There is a new Purchase Order (Code = PO-22-17-0012) transition assigned to you	24/7/2020 07:33:16			
☐		Deniwa Taata	24549	RCAD: There is a new Commitment (Code = CONM-22-17-0344) transition assigned to you	21/7/2020 10:39:14			
☐		Kamariano Kamariano	24547	The following Commitment transition has been Reviewed	21/7/2020 10:37:19			
☒		Deniwa Taata	24546	There is a new Commitment (Code = CONM-22-17-0044) transition assigned to you	21/7/2020 10:36:13	21/7/2020 10:36:21		
☐		Deniwa Taata	24466	There is a new Commitment (Code = CONM-22-17-0044) transition assigned to you	21/7/2020 10:36:13	21/7/2020 10:36:21		
☐		Deniwa Taata	24549	There is a new Commitment (Code = CONM-22-17-0344) transition assigned to you	21/7/2020 10:39:14			
☐		Deniwa Taata	24547	The following Commitment transition has been Reviewed	21/7/2020 10:37:19			
☐		Deniwa Taata	24546	There is a new Commitment (Code = CONM-22-17-0044) transition assigned to you	21/7/2020 10:36:13	21/7/2020 10:36:21		
☐		Deniwa Taata	24549	There is a new Commitment (Code = CONM-22-17-0344) transition assigned to you	21/7/2020 10:39:14			
☐		Deniwa Taata	24547	The following Commitment transition has been Reviewed	21/7/2020 10:37:19			
☐		Deniwa Taata	24546	There is a new Commitment (Code = CONM-22-17-0044) transition assigned to you	21/7/2020 10:36:13	21/7/2020 10:36:21		
☐		Deniwa Taata	24549	There is a new Commitment (Code = CONM-22-17-0344) transition assigned to you	21/7/2020 10:39:14			
☐		Deniwa Taata	24547	The following Commitment transition has been Reviewed	21/7/2020 10:37:19			
☐		Deniwa Taata	24546	There is a new Commitment (Code = CONM-22-17-0044) transition assigned to you	21/7/2020 10:36:13	21/7/2020 10:36:21		

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

Purchase Order Progress Report

PDF
EXCEL
XLSX
RTF
DOCX
ODT
ODS

Global_filterCriteria

* Fiscal Year	FY 2023	▼	
Fiscal Period	MARCH	▼	
* Purchase Order Item Status	Open	▼	
PO Workflow Status	Approved	▼	

Purchase Order Date

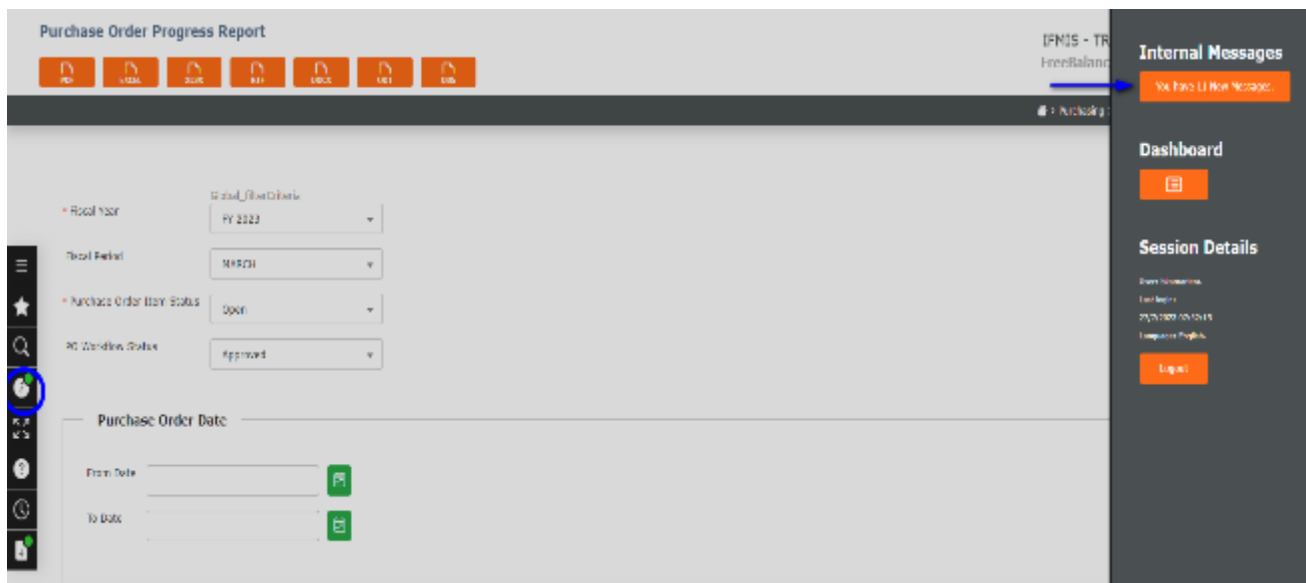
From Date		📅	
To Date		📅	

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.

Purchase Order Progress Report



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.

Internal Message

Subject

Report Server Notification - PurchaseOrderProgressReport

Body

Report PurchaseOrderProgressReport With Report Server ID: ID:WIN-AVHO2F8TMOV-65072-1689270692341-5:47:1:1:1 It is Ready

Send Email

☐

Requires Action

☐

Receive Read Notice

☐

Receive Action Notice

☐

Posting Date

27/7/2023 07:38:11

Reading Date

Due Date

Action Date

Attachments

Attachment Information

Title:PurchaseOrderProgressReport

By: Beniamina Kamariera

On: 27/7/2023

File Name (Click to Download)

PurchaseOrderProgressReport-ID:WIN-AVHO2F8TMOV-65072-1689270692341-5:47:1:1:1.XLS

Size: 39.9 KB

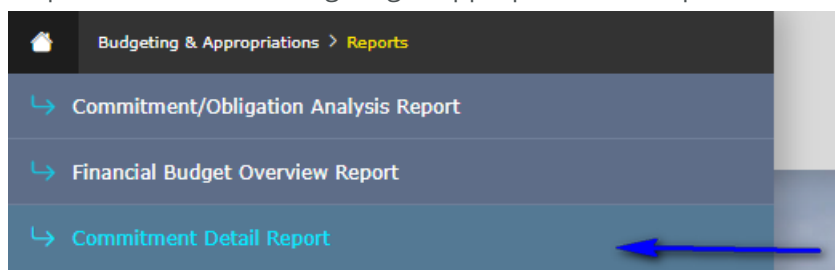
Step 7. Open the downloaded report. Purchase Orders with equivalent Item received amount and quantity are the ones that should be processed for payment.

Government of Maluku Treasury Purchase Order Progress Report											
Filter Criteria : Coding Book Fiscal Year : 2023, Fiscal Period : WAR, Purchase Order Item Status : OPEN, PO Workflow Status : Approved											
Sort By : Purchase Order Number - Upward											
PO Number	Vendor Name	PO Item Number	Item Description	Delivery Dates		Unit	Quantity Ordered / Amount	Quantity Received / Amount	Quantity Returned / Amount	Quantity to be Received / Amount	Quantity to be Invoiced / Amount
				From Date	To Date						
Loading Data											
PO-23-17-0009		1	For Treasury Department	23/6/2023	23/7/2023	Gul	10.00	10.00	0.00	0.00	10.00
							10.000.00	10.000.00	0.00	0.00	10.000.00
PO-23-17-0011		1	Subsidiary for Treasury division	1/3/2023	23/7/2023	Item	8.00	8.00	0.00	0.00	8.00
							8.000.00	1,700.00	0.00	800.00	1,700.00
PO-23-17-0012		1	Subsidiary	1/3/2023	23/7/2023	Photo	80.00	80.00	0.00	0.00	80.00
							80.00	72.00	0.00	10.00	72.00
PO-23-17-0013		1	Subsidiary	1/3/2023	23/7/2023	Photo	500.00	500.00	0.00	0.00	0.00
							500.00	500.00	0.00	0.00	500.00
PO-23-17-0014		1	FOR REVENUE STAFF	1/3/2023	23/7/2023	Photo	24.00	0.00	0.00	24.00	0.00
							12.500.00	0.00	0.00	12.500.00	0.00

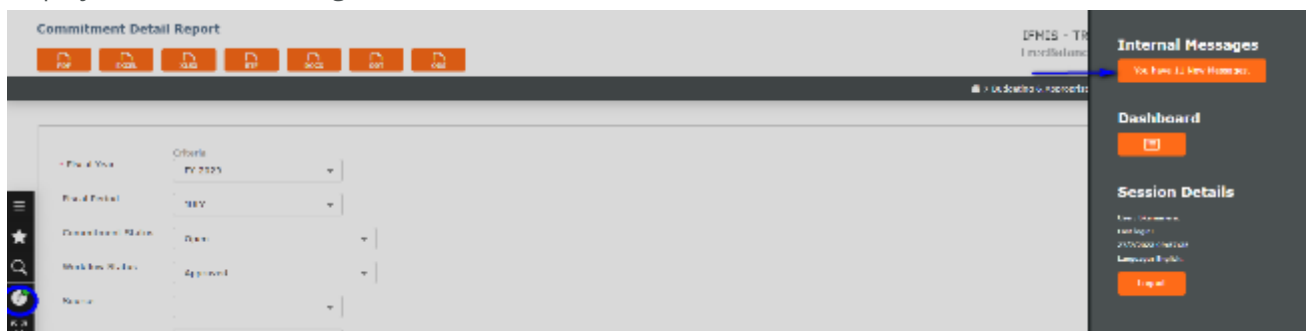
11.7 How to check Commitment if eligible for Payment Voucher

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



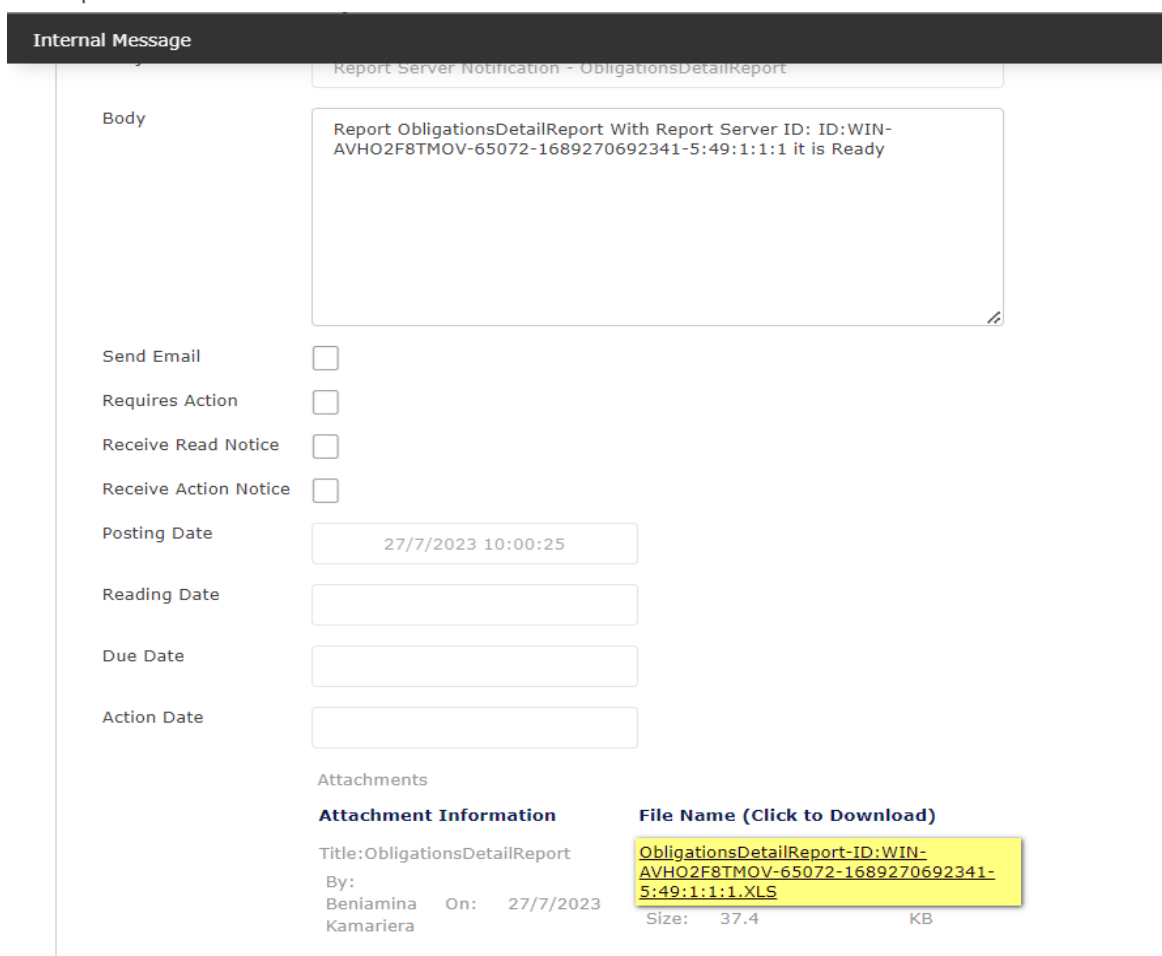
Step 4. Once the report is ready, a notification will be sent to the internal message, Click the (i) button to display the Internal Messages.



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 : 27/02/2023
Report Time : 10:00:24
User : jsharabua
Page 1 of 1

Fiscal Year : FY 2023 Fiscal Period : JULY Currency : AUD /\$
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-23-17-0004	21/02/2023	Open	17011101/0000281025112011	60		Approved	Manual		Test Tax	500.00	0.00	500.00
Sub Total For Commitment ID - COMM-23-17-0004										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.

Commitment

+

Q

[Search Mode]

Status

Closed
Open

Amount AUD

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.

Page 2 of 35

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	Tikana Mental House	1	Mental House for Dr Ulason (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	Life Marine Shipping Services	1	Shipping services inv#12820, 12824, 12823, 12826 & 12825	Closed	AUD				503.14	503.14	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

Payment Voucher

FreeBa

[View Mode]

Narration: Met office electrical bill and sewages for July

* Payment Voucher Line Items * Payment Voucher Payment Details 1 Attachments

+ - ✓ ✕ 📄 ✎ 🗑️

Select	Serial Number	Commitment Item	Commitment	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD	Ar
☒	1	1	COMM-23-01-0004	0104/1101/00000/91/229311/011	Cost of Met office electrical bill and sewages for the month July	2,171.70	0.00	2,171.70	

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.

Purchase Requisition													
Progress													
Requisition Number	Item Number	Description	Drop Number	Ordered Quantity	Ordered Quantity Amount	Received Quantity	Received Quantity Amount	Requested Quantity	Requested Quantity Amount	Invoiced Quantity	Invoiced Quantity Amount	To Be Received Quantity	To Be Received Quantity Amount
PR-23-17-0001	1	purchase of 3 wifi modem for IFMTS Training for all Ministries and Account staff	1	3.000000	327.000000	3.000000	327.000000	3.000000	327.000000	3.000000	327.000000	0.000000	0.000000

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)

Status

Preferred Vendor

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.

Purchase Requisition

[View Mode]

* Purchase Requisition Items * Suggested Vendors Attachments

Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
☒	1	Assigned	14111509	40.00000000	0101/1101/00000/91/229112/011	0.00000000	3.0038
☒	2	Assigned		24.00000000	0101/1101/00000/91/229112/011	0.00000000	7.4025
☒	3	Assigned		24.00000000	0101/1101/00000/91/229112/011	0.00000000	6.8963
☒	5	Assigned		100.00000000	0101/1101/00000/91/229112/011	0.00000000	0.5963

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

Progress

Po/Contract No.	Item Number	Description	Drop Number	Ordered Quantity	Ordered Quantity Amount	Received Quantity	Received Quantity Amount	Returned Quantity	Returned Quantity Amount	Invoiced Quantity	Invoiced Quantity Amount	To Be Received Quantity	To Be Received Quantity Amount	To Be Invoiced Quantity	To Be Invoiced Quantity Amount	Delivery Date From
PO-23-01-0007	1	Maintenance 1 on Helicopter (Udco)	1	1.0000	99.0000	1.0000	99.0000	0.0000	0.0000	0.0000	0.0000	0.0000	0.0000	1.0000	99.0000	1/8/2023

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.

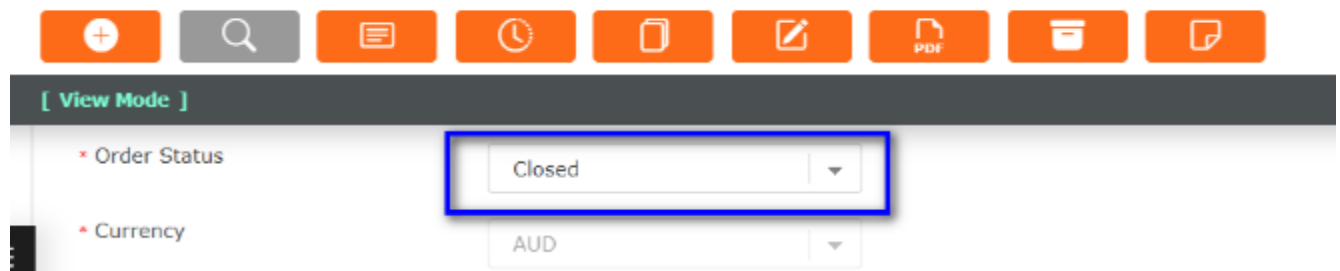
Purchase Order Republic of Kiribati TRAINING DISTANCE

Progress

Po/Contract No.	Item Number	Description	Drop Number	Ordered Quantity	Ordered Quantity Amount	Received Quantity	Received Quantity Amount	Returned Quantity	Returned Quantity Amount	Invoiced Quantity	Invoiced Quantity Amount	To Be Received Quantity	To Be Received Quantity Amount	To Be Invoiced Quantity	To Be Invoiced Quantity Amount	Delivery Date From	Delivery Date To	Expense Voucher No.
PO-23-17-0001	1	purchase of Swift motor for ITMS training for all Ministries and Account staff	1	3.0000	327.0000	3.0000	327.0000	0.0000	0.0000	3.0000	327.0000	0.0000	0.0000	0.0000	0.0000	1/7/2023	31/7/2023	PO-23-17-0001

Answer2: The status of the PO is already in “**Closed**”. This means that the PV created for the PO is already approved.

Purchase Order

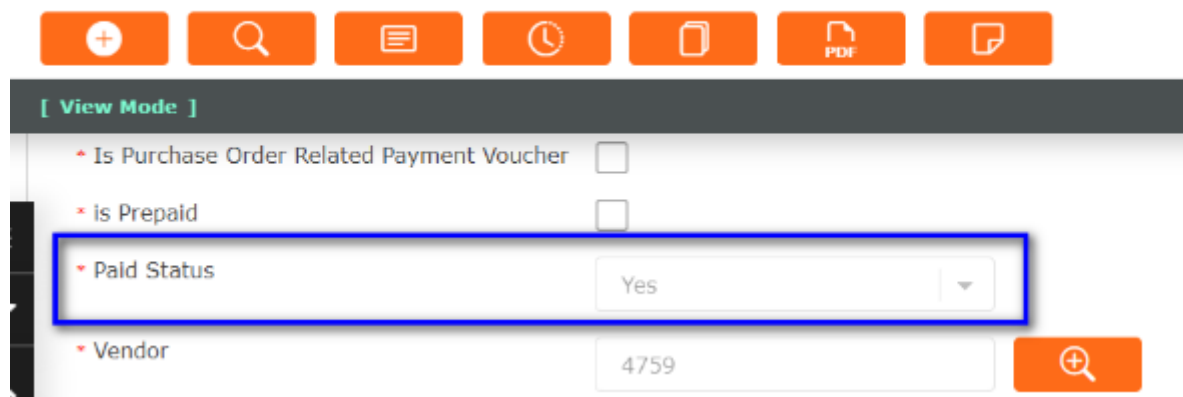


The screenshot shows the 'Purchase Order' form. At the top, there is a toolbar with icons for adding, searching, listing, timing, printing, PDF, and sharing. Below this is a '[View Mode]' header. The form contains two fields: 'Order Status' with a dropdown menu set to 'Closed', and 'Currency' with a dropdown menu set to 'AUD'. The 'Order Status' dropdown is highlighted with a blue box.

11.12 How to check if Payment Voucher is already paid?

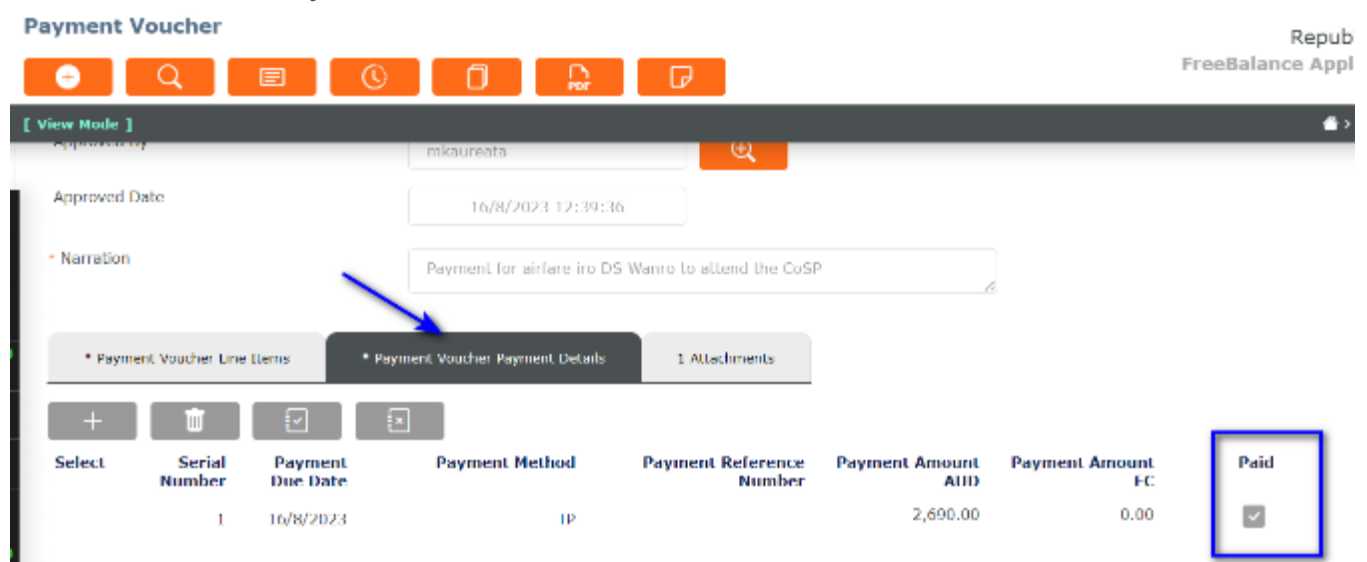
Answer1: Go to the field “Paid Status”, if the status is already updated to YES, then the PV is already paid.

Payment Voucher



The screenshot shows the 'Payment Voucher' form. At the top, there is a toolbar with icons for adding, searching, listing, timing, printing, PDF, and sharing. Below this is a '[View Mode]' header. The form contains several fields: 'Is Purchase Order Related Payment Voucher' (checkbox), 'Is Prepaid' (checkbox), 'Paid Status' (dropdown menu set to 'Yes'), and 'Vendor' (text field with '4759'). The 'Paid Status' dropdown is highlighted with a blue box.

Answer2: Go to the tab Payment Details. The Paid Column is checked.



The screenshot shows the 'Payment Voucher' form with the 'Payment Details' tab selected. The form displays the following information: 'Approved By' (mikaureata), 'Approved Date' (16/8/2023 12:39:36), and 'Narration' (Payment for airfare for DS Wannu to attend the CoSP). Below this is a tabbed interface with 'Payment Voucher Line Items', 'Payment Voucher Payment Details', and '1 Attachments'. The 'Payment Voucher Payment Details' tab is active. Below the tabs is a table with the following columns: 'Select', 'Serial Number', 'Payment Due Date', 'Payment Method', 'Payment Reference Number', 'Payment Amount AUD', 'Payment Amount FC', and 'Paid'. The table contains one row with the following data: '1', '16/8/2023', 'IP', and '2,690.00'. The 'Paid' column for this row is checked, indicated by a blue box around the checkmark.

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.

Purchase Requisition

Transition

Application Language: English

Step Note:

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

Buttons:

Commitment (COMM-23-17-0086): Validation error has occurred

Error: Invalid Data. Please review all error messages to correct your data.

1 : Items (Serial Number 1): Distributions: Fiscal Period SEP has a status of 'Closed for Regular Transactions' that is invalid for this transaction
 2 : Items (Serial Number 1): Distributions: Fiscal Period cannot be prior to the header's OCT

To proceed with the update, follow these steps.

Step 1. On the dashboard, with the list of PRs, click on one to approve.

User Dashboard FreeBalance Application Suite

Dashboarding & Approvals > Commitment

Purchase Requisition Workflow Execution

Steps:

Application ID:

☐	Update	Application ID	From Stage	Task Deadline Code	To Stage
☐		PR 23-17-0074	Endorsed	19/9/2023	
☐		PR 23-17-0075	Endorsed	12/9/2023	
☐		PR 23-17-0077	Endorsed	19/9/2023	
☐		PR 23-17-0080	Endorsed	10/9/2023	

Update Cancel

Step 2. Scroll all the way down to the Coding Block. Click it to open the Item Details.

Approved By:

Approved Date:

Description:

* Purchase Requisition Items | * Suggested Vendors | 1 Attachments

+ - [icon] [icon] [icon]

Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
☒	1	Open		14.00000000	1706/3202/23023/91/229112/011	0.00000000	70.0000

✓ [share icon]

Step 3. Scroll all the way down and go to the PR Drops. Click the Open link. This will open the details.

* Purchase Requisition Drops

+ - [icon] [icon]

Select	Drop Number	Status	Delivery Date From	Delivery Date To	Quantity	PO Assigned Quantity	PD Assigned Quantity	Amount AUD
☒	1	Open	1/9/2023	30/9/2023	14.00000000	0.00000000	0.00000000	980.00

✓ ✕

Step 4. Change the month to the current month.

Status:

* Fiscal Year:

* Fiscal Period:

* Delivery Date From:

* Delivery Date To:

* Quantity:

PO Assigned Quantity:

PD Assigned Quantity:

JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER

Step 5. Click on the Update button on the PR Drop screen.

Fiscal Year	FY 2023	
Fiscal Period	OCTOBER	
Delivery Date From	1/10/2023	
Delivery Date To	31/10/2023	
Quantity	14.00000000	
PO Assigned Quantity	0.00000000	
PD Assigned Quantity	0.00000000	
Amount AUD	980.00	
Total Amount AUD	980.00	




Step 6. Click the Update button on the PR Item screen.

Description

Cost of Anataake truck hire used for household listing for 14 days

* Purchase Requisition Drops






Select	Drop Number	Status	Delivery Date From	Delivery Date To	Quantity	PO Assigned Quantity	PD Assigned Quantity	Amount AUD
☒	1	Open	1/10/2023	31/10/2023	14.00000000	0.00000000	0.00000000	980.00




Step 7. Click on the Update button on the Purchase Requisition screen.

Description

Cost of Anataake truck hire used by household listing for 14 days refer claim letter attached

* Purchase Requisition Items * Suggested Vendors 1 Attachments

+    

Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
☒	1	Open		14.00000000	1706/3202/23023/91/229112/011	0.00000000	70.0000



Step 8. Click OK on the displayed message.

User Dashboard

apac.freebalance.com says
Code PR 23-17-0074 updated

OK

Approved Date

Description

Cost of Anataake truck hire used by household listing for 14 days refer claim letter attached

* Purchase Requisition Items * Suggested Vendors 1 Attachments

+    

Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
☒	1	Open		14.00000000	1706/3202/23023/91/229112/011	0.00000000	70.0000

Step 9. Go to the Transition button and proceed with the approval.

Workflow Process Status

Endorsed

Transition

Approve



Workflow Process Transition

Purchase Requisition

Transition

Application Language: English

Step Note:

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

Step 10. Click Ok to complete the approval of the Purchase Requisition.

Workflow Process Transition

Purchase Requisition

FreeBalance Application Suite

[Update/Update Mode]

apac.freebalance.com says
Workflow Transition Executed

OK

Requisition Number: PR-25-17-0074

Fiscal Year: FY 2023

Fiscal Period: OCTOBER

Step 11. Click the close button.

Workflow Process Transition

Purchase Requisition

FreeBalance Application Suite

[View Mode]

Requisition Number: PR-25-17-0074

Step 12. Proceed with the next transaction.

User Dashboard

Purchase Requisition Workflow Transition

Stage:

Application ID:

	Update	Application ID	From Stage	Book/Order Line Code	To Stage
☐	☒	15-025-17-0074	Approved	257100000	
☐	☒	15-025-17-0075	Endorsed	15000000	
☐	☒	15-025-17-0077	Endorsed	15000000	
☐	☒	15-025-17-0082	Endorsed	20000000	

Update Cancel

Step 13. If the list of PR List screen is closed,

User Dashboard

Purchase Requisition Workflow Transition

Step:

Application ID:

☐	Update	Application ID	Flow Stage	Date Deadline Date	To Stage
☐	☒	PR-20-17-0074	Approved	24/10/2020	
☐	☒	PR-20-17-0075	Endorsed	24/10/2020	
☐	☒	PR-20-17-0077	Endorsed	24/10/2020	
☐	☒	PR-20-17-0080	Endorsed	24/10/2020	

Update Cancel

Step 14. The number of pending tasks will be reduced in this screen.

User Dashboard

User Dashboard	
Transaction Type	Pending Tasks
Accountable Advances	12
Payment Voucher	42
Commitment	17
Purchase Order	4
Purchase Requisition	3

11.13.2 Update Purchase Order

The validation message encountered in the Purchase Requisition is this.

Purchase Order

Republic of Kiribati

Transition

Application Language: English

Step Note:

Any Unsaved Changes:

Commitment (COMM-23-76-0035): Validation error has occurred

Error: Invalid Data. Please review all error messages to correct your data.

1 : Items (Serial Number 1): Distributions: Fiscal Period cannot be prior to the header's OCT

To proceed with the update, follow these steps.

Step 1. On the dashboard, with the list of POs, click on one to approve.

FreeBalance Application > Budgeting & Appropriations > Core

Purchase Order Workflow Execution

Stage:

Application ID:

☐	Update	Application ID	From Stage	Task Deadline Date	To Stage
☐	☒	PO-23-17-0020	Reviewed	26/8/2023	
☐	☒	PO-23-17-0026	Reviewed	2/9/2023	
☐	☒	PO-23-17-0041	Reviewed	20/9/2023	
☐	☒	PO-23-17-0064	Reviewed	19/10/2023	

Step 2. Scroll all the way down to the Coding Block. Click it to open the Item Details.

* Purchase Order Items Purchase Order Attached Requisitions Attachments

+

Select	Item Number	Purchase Order Item Status	Item	Quantity	Coding Block	Unit Price AUD	Unit Price FC	Description	Purchase Order Attached Requisitions	Item Number
☒	1	Open	90101802	5.00000000	1701/1101/00000/91/221411/011	8.5000	0.00	Delivered meals services	PR-23-17-0033	1

Step 3. Scroll all the way down and go to the PO Drops. Click the Open link. This will open the details.

* Coding Block:

* Description:

* Purchase Order Item Drops

+

Select	Drop Number	Purchase Order Status	Delivery Date From	Delivery Date To	Quantity	Amount AUD	Amount FC
☒	1	Open	1/8/2023	31/8/2023	5.00000000	42.50	0.00

Step 4. Change the month to the current month.

Purchase Order

Purchase Order Items

Purchase Order Item Drop

Drop Number	1
Purchase Order Status	Open
Automatically Close Related Purchase Requisition Item Drop	☐
* Fiscal Year	FY 2023
* Fiscal Period	SEPTEMBER
* Delivery Date From	
* Delivery Date To	
* Quantity	
Received Quantity	
Amount AUD	

JANUARY
FEBRUARY
MARCH
APRIL
MAY
JUNE
JULY
AUGUST
SEPTEMBER
OCTOBER
NOVEMBER
DECEMBER



Step 5. Click on the Update button on the PO Drop screen.

* Fiscal Period	OCTOBER	
* Delivery Date From	1/10/2023	
* Delivery Date To	31/10/2023	
* Quantity	5.00000000	
Received Quantity	0.00000000	
Amount AUD	42.50	
Amount FC	0.00	
Receive Location		




Step 6. Click the Update button on the PO Item screen.

* Purchase Order Item Drops

+

✖

✓

✖

Select	Drop Number	Purchase Order Status	Delivery Date From	Delivery Date To	Quantity	Amount AUD	Amount FC
☒	1	Open	1/10/2023	31/10/2023	5.00000000	42.50	0.00

✓

✖

Step 7. Click on the Update button on the Purchase Order screen.

* Purchase Order Items

Purchase Order Attached Requisitions

Attachments

+

✖

✓

✖

Select	Item Number	Purchase Order Item Status	Item	Quantity	Coding Block	Unit Price AUD	Unit Price FC	Description	Purchase Order Attached Requisitions	Item Number
☒	1	Open	90101802	5.00000000	1701/1101/00000/91/221411/011	8.5000	0.00	Delivered meals services	PR-23-17-0020	1

✓

✖

Step 8. Click OK on the displayed message.

* Purchase Order Items

Purchase Order Attached Requisitions

+

✖

✓

✖

Select	Item Number	Purchase Order Item Status	Item	Quantity	Coding Block	Unit Price AUD	Unit Price FC	Description
☒	1	Open	90101802	5.00000000	1701/1101/00000/91/221411/011	8.5000	0.00	Delivered meals services

apac.freebalance.com says

Code PO-23-17-0020 updated

OK

Step 9. Go to the Transition button and proceed with the approval.

Purchase Order Workflow Status

Approval Requested

Workflow Process Status

Reviewed

Transition

Approve

✖

Purchase Order Type

Standard Services

Purchase Order

Transition

Application Language: English

Step Note:

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

Step 10. Proceed with the next PO to approve.

11.13.3 Update Commitment

The validation message encountered in the Commitment is this.

Commitment

[Update/Delete Mode]

Commitment Number: COMM-23-17-0050

Fiscal Year: FY 2023

Fiscal Period: OCTOBER

Issue Date: 9/8/2023

Budget Office: 1702

Commitment (COMM-23-17-0050): Validation error has occurred

Error: Invalid Data. Please review all error messages to correct your data.

1 : Items (Serial Number 1): Distributions: Fiscal Period cannot be prior to the header's OCT

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.

Commitment Workflow Execution

Stage:

Application ID:

	Update	Application ID	From Stage	Task Deadline Date	To Stage
☐	☒	COMM-20-17-0050	Finalized	13/09/2020	
☐	☒	COMM-20-17-0053	Finalized	13/09/2020	
☐	☒	COMM-20-17-0055	Finalized	13/09/2020	
☐	☒	COMM-20-17-0057	Finalized	11/09/2020	

Step 2. Scroll all the way down to the Coding Block. Click it to open the Item Details.

Description:

* Items | 1 Attachments

Select	Serial Number	Coding Block	Amount AUD	Amount FC	Balance AUD
☒	<u>1</u>	<u>1701/3101/23021/12/229899/011</u>	110.50	0.00	110.50

Step 3. Scroll all the way down and go to the Distributions. Click the Month. This will open the distribution screen.

* Description Cost for 13 chopsyuey and 13 container for SMM meeting

Distributions

☐ ☐ ☒ ☐

Select	Fiscal Year	Fiscal Period	Amount AUD	Balance AUD
☒	2023	AUG	110.50	110.50

☐ ☐

Step 4. Change the month to the current month.

Commitment

Commitment Item

Commitment Item Distribution

* Fiscal Year	FY 2023
* Fiscal Period	AUGUST
* Status	JANUARY FEBRUARY MARCH APRIL MAY JUNE JULY AUGUST SEPTEMBER OCTOBER NOVEMBER DECEMBER
* Amount AUD	
YTD Actual Amount AUD	
Balance Amount AUD	

Step 5. Click on the Update button on the Distribution screen.

Commitment Item Distribution

Fiscal Year
FY 2023

Fiscal Period
OCTOBER

Status
Open

Amount AUD
110.50

YTD Actual Amount AUD
0.00

Balance Amount AUD
110.50

☒
☐

Step 6. Click the Update button on the Commitment Item screen.

Distributions

+

Select
Fiscal Year
Fiscal Period
Amount AUD
Balance AUD

☒
2023
OCT
110.50
110.50

☒
☐

Step 7. Click on the Update button on the Commitment screen.

* Items

1 Attachments

+

Select	Serial Number	Coding Block	Amount AUD	Amount FC	Balance AUD
☒	1	1701/3101/23021/12/229899/011	110.50	0.00	110.50

☒

Step 8. Click OK on the displayed message.

Approved On

Description

Cost for 13 chopsuey and 13 c

apac.freebalance.com says

Code COMM-23-17-0050 updated

OK

* Items

1 Attachments

+

Select	Serial Number	Coding Block	Amount AUD	Amount FC	Balance AUD	Balance FC	Amount
☒	1	1701/3101/23021/12/229899/011	110.50	0.00	110.50	0.00	

Step 9. Go to the Transition button and proceed with the approval.

Workflow Status

Approval Requested

Workflow Process Status

For Endorsement

Transition

Approve

Commitment Type

PO and Non PO Commitmer

User Dashboard

Workflow Process Transition

Commitment

Transition

Application Language

Step Note

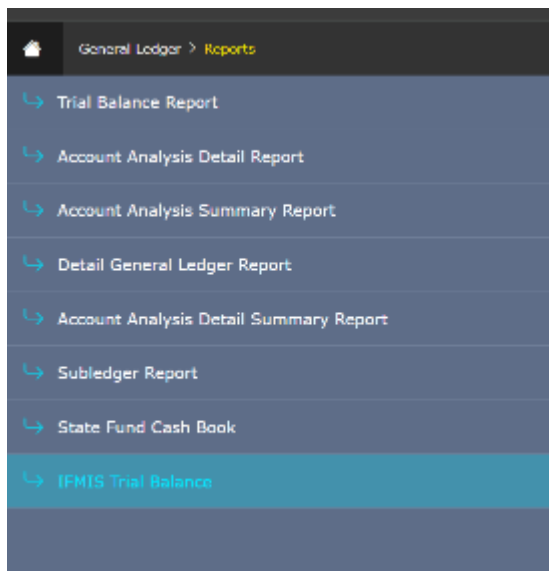
Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

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.

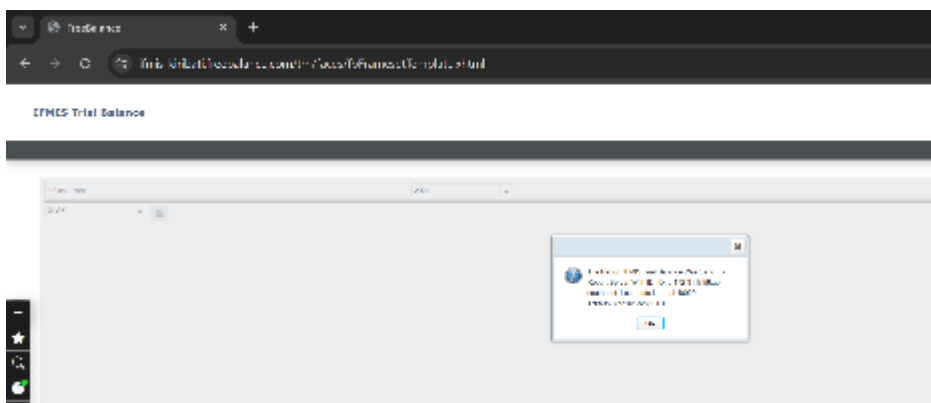


Step 2: Filter the year, select the file type from the dropdown list and then click to generate.

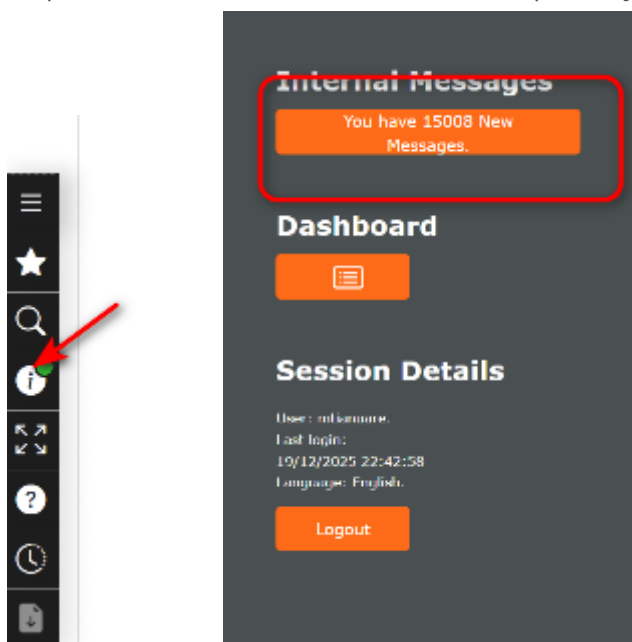
IFMIS Trial Balance

The screenshot shows the IFMIS Trial Balance form. Step 1 points to the 'Fiscal Year' dropdown menu, which is set to '2024'. Step 2 points to the 'XLSX' format selection button. Step 3 points to the 'Generate Report' button, which is represented by a document icon.

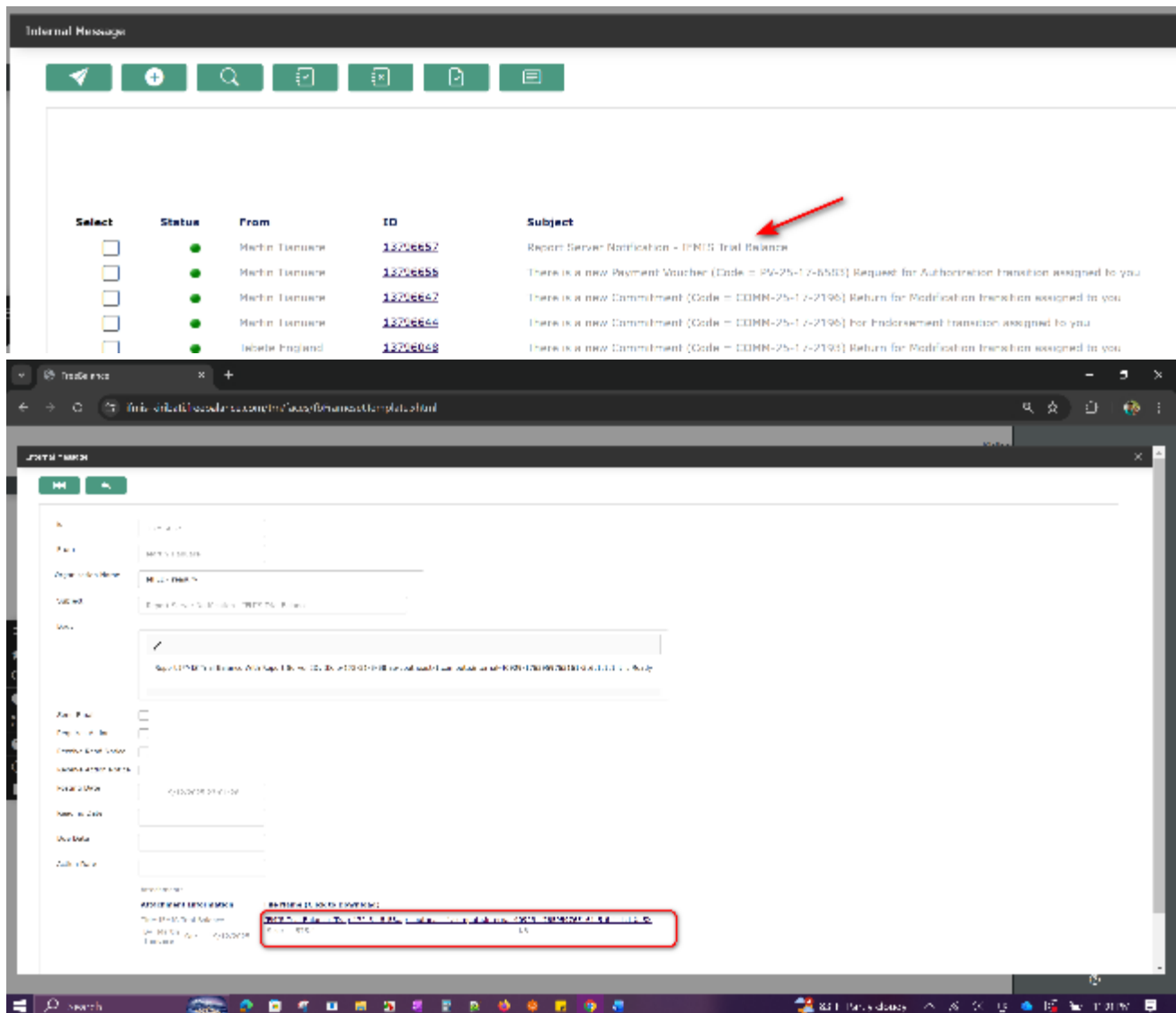
Step 3: Click ok to generate report.



Step 4: Click information icon and check report in your internal message.

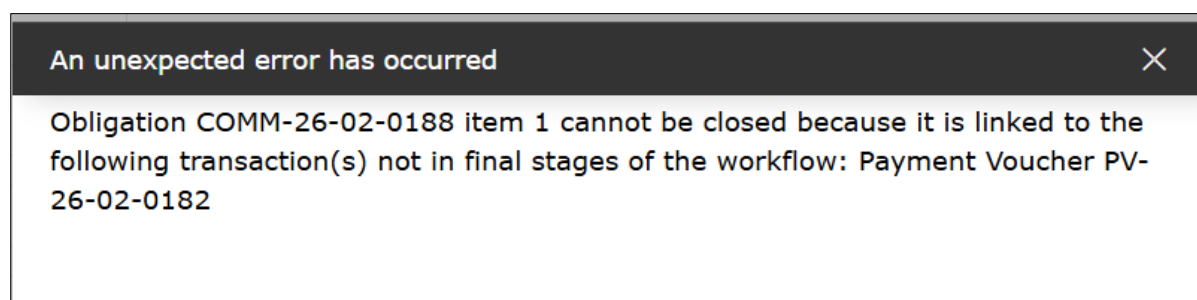


Step 5: Check for ifmis report and open message to download report



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.



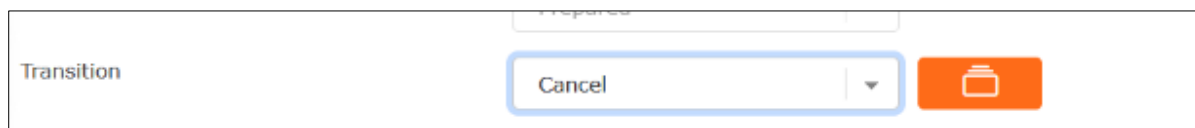
For links to the Payment Voucher, the following are the steps to take:

Step 1. From the Menu, search for the indicated Payment Voucher No. in the error message.



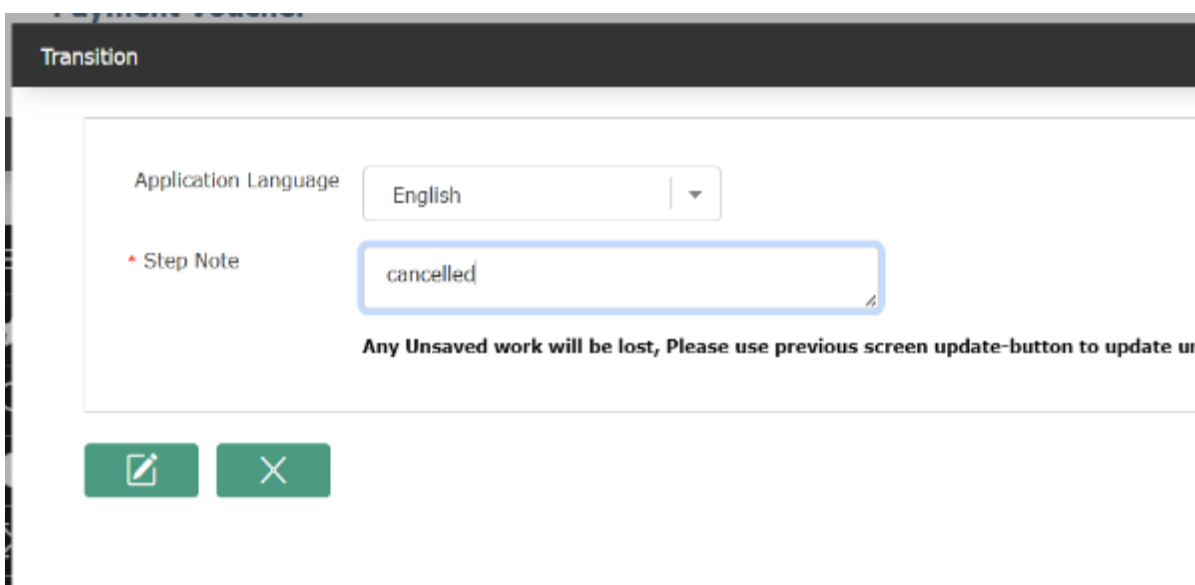
The screenshot shows the 'Payment Voucher' search interface. At the top, there's a title 'Payment Voucher' and four icons: a plus sign, a magnifying glass, a list, and two people. Below these is a dark bar with '[Search Mode]'. The main area has two input fields: 'Voucher Number' with the value 'PV-26-02-0182' and 'Fiscal Year' with a dropdown arrow.

Step 2. Go to Transition field and choose 'Cancel'.



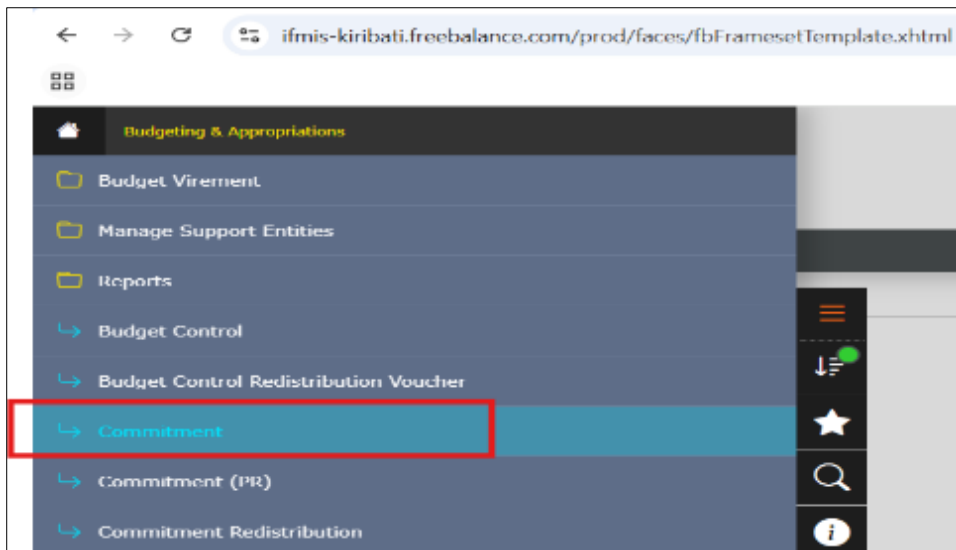
The screenshot shows the 'Transition' field with a dropdown menu open, displaying 'Cancel'. To the right of the dropdown is an orange button with a printer icon.

Step 3. Click the Transition button, write your reason for cancellation on the Step Note field. then click the Finish button.

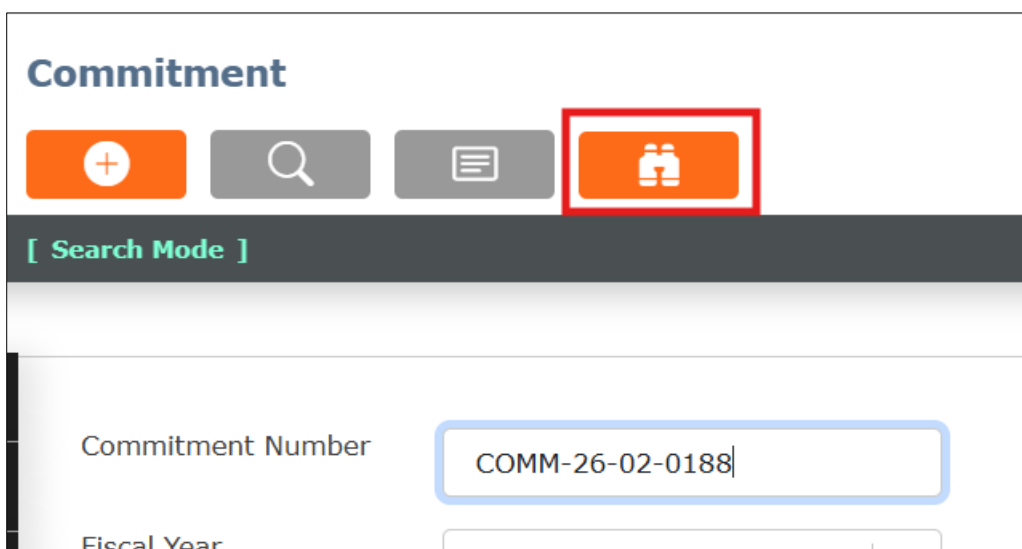


The screenshot shows the 'Transition' screen. At the top is a dark bar with the title 'Transition'. Below it, there's a form with two fields: 'Application Language' with a dropdown set to 'English' and 'Step Note' with the text 'cancelled'. Below the 'Step Note' field is a warning message: 'Any Unsaved work will be lost, Please use previous screen update-button to update ur'. At the bottom are two green buttons: one with a pencil icon and one with an 'X' icon.

Step. 4. Next is go to Commitment. Navigate to Commitment by clicking Menu > Budgeting and Appropriations> Commitment

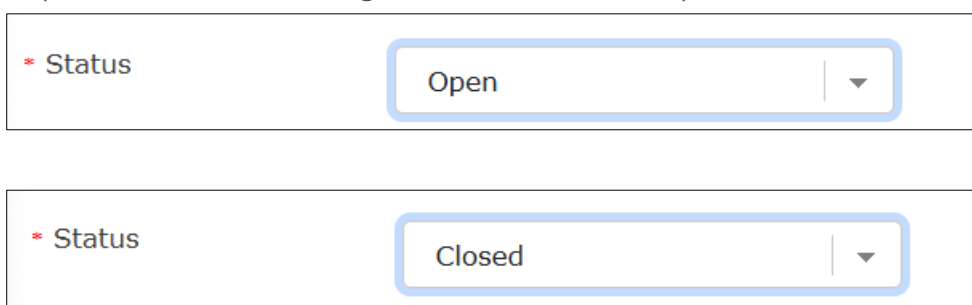


Step 5. Encode the Commitment Number as indicated in the error message, then click Find.



The screenshot shows the 'Commitment' search form. The 'Find' button (binoculars icon) is highlighted with a red box. The 'Commitment Number' field contains 'COMM-26-02-0188'. The 'Fiscal Year' field is empty. The status is 'Open'.

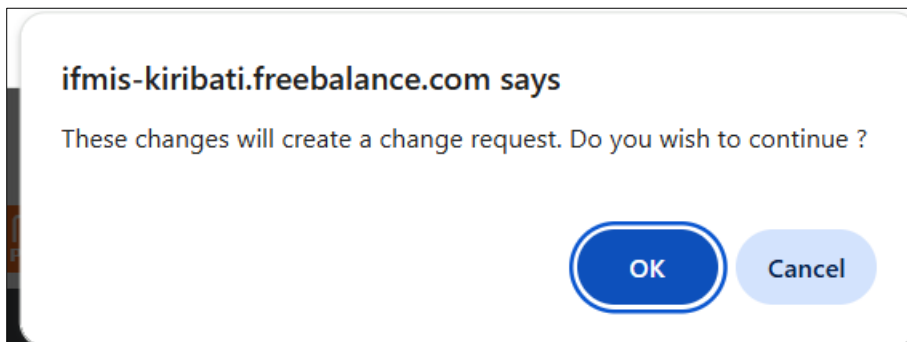
Step 6. Scroll down and change the status field from 'Open' to 'Closed'.



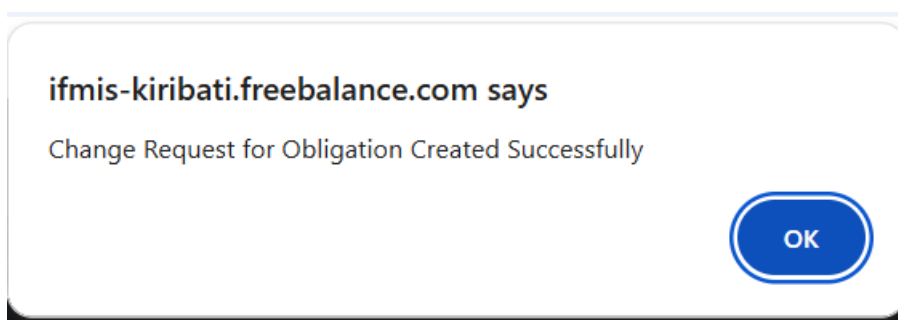
The first screenshot shows the status field set to 'Open'. The second screenshot shows the status field set to 'Closed'.

Step 7. Click Update  button.

Step 8. A prompt will appear confirming the change request. Click OK.

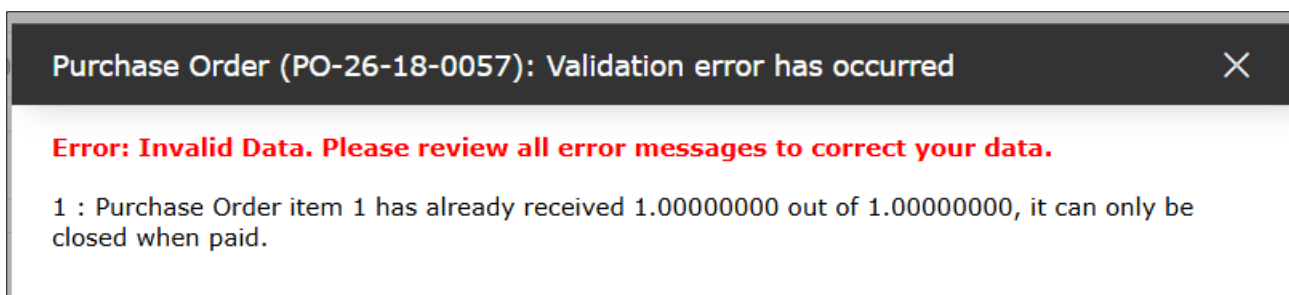


Step 9. A system generated message will appear "Change Request for Obligation Created Successfully." Click OK.



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.

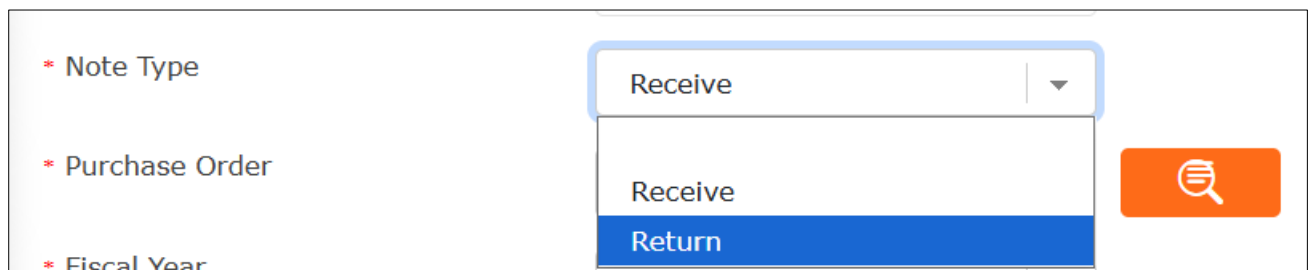


Step 1. Return GSRN first. Navigate to the GSRN module.



Step 2. Click New.

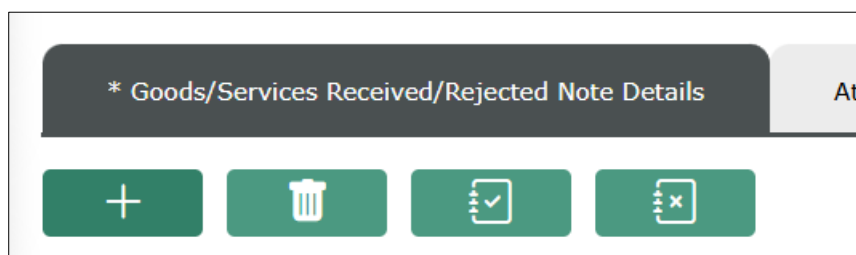
Step 3. On the Note Type – select 'Return'.



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.

* Rejections/Return Reason

Cancel Receive Note

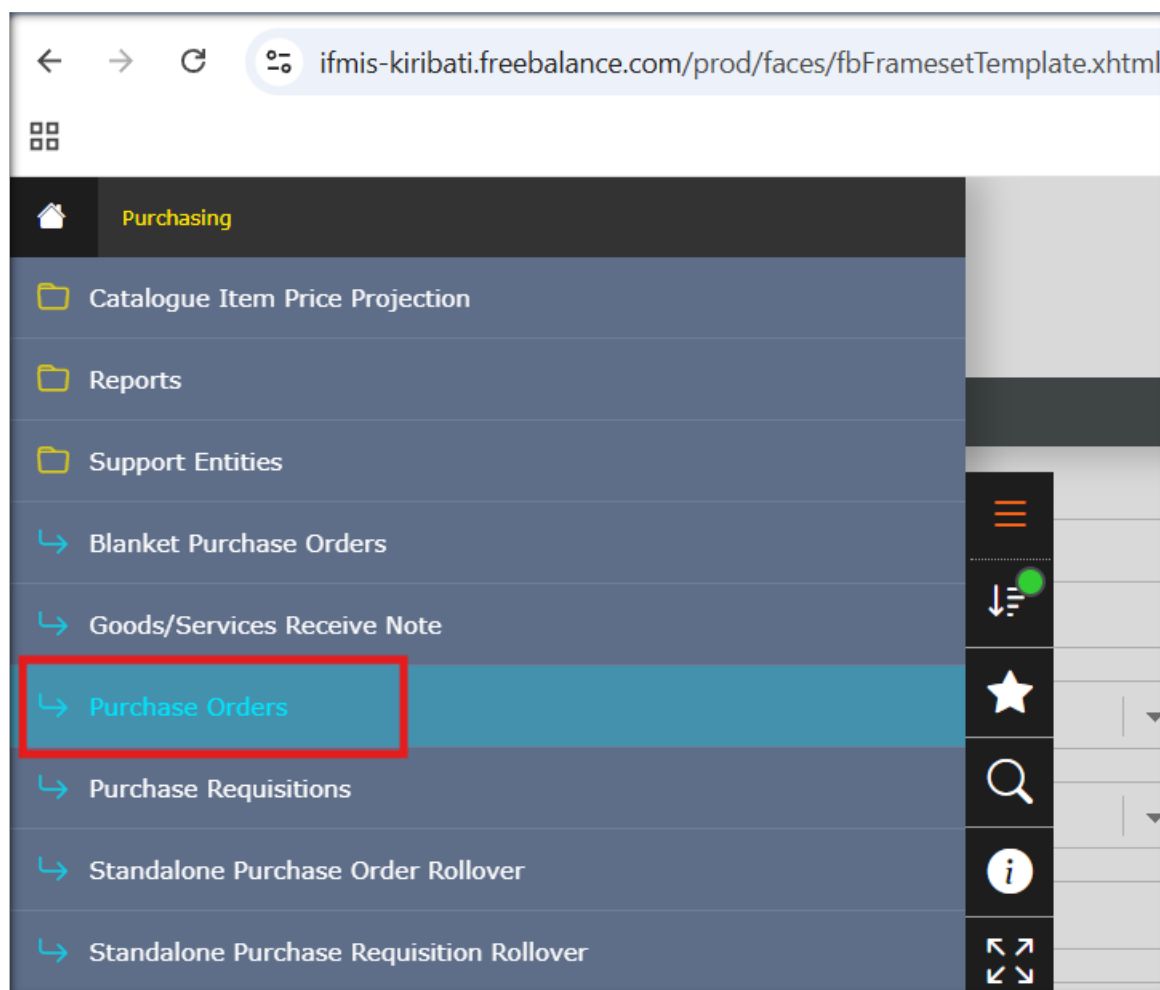
Step 7. Click Save.



A new GSRN No will be generated by the system. Transition for Inspection. Then have it approved.

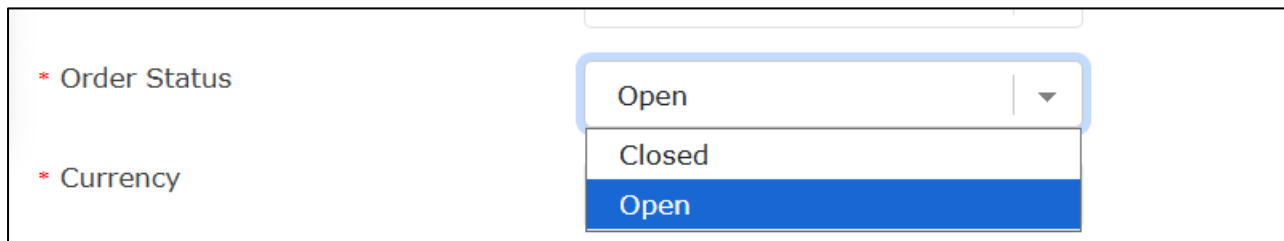
Next activity is to close Purchase Order.

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'.

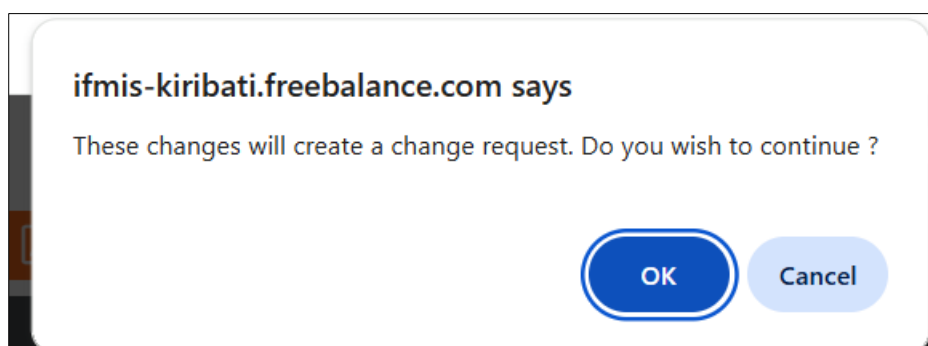


A screenshot of a web form. On the left, there are two labels: "* Order Status" and "* Currency". To the right of the "Order Status" label is a dropdown menu. The dropdown menu is open, showing three options: "Open", "Closed", and "Open". The "Open" option at the bottom is highlighted in blue. The "Closed" option is in the middle. The "Open" option at the top is the current selection.



A screenshot of the same web form. The "Order Status" dropdown menu is now closed, and "Closed" is the selected option.

Step 4. Click Update button.

A screenshot of a confirmation dialog box. The text inside the dialog box reads: "ifmis-kiribati.freebalance.com says" followed by "These changes will create a change request. Do you wish to continue ?". At the bottom right of the dialog box, there are two buttons: "OK" (blue) and "Cancel" (light blue).

To check, open the same PO# then check the status.
The Purchase Order is now on Closed status.