



Users Procedures and Instruction Manual

(Government of Kiribati Outer Island Processes)

Integrated Financial Management Information System
(IFMIS)

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

FreeBalance, 2024-10-25

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Document History

Version	Date	By	Revision
1	February 29, 2024	FreeBalance	Outer Island processes
1.1	April 29, 2024	FreeBalance	Updated to add the new Institutions for the Outer Islands
2	August 29, 2024	FreeBalance	Updated to add the following • Updated IFMIS Link • Add the data flow diagram for the changes of the vendor of the commitment • Add the access for Commitment for the Outer Island Users for them to change vendor if needed. • Add access for the Bank Account No. 1 and No. 4 on top of the State Fund Account
3	September 14, 2024	FreeBalance and MFED	Updated to add the following • Processes for Remittance Box Chest (RBC) • Processes for Collection and Payment for EFT POS • Processes for TELMO Salary • Processes for SB25 • Processes for Freight Refund • Processes for POSMO
4	September 23, 2024	FreeBalance and MFED	Updated to include the following • Process for RBC mutilated bills • Process for TELMO Salary Payment • Process for Copra Payment
5	October 25, 2024	FreeBalance and MFED	Updated to include the following • To update the Manual based on the comments provided by MFED. • To include the Month End reporting.
6	August 5, 2025	FreeBalance and MFED	Updated to include the following • To update the Manual based on the requirement from MFED where Telmo salary should go through PEP process

8	December 8, 2025	Freebalance and MFED	Update to include • More detailed steps and screenshots
9	August 27, 2026	MFED	Update on 3.4 Processes related to POSMO, SB 25 and EFT POS
10	September 18, 2026	MFED	Update Includes; • Copra Payments process in outer islands, • Recording collections and unclaimed Payments, • Steps for JV Authorisation, and • Recording Unclaimed Telmo Salary.

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1. Introduction

1.1 Project Overview

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

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

1.2 Document Purpose

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

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

1.3 Intended Audience and Reading Suggestions

This report is intended for consumption by

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

2 IFMIS Users Accounts and Navigation

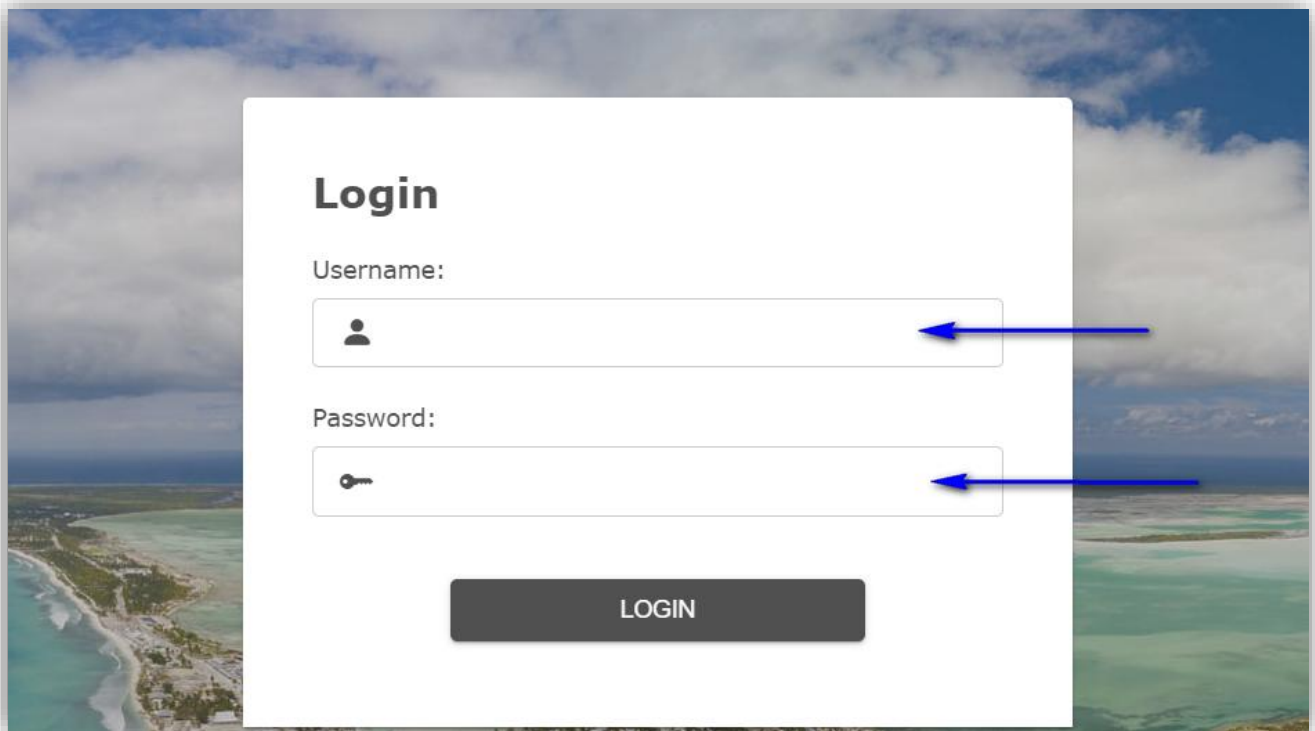
Please read this before you start working in IFMIS.

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

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

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

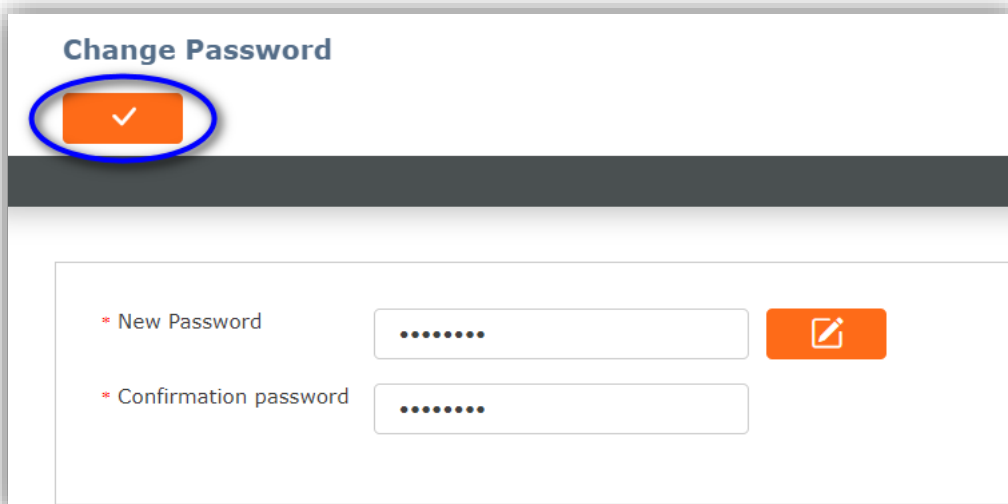
Logging in for the first time:



The image shows a login interface titled "Login". It features two input fields: "Username:" with a person icon and "Password:" with a key icon. Blue arrows point to the right side of each input field. Below the fields is a dark grey button labeled "LOGIN". The background is a scenic view of a tropical coastline with turquoise water and white sand.

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.

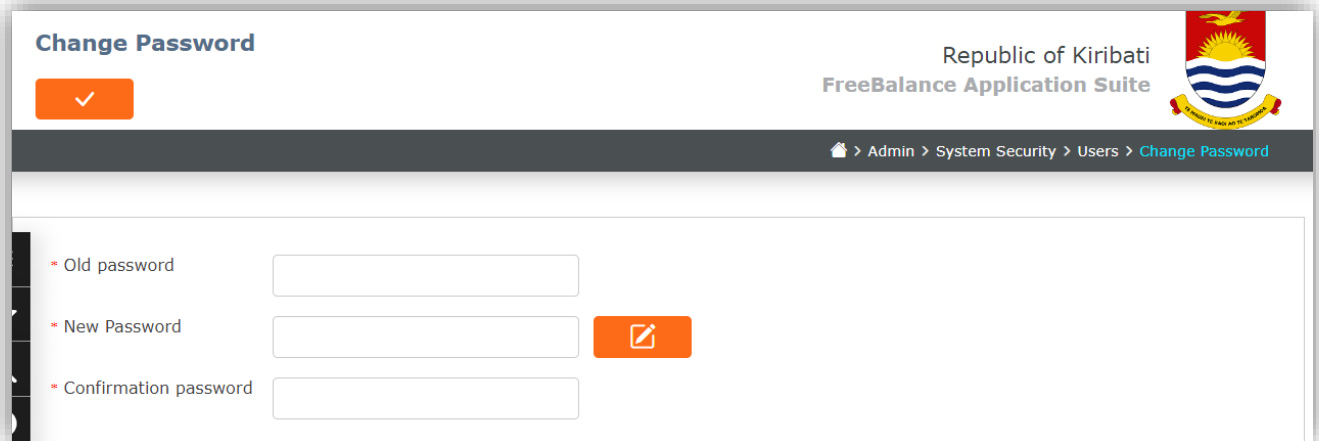
Upon login, the change password is displayed. Enter a new password, re-enter it to confirm, and click the button on the top left corner as shown in the screen below:



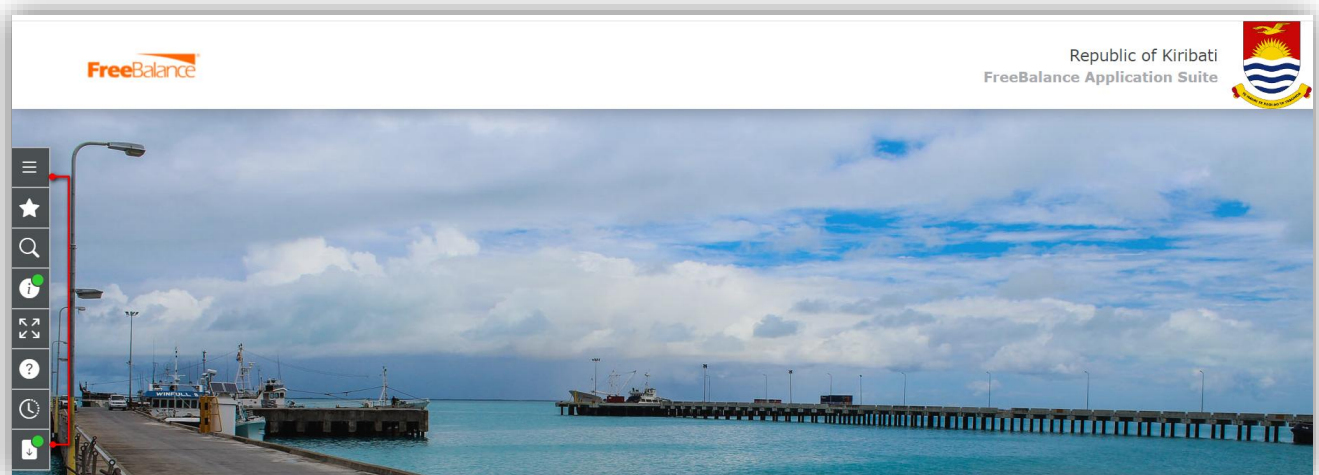
The image shows a "Change Password" screen. At the top left, there is an orange button with a white checkmark, circled in blue. Below this is a dark grey horizontal bar. The main content area contains two password fields: "New Password" and "Confirmation password", both with masked characters (dots). To the right of the "New Password" field is an orange button with a white pencil icon.

DO NOT SHARE YOUR PASSWORD WITH ANYONE.

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



The landing page is now available for the users.

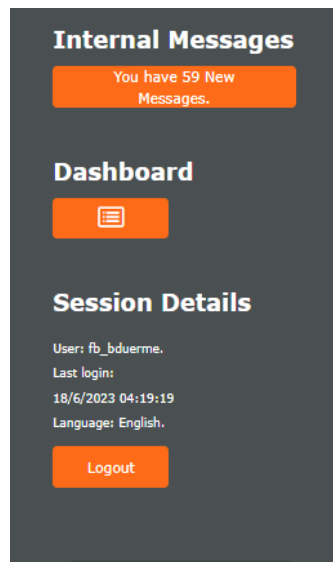


On the **left side** of the IFMIS screen, users will see a set of buttons called the sidebar. **This is from where you will navigate IFMIS.**

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

- 
History: When clicked, it will display the list of screens last navigated and opened by the User
- 
Reports: When clicked, it will download the last report generated by the User.

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



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

3 Outer Island Processes and Island Codes

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

Processing of Remittance Between Chests

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

Processing of Department Warrant related transactions

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

Processing of Social Benefit Payments

- Receiving of Department Warrants from Ministry of Women, Youth, Sports and Social Affairs (MWYSSA)
- Recording of Commitments by MWYSSA

- Recording of Payment Voucher for Social Benefit by Island Treasurer.

Processing or Freight Refunds

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

Processing Copra related transactions

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

Processing of POSMO related transactions

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

Processing of EFT POS

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

Processing of SB 25 related transactions

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

Processing TELMO Salary

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

Monthly Reporting

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

The following are the islands codes used in IFMIS.

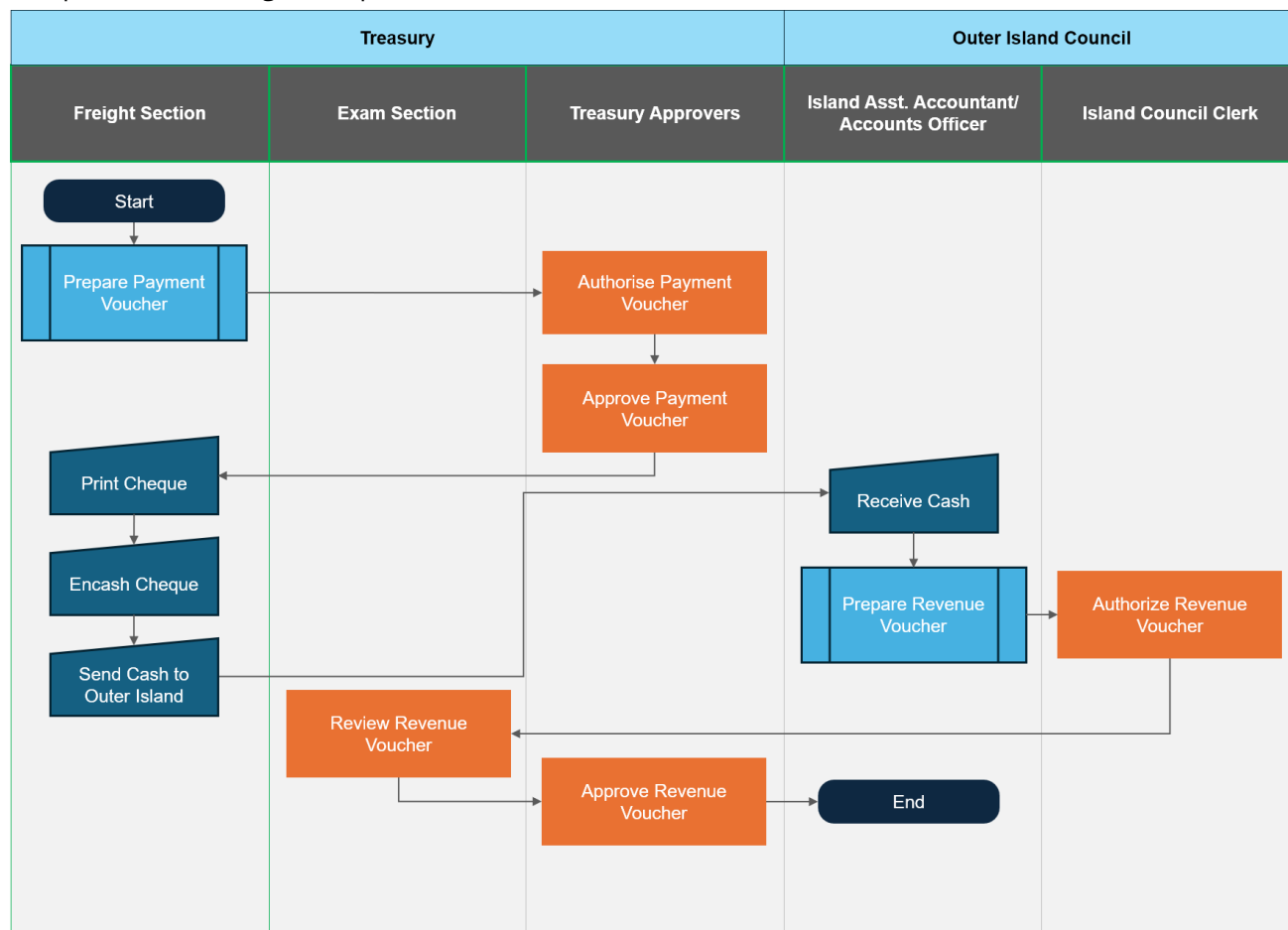
Code	Name	Code	Name
1	Gilbert Islands (Tarawa)	2	Gilbert Islands
11	Betio	21	Abaiang
12	Bairiki	22	Abemama
13	Ambo	23	Aranuka
14	Bikenibeu	24	Arorae
15	Bonriki	25	Banaba
16	Nawerewere	26	Beru
17	Nanikaai	27	Butaritari
18	Tanaea	28	Kuria
5	Line and Phoenix Islands	29	Maiana
51	Kanton	30	Makin
52	Kiritimati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

3.1 Processes related to Remittance Between Chest (RBC)

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

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

The process flow diagram is provided below:

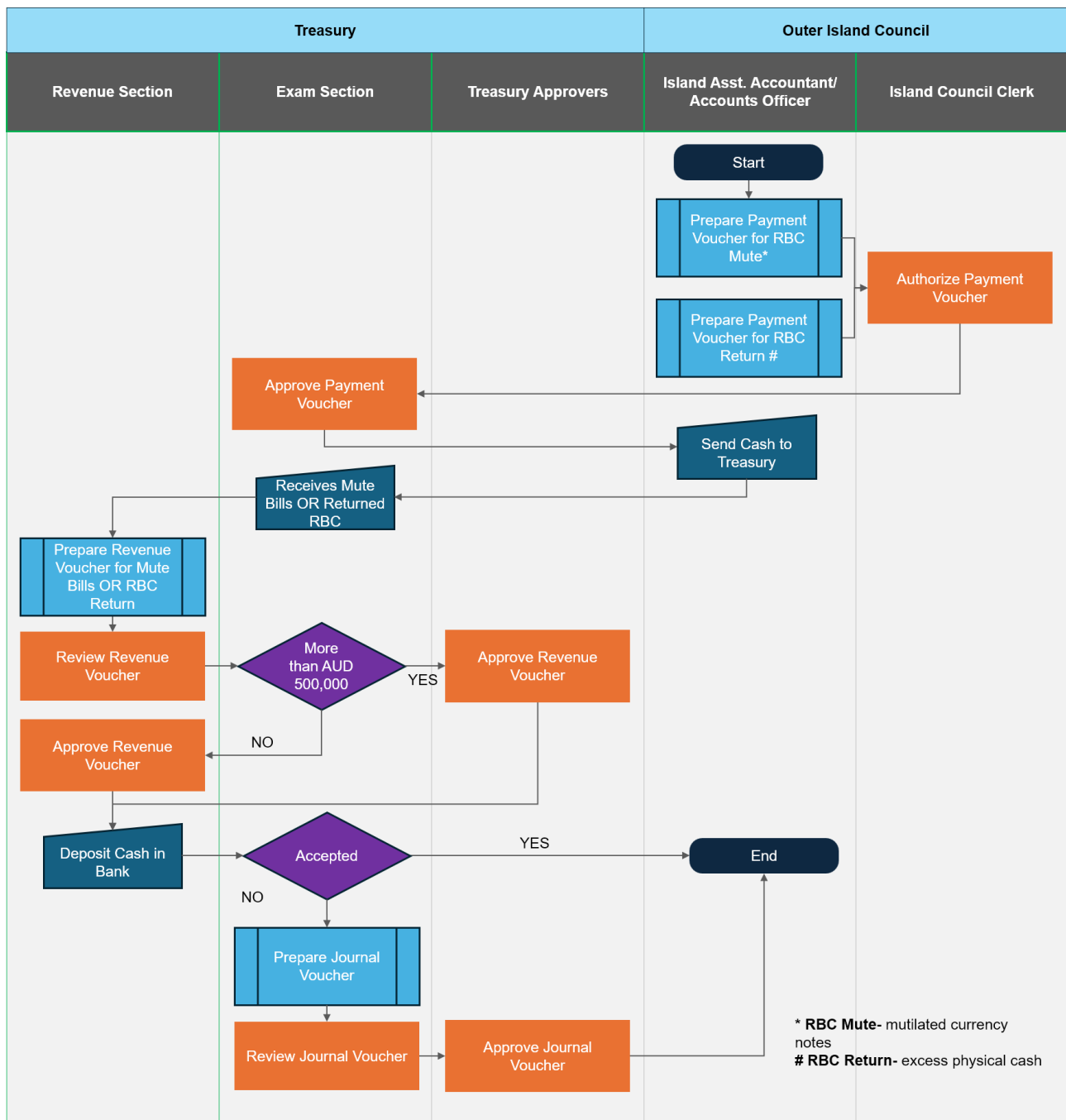


The process description for RBC (Outward from Treasury) is as follows:

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

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

The process flow diagram is provided below:



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

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

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

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

3.1.1 How to record the receipt of RBC

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

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

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

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

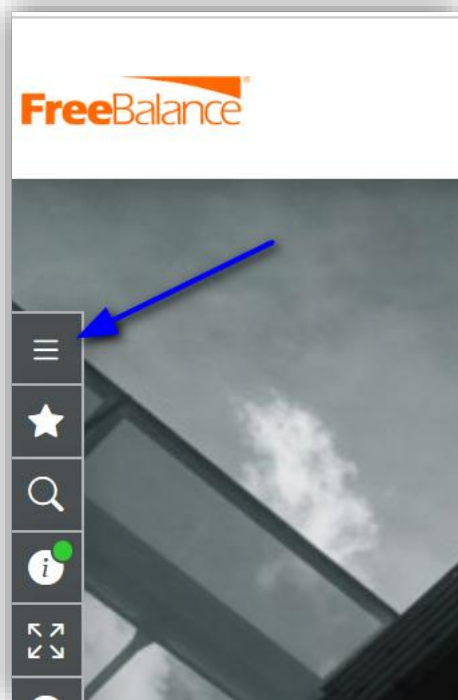
Debit: 1702/1101/00000/island code/**621212/000 – State Fund**

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

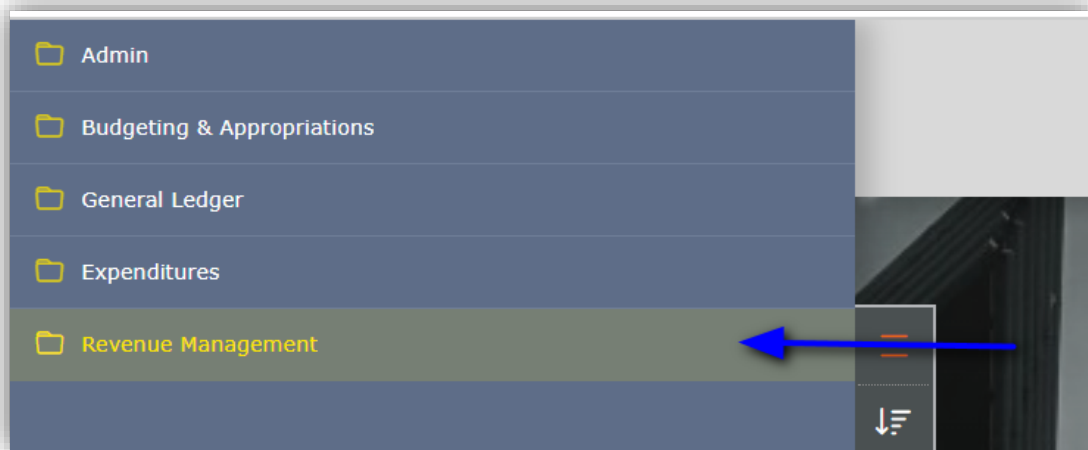
Receiving of this document and recording it in IFMIS is a task to perform by the Outer Island Assistant Accountants & Account officers.

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

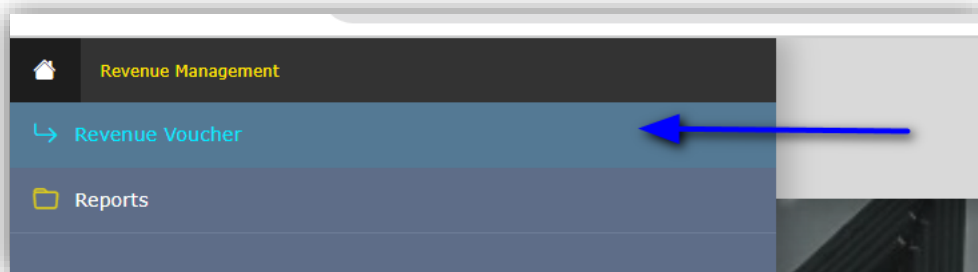
Step 1. Navigate the Menu.



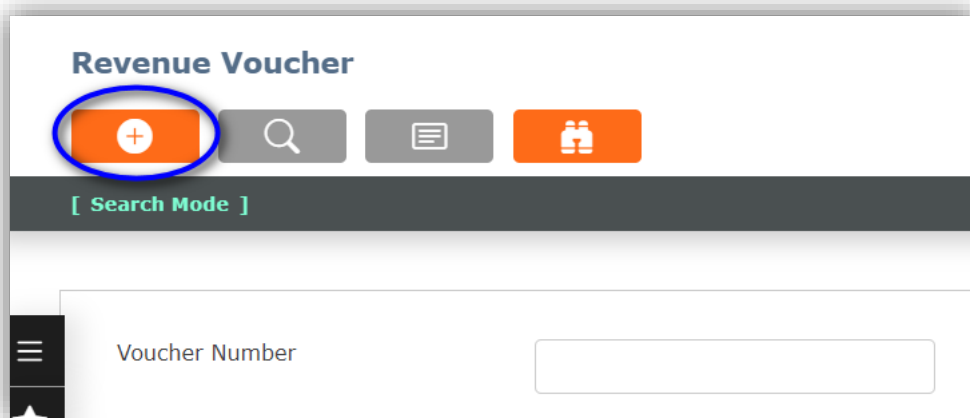
Step 2. Select the Revenue Management.



Step 3. Click on the Revenue Voucher.



Step 4. Click the New button.



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

Revenue Voucher



[Insert Mode]

Voucher Number	
* Fiscal Year	FY 2024
* Fiscal Period	AUGUST
* Voucher Date	14/9/2024
* Aging Date	14/9/2024
* Institution	1702
* Collection Classification	



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

Institution



[Search Mode]

Code	
Workflow Status	

Step 7. Click to select the Institution.

Institution

+ 🔍 📄 ✕ ↺

Code	Name
17NT	North Tarawa

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

Revenue Voucher

+ 🔍 📄 📄

[Insert Mode]

* Aging Date 14/9/2024 📅

* Institution 17NT 🔍 🔍

* Collection Classification

* Revenue Invoice Type

* Invoice Workflow Status

* Posting Status

Not Posted Reason

Collections From POSMO
Collections from EFT POS
Collections from SB25
Outer Islands-Collections
Receipt of RBC Cash

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

Revenue Voucher

+ 🔍 📄 📄

[Insert Mode]

* Origin Manual

* Customer RBC 🔍 🔍

Collection from (Name of Individual) **RBC OFFICER NAME**

Vendor 🔍

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

Revenue Voucher






[Insert Mode]

Journal Voucher	
* Sales Payment Type	Cash 
* Paid Status	Yes 
* Receipt Method	Cash 
* Receiving Location	Outer Islands 
* Collection Mode by Fund Type	Recurrent Budget - Paymen 
* Bank Account	

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

Treasury Bank Account







[Search Mode]

Application ID
Length Of Cheque ID With leading Zeros

Step 12. Click to select the State Fund.

Treasury Bank Account

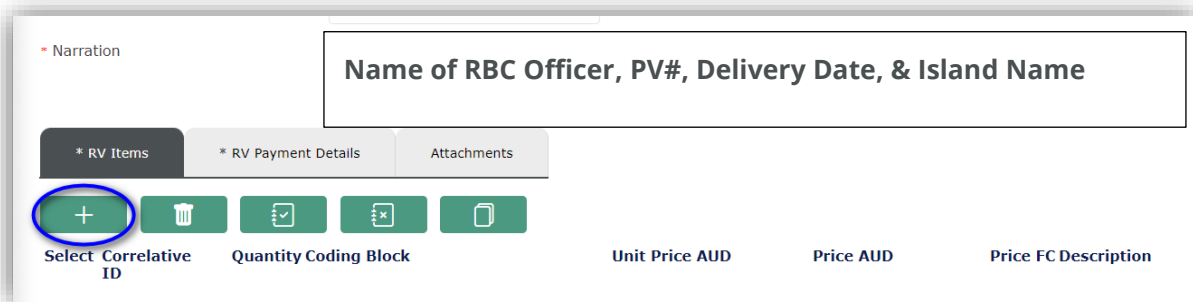




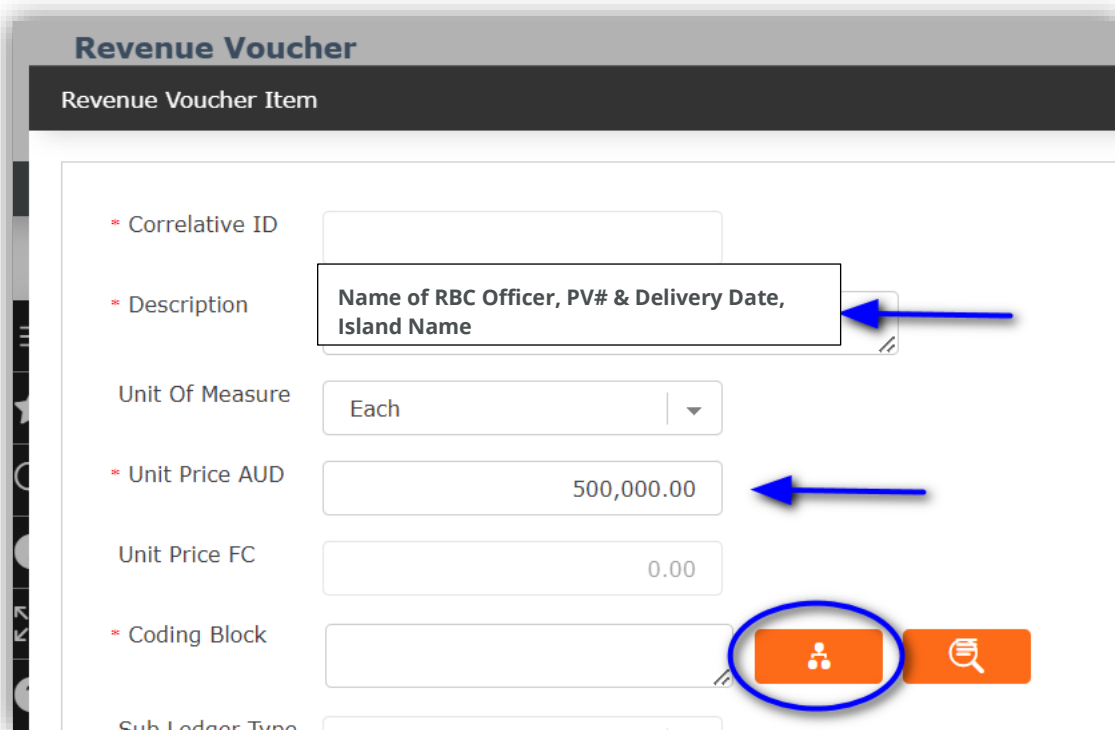

[Selection Mode]

Application ID	Abbreviation
621212-38	State Fund North Tarawa

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



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



Step 15. Complete the details below.

Revenue Voucher

Revenue Voucher Item

Coding Block

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

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

Revenue Voucher

Revenue Voucher Item

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

Attachments

Select Information Download

Step 17. Click on the RV Payment Detail tab.

Revenue Voucher

[Insert Mode]

Creation Date

Project Disbursement ☐

* Narration

Name of RBC Officer, PV# & Delivery Date, Island Name

* RV Items

* RV Payment Details

Attachments

Select	Correlative ID	Quantity	Coding Block	Unit Price AUD	Price AUD	Description
☒		1.000	1702/1101/00000/30/621221/000	500,000.00	500,000.00	RBC

Step 18. Click the New button.

Revenue Voucher

[Insert Mode]

Created By

Creation Date

Project Disbursement ☐

* Narration

Name of RBC Officer, PV# & Delivery Date, Island Name

* RV Items

* RV Payment Details

Attachments

Select tive Payment Due Date

Step 19. Complete the details below and then click the Save and Return.

Revenue Voucher

Revenue Invoice Payment Detail

* Correlative ID

* Payment Due Date

14/9/2024

* Payment Amount AUD

500,000.00

Payment Amount FC

Reference Number

PV#

Cheque/Collection Date

✓

✕

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

Revenue Voucher

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☰

📄

Insert Mode

Bank Deposit Date

Created By

mkaiafa

🔍

Creation Date

* Narration

Name of RBC Officer, PV# & Delivery Date, Island Name

* RV Items

* RV Payment Details

Attachments

+

🗑️

📝

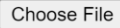
✕

Select Information

Download

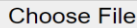
Revenue Voucher

Information

Application ID	
Attachment Classification	Outer Island Trs Documents 
Application Language	English 
* Title	Scan PV copy & signed Delivery form
* Description	Scan PV copy & signed Delivery form
* Attachment	 No file chosen

Revenue Voucher

Information

Application Language	English 
* Title	Scan PV copy & signed Delivery form
* Description	Scan PV copy & signed Delivery form
* Attachment	 No file chosen
Date Time	
Date	30/9/2025 
User	



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

The screenshot shows the 'Revenue Voucher' form in 'Insert Mode'. The form includes fields for 'Creation Date', 'Project Disbursement' (a checkbox), and 'Narration' (a text area containing 'Name of RBC Officer, PV# & Delivery Date, Island Name'). Below these fields are three tabs: '* RV Items', '* RV Payment Details', and 'Attachments'. The '* RV Payment Details' tab is active, showing a table with columns 'Select', 'Correlative ID', and 'Payment Due Date'. The table contains one row with a checked 'Select' box, 'Correlative ID' '14/9/2024', and 'Payment Due Date' '14/9/2024' with an 'Edit' link. At the bottom left, a green button with a downward arrow is circled in blue, indicating the 'Save' button.

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

The screenshot shows the 'Revenue Voucher' form in 'Insert Mode' with a confirmation message overlay. The message text is: 'ifmis-kiribati.freebalance.com says' and 'Code RV-24-17-4993 inserted'. An 'OK' button is visible in the bottom right corner of the message box, circled in blue. The form in the background is dimmed, showing the 'Creation Date' field.

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

Revenue Voucher



[Update/Delete Mode]

* Aging Date	14/9/2024
* Institution	17MK
* Collection Classification	Receipt of RBC Cash
* Revenue Invoice Type	Cash
* Invoice Workflow Status	Prepared
Workflow Process Status	Prepared
Transition	
* Posting Status	
* Origin	

Cancel

For Authorization

Step 24. Click the Transition button.

Revenue Voucher



[Update/Delete Mode]

* Aging Date	14/9/2024
* Institution	17MK 
* Collection Classification	Receipt of RBC Cash ▼
* Revenue Invoice Type	Cash ▼
* Invoice Workflow Status	Prepared ▼
Workflow Process Status	Prepared ▼
Transition	For Authorization ▼ 
* Posting Status	Saved

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

Revenue Voucher

Transition

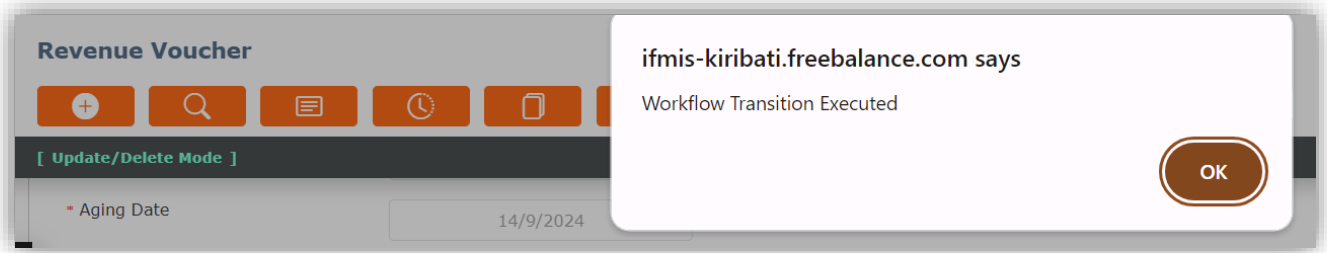
Application Language ▼

Step Note

Any Unsaved work will be lost, Please use previous screen

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

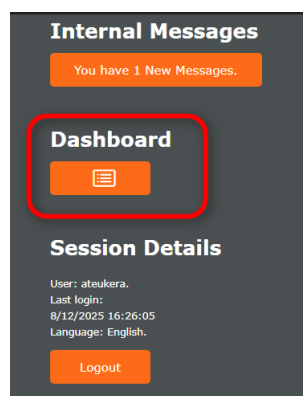
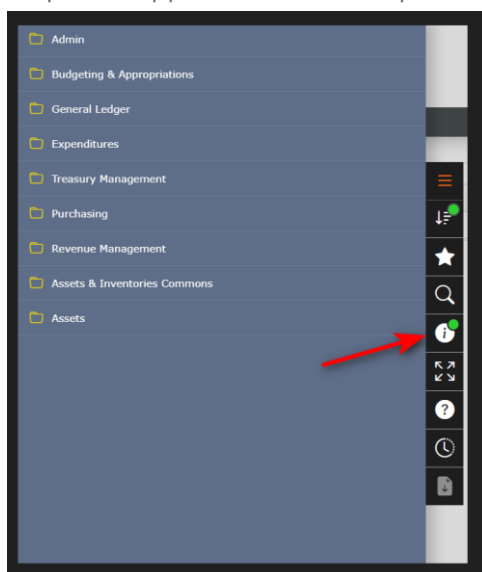


Step 27. The status of the RV is now updated. To check the assigned user who will authorize the RV, click on the Workflow History button.

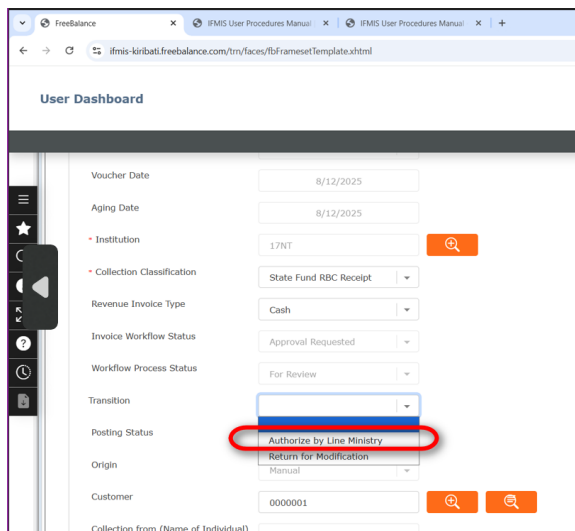
The screenshot shows the 'Revenue Voucher' form with several fields: 'Aging Date' (14/9/2024), 'Institution' (17MK), 'Collection Classification' (Receipt of RBC Cash), 'Revenue Invoice Type' (Cash), 'Invoice Workflow Status' (Approval Requested), and 'Workflow Process Status' (For Review). A blue circle highlights the 'Workflow History' button (clock icon) in the top toolbar. A blue rectangle highlights the 'Invoice Workflow Status' dropdown menu. A blue arrow points to the 'Workflow Process Status' dropdown menu.

3.1.2: How to approve RV Receipt.

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

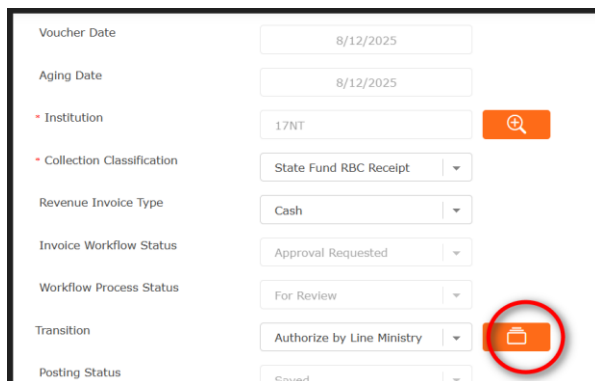


Step 2: Search for the RV# and open to view. Find the transition field and select "Authorize by Line Ministry".



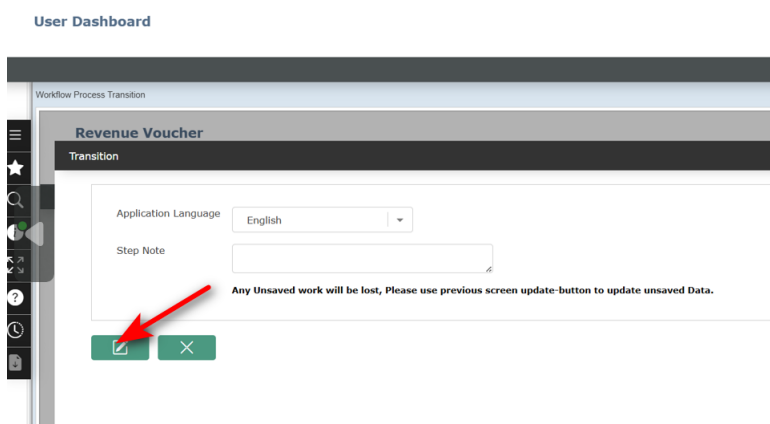
The screenshot shows the 'User Dashboard' with various fields for voucher information. The 'Transition' field is highlighted with a red circle, and the dropdown menu is open, showing 'Authorize by Line Ministry' as the selected option.

Step 3: Click transition button.



The screenshot shows the 'User Dashboard' with the 'Transition' field set to 'Authorize by Line Ministry'. A red circle highlights the 'Transition' button (a document icon) located to the right of the dropdown menu.

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



The screenshot shows the 'Revenue Voucher Transition' tab. It includes fields for 'Application Language' (set to English) and 'Step Note'. A red arrow points to the 'Save' button (a document icon) at the bottom left of the tab. A warning message states: 'Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.'

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

3.1.2 How to record RBC Mute/ or RBC Return

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

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

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

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

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

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

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

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

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

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

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

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

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

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

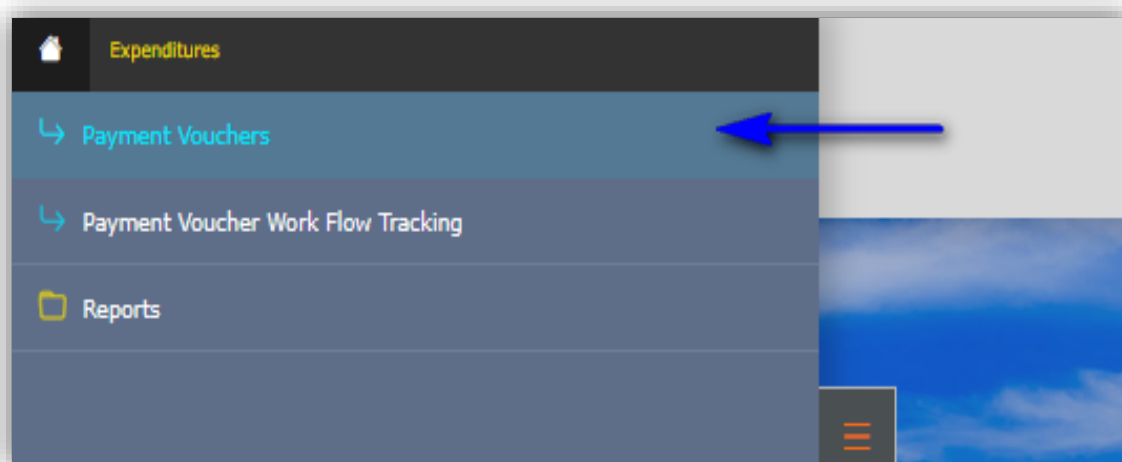
And the deposit will be done by Revenue Team of MFED recording

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

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

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

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



Step 2. Click the New  button.

Payment Voucher

[Search Mode]

Voucher Number

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

Payment Voucher

[Insert Mode]

* Fiscal Year: FY 2024

* Fiscal Period: SEPTEMBER

* Voucher Date: 23/9/2024

* Payment Voucher Classification:

* Accounting Office

* Payment Voucher Status

* Posting Status

Not Posted Reason

* Origin

* Currency

State Fund DW

State Fund EFTPOS Withdrawal

State Fund Freight Refund

State Fund POSMO

State Fund RBC Mute

State Fund RBC Returns

State Fund SB25 Withdrawal

State Fund Telmo Salary

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

Payment Voucher






[Insert Mode]

* Fiscal Year

FY 2024

* Fiscal Period

SEPTEMBER

* Voucher Date

23/9/2024

* Payment Voucher Classification

State Fund RBC Mute

* Accounting Office

17MK




Payment Voucher

Fre






Insert Mode]

is Prepaid

☒

* Paid Status

Yes

* Vendor

20602




Name

Accountant General

* Bank Account

Not required – pay cash

Invoice/Claim Number

August RBC Mute 2025

Invoice/Claim Date

30/9/2025



* Invoice Receipt Date

30/9/2025



* Payment Location

Outer Islands

Step 5. Validate of the following default data.

Payment Voucher

[Insert Mode]

Invoice/Claim Number		
Invoice/Claim Date		📅
* Invoice Receipt Date	23/9/2024	📅
* Payment Location	Outer Islands	📍
* Payment Mode by Fund Type	Recurrent Budget - Payments	📄
* Treasury Bank Account	621212-30	🔍 ☰
Offset Code	631811	🔍
Payment Term	Immediate	📄

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



NOTE: Please use the standard narration

RBC Mute, Month & Island Name

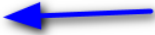
Narration

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

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

Payment Voucher

Payment Voucher Line Item

* Serial Number	
* Amount AUD	90.00 
Tax Amount AUD	0.00
* Net Amount AUD	90.00
Unit Of Measure	▼
Sub Ledger Type	Not Applicable ▼
* Coding Block	1702/1101/00000/-/621221/000     
Is Advance Recovery	☐

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

Payment Voucher

Payment Voucher Line Item

Coding Block

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

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

Step 10. Go to the Tab Payment Details.

Approved Date

Narration

RBC Mute for August Makin

* 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
☒			1702/1101/00000/30/621221/000	RBC Mute	90.00	0.00	90.00

Step 11. Click on the Item Number

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

+

Select	Serial Number	Payment Due Date	Payment Method	Payment Reference Number	Payment Amount AUD	Payment Amount FC	Paid
☒	1	23/9/2024	Cash		90.00	0.00	☐

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

Payment Voucher

Expense Voucher Payment Detail

Is Extracted Payment	☐
* Payment Method	Cash 
Payment Reference Number Series	
Payment Reference Number	RBC Mute \$370
Payment Date	30/9/2025 
Payment Status	
Payment Delivery Date	




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

Payment Voucher






Tra
FreeBalance Ap

[Insert Mode]

* Narration	RBC Mute for Sept 2025	Makin
-------------	------------------------	-------

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






Select Information
Download

Payment Voucher

Information

Attachment Classification	Outer Island Trs Document	
Application Language	English	
* Title	RBC Mute Summary	
* Description	RBC Mute Summary	
* Attachment	Choose File	No file chosen
Date Time		
Date		
User		




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

Payment Voucher





ifmis-kiribati.freebalance.com says

Code PV-25-17-3171 inserted

OK

[Insert Mode]

* Narration

RBC Mute for Sept 2025 Makin

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

Additional Information



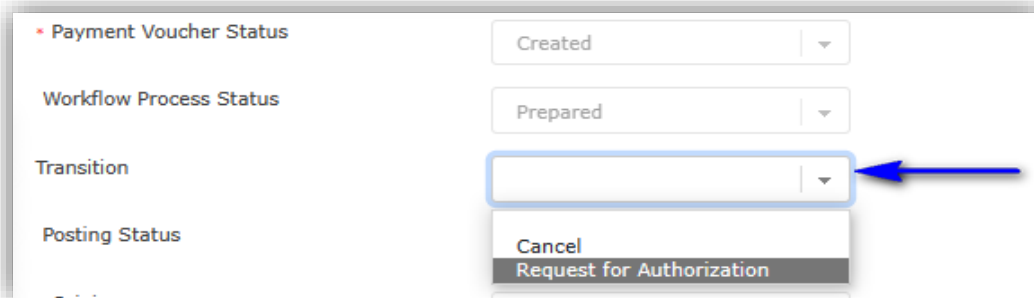



Select Information

Download




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



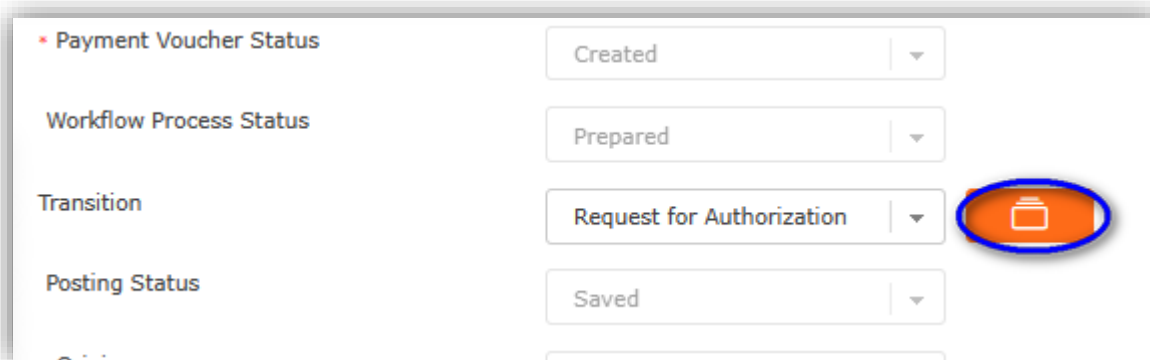
Payment Voucher Status: Created

Workflow Process Status: Prepared

Transition: Request for Authorization

Posting Status: Cancel, Request for Authorization

Step 16. Click the Transition  button.



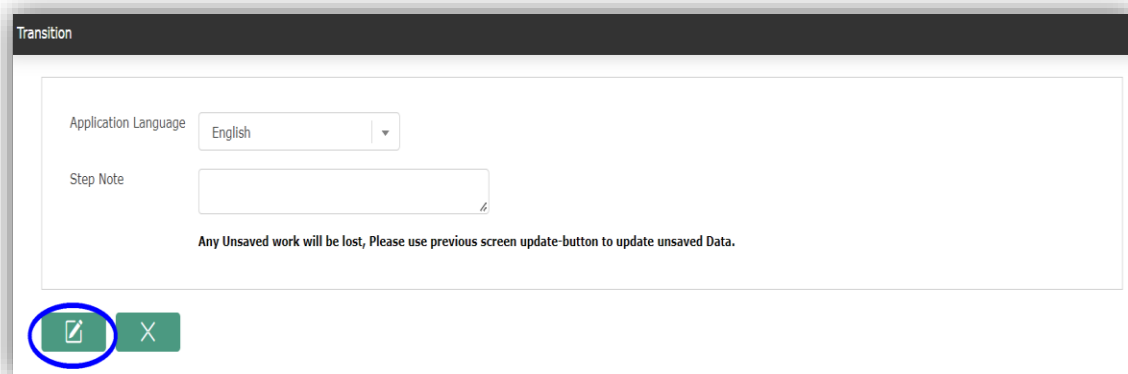
Payment Voucher Status: Created

Workflow Process Status: Prepared

Transition: Request for Authorization

Posting Status: Saved

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



Transition

Application Language: English

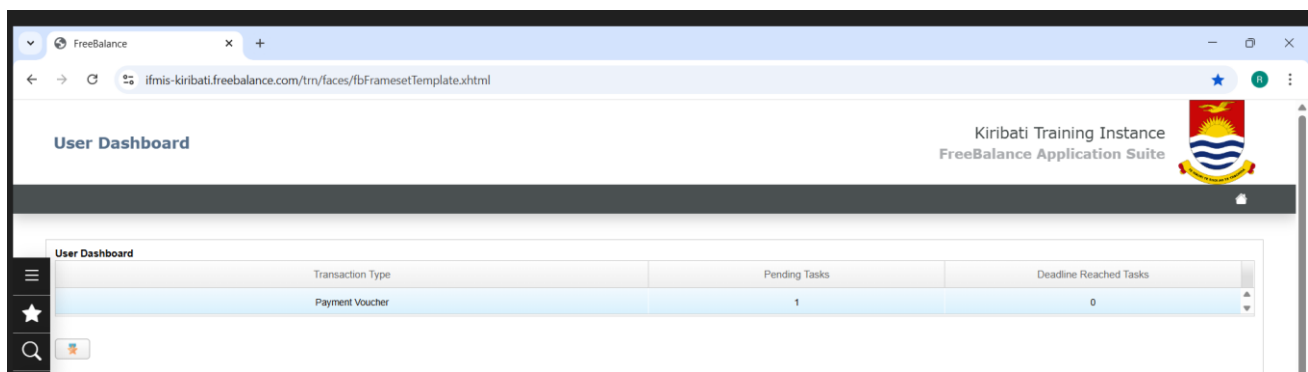
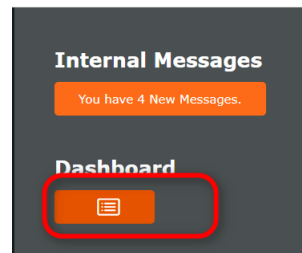
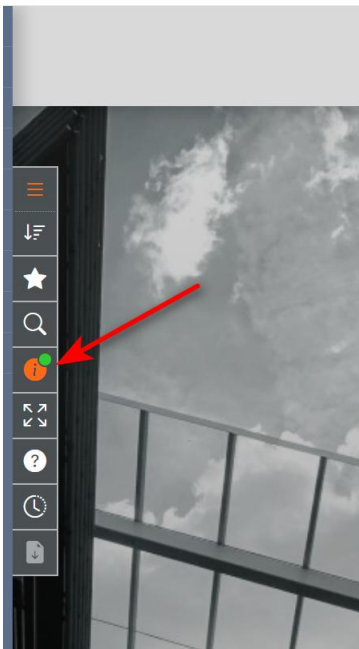
Step Note:

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

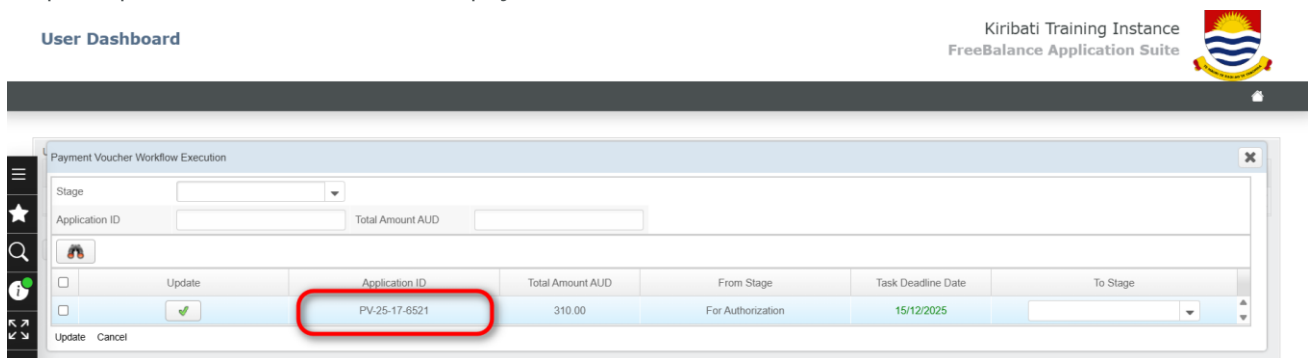
Finish button circled in blue.

How to approve PV

Step 1: Open dashboard and go to payment voucher



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



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

User Dashboard

[Update/Delete Mode]

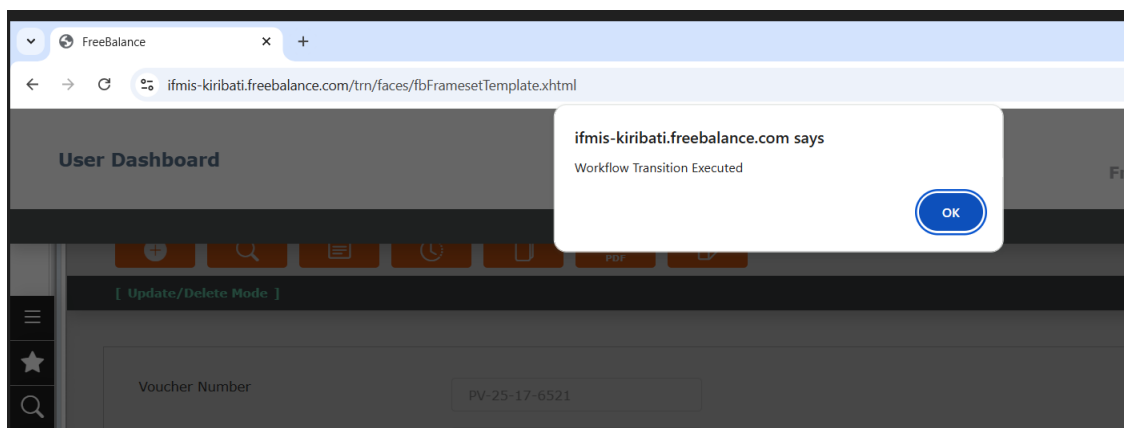
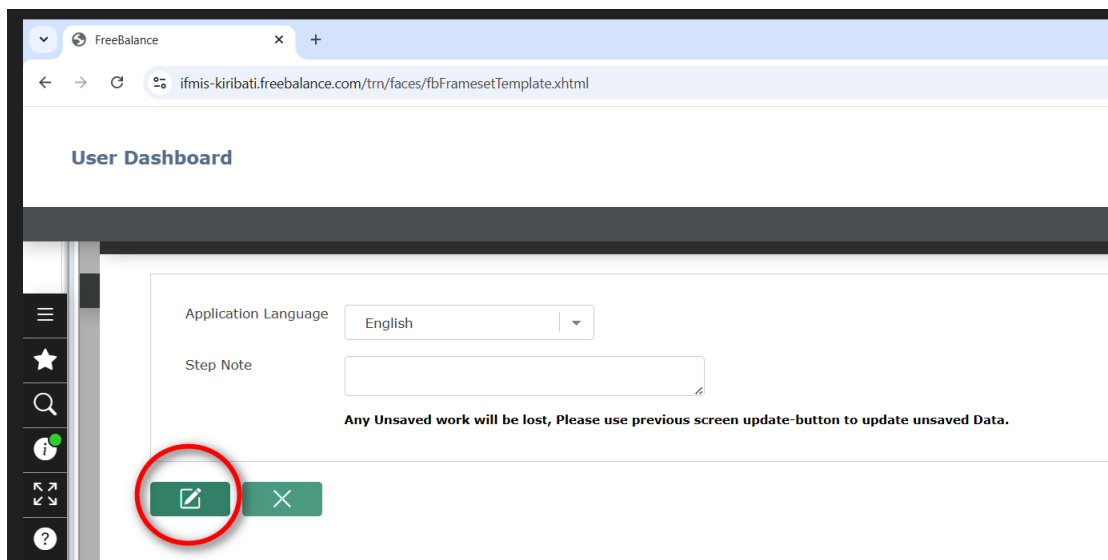
Voucher Number	PV-25-17-6521		
Fiscal Year	FY 2025		
Fiscal Period	NOVEMBER		
Voucher Date	10/12/2025		
Payment Voucher Classification	State Fund RBC Mute		
Accounting Office	17NT		
Payment Voucher Status	For Authorization		
Workflow Process Status	Authorize by Line Ministry Return for Modification		
Transition			

Step 4: Transition to complete.

User Dashboard

[Update/Delete Mode]

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



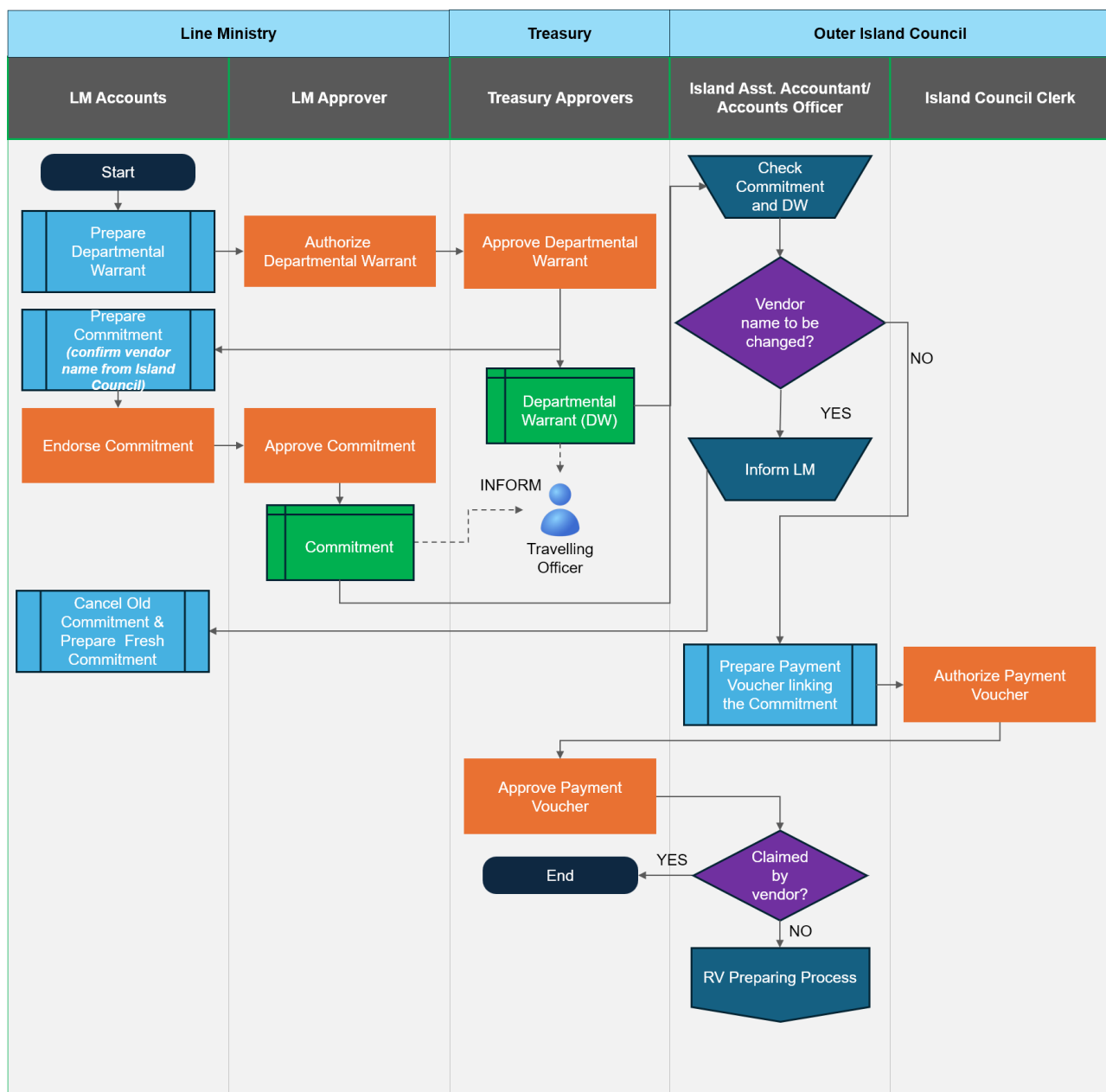
(Once completed from the Island Clerk, it will go to Examination Unit for Final review/approval/reject)

3.2 Processes related to Department Warrants

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

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

The process flow diagram is provided below:



The process description for Department Warrants is as follows:

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

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

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

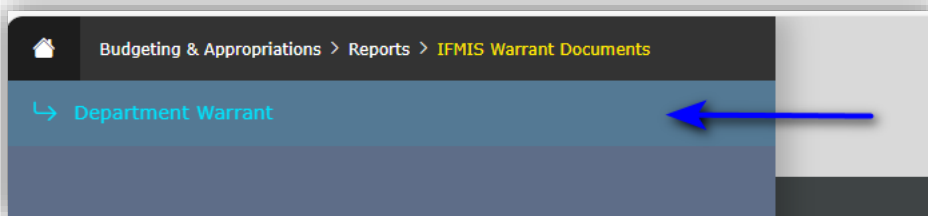
1. Island Asst. Accountant/ Accounts Officer records Unclaimed Benefits in IFMIS **within 3 working days** from the date of the Social Benefits Payout. *(Refer to Section [3.6.1 How to record Revenue Voucher](#))*. Island Asst. Accountant/ Accounts Officer to attach the Unclaimed Benefit list with the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

3.2.1 How to print the Department Warrants from Ministry Headquarters

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

To print it, follow these instructions.

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



Step 2. The filter screen is displayed below.

Step 3. Provide the details of the filters.

Department Warrant

Republic of Kiribati

FreeBalance Application Suite



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

Fiscal Year

2024

Fiscal Period

FEBRUARY

Ministry

15-MOE

Department Warrant Number

PDF

WSVV-24-15-0076-Allowance for on-going GOK sponsored students

WSVV-24-15-0077-

WSVV-24-15-0078-Jan to March allowances for new awardees 2024

WSVV-24-15-0079-DW# 022/24 Tabnorth - Teabike college 1st half OB for 2024

WSVV-24-15-0080-Dw for Uplift of GOK sponsored students

WSVV-24-15-0081-dw# 014-24 Tabnorth - house to office all'ce - July to Nov 2023 - Rinikarawa Teubei

WSVV-24-15-0082-dw# 029/24- Tabsouth sch supplies - handling & delivery costs

WSVV-24-15-0083-DW# 017-24 Makin-handling & delivery cost - sch stationeries & supplies

WSVV-24-15-0084-dw#018-24- Butaritari - handling & delivery cost - sch stationeries & supplies

WSVV-24-15-0085-dw#019-24 - Marakei - handling & delivery cost - sch stationeries & supplies

WSVV-24-15-0086-DW#020-24- Abaiang - handling & delivery cost - sch stationary & supplies

WSVV-24-15-0087-dw#015-24 TabNorth- Katangnga T - house to office allowance

WSVV-24-15-0088-Dw# 022 Maiana - Handling & delivery cost - sch stationeries & supplies

WSVV-24-15-0089-DW# 024-24- Aranuka - handing & delivery cost - sch stationeries & supplies

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

Department Warrant Republic of Kiribati
FreeBalance Application Suite

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

Fiscal Year: 2024
Fiscal Period: FEBRUARY
Ministry: 15-MOE
Department Warrant Number: WSVV-24-15-0078-Jan to N

PDF  Generate Report

Step 5. Click Ok on the displayed message.

Department Warrant Republic of Kiribati
FreeBalance Application Suite

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

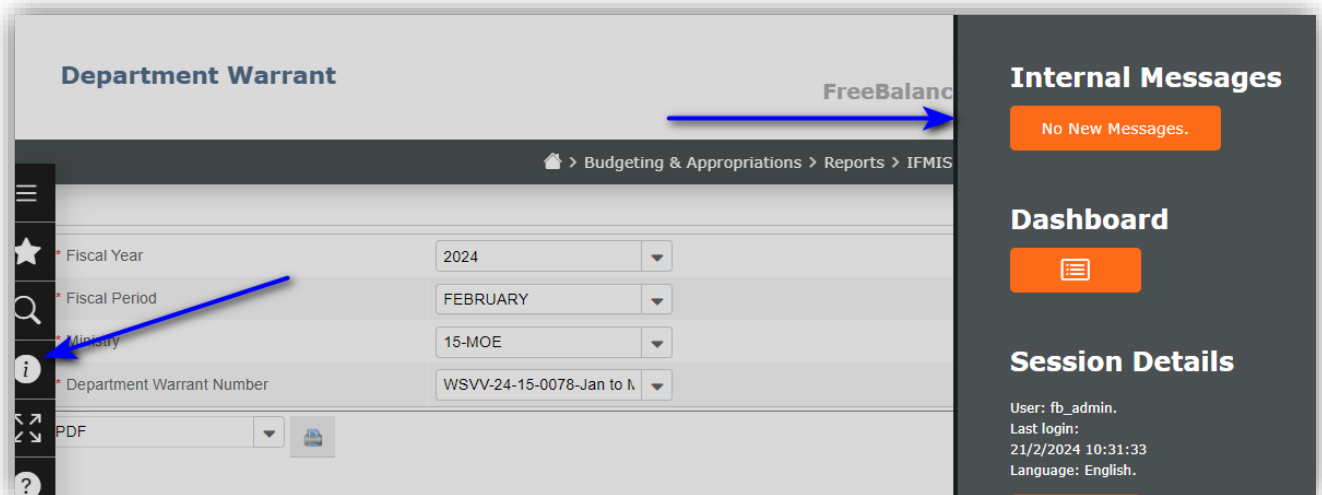
Fiscal Year: 2024
Fiscal Period: FEBRUARY
Ministry: 15-MOE
Department Warrant Number: WSVV-24-15-0078-Jan to N

PDF 

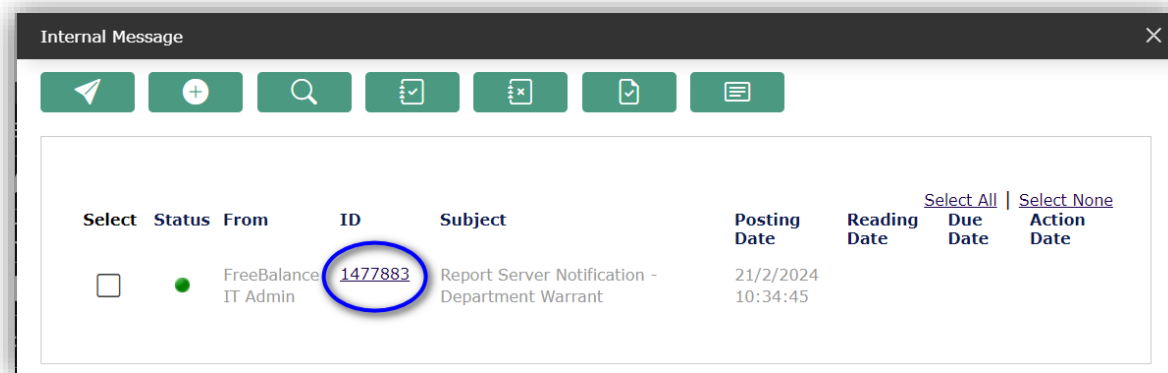
The Report Department Warrant Was Send To
Report Server With ID: ID:WIN-AVHO2F8TMOV-
53413-1707837054106-5:4688:1:1:1

OK

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

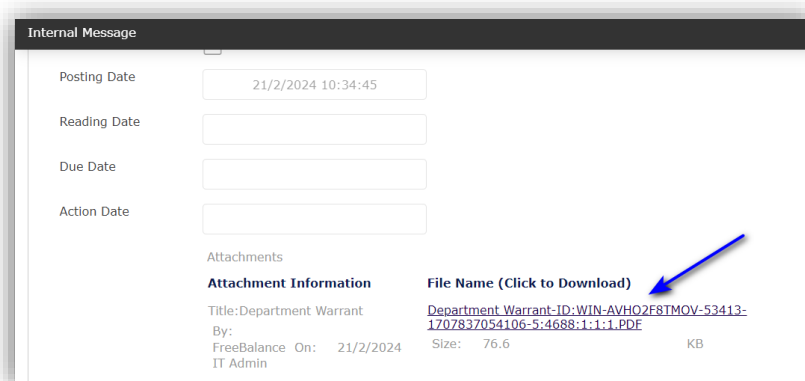


Step 7. Click the Internal messages to display the notifications. Click the Linked ID of the notification to open the details.



Select	Status	From	ID	Subject	Posting Date	Reading Date	Due Date	Action Date
☐	●	FreeBalance IT Admin	1477883	Report Server Notification - Department Warrant	21/2/2024 10:34:45			

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



Posting Date: 21/2/2024 10:34:45

Reading Date:

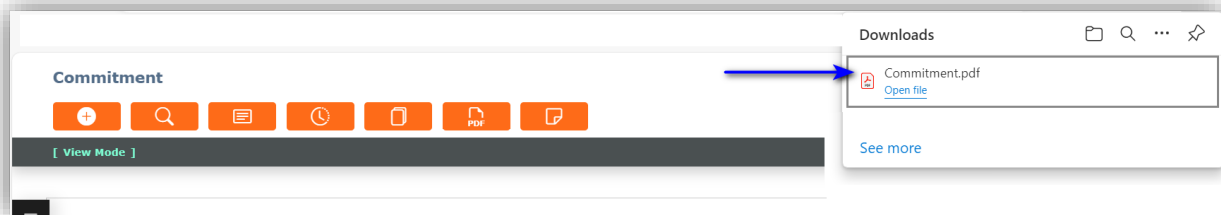
Due Date:

Action Date:

Attachments

Attachment Information	File Name (Click to Download)
Title: Department Warrant By: FreeBalance On: 21/2/2024 IT Admin	Department Warrant-ID:WIN-AVHO2F8TMOV-53413-1707837054106-5:4688:1:1:1.PDF Size: 76.6 KB

Step 9. The Department Warrant report is this.



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

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

Commitment
 Departmental Warrant

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

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

Allocations	Details	Amount AUD
1 CDRC/ Government of Kiribati/ Overseas Scholarships/ Bikenibeu/ Tertiary Scholarships Overseas/ Education n.e.c. 1508/3101/12062/14/272143/098 KY20_PILLARS-WealthKDP_SECTORS-Harnessing Human Wealth	GOK scholarship student all'ces with book all'ces studying in Vanuatu	\$ 4,661.63
TOTAL AUD		FOUR THOUSAND SIX HUNDRED AND SIXTY ONE Dollars and SIXTY THREE Cents \$4,661.63

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

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

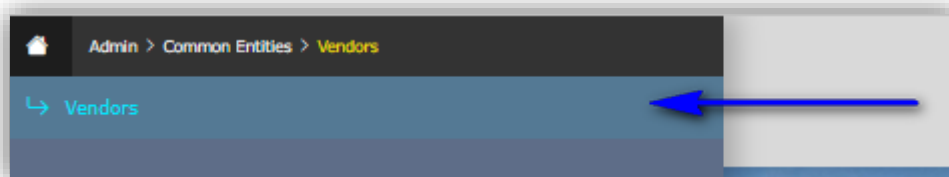
Printed on: Feb 21, 2024 11:08 AM Printed By: R_admin 1 / 1

3.2.3 How to manage Vendor in IFMIS

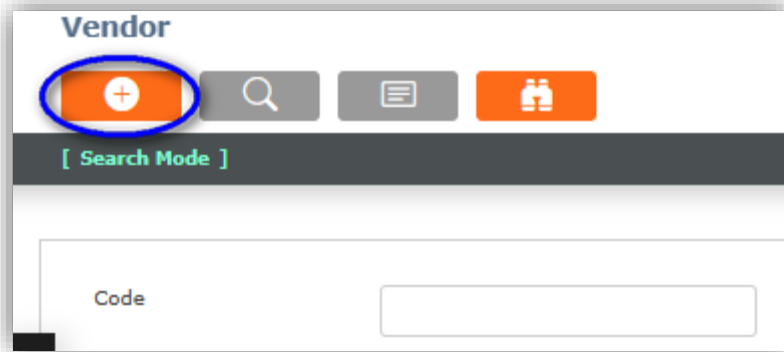
3.2.3.1 How to create/enroll New Vendor/s.

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

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



Step 2. Click the New button.



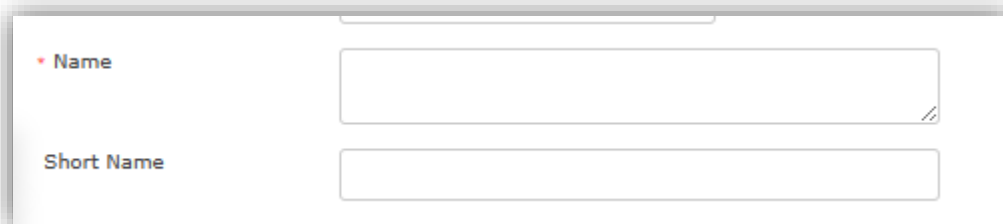
Vendor

[+] [🔍] [📄] [👤]

[Search Mode]

Code

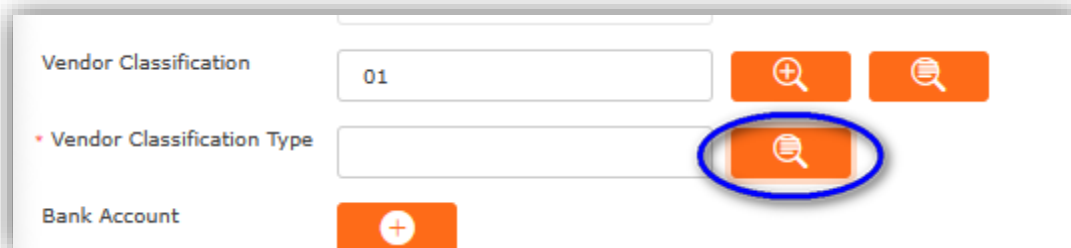
Step 3. Enter the Name and Short Name



* Name

Short Name

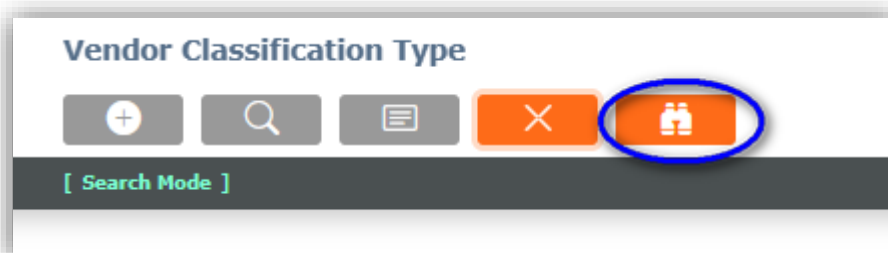
Step 4. Click the Lookup on the Vendor Classification Type Click the Lookup on the selection screen displayed. Then click to select the applicable type.



Vendor Classification [+ 🔍] [🔍]

* Vendor Classification Type [🔍]

Bank Account [+]



Vendor Classification Type

[+] [🔍] [📄] [✕] [👤]

[Search Mode]

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: 1

Bank Account: 

Treasury Bank Account: 

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

Bank Account

Financial Institution: ANZ Kiribati

Branch: ANZ Kiribati

Currency: AUD

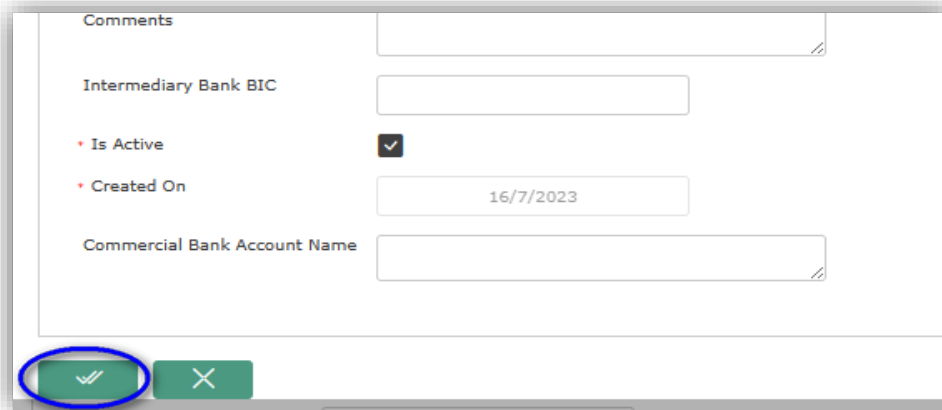
Account Number: 00000001

IBAN:

National Transfer Code:

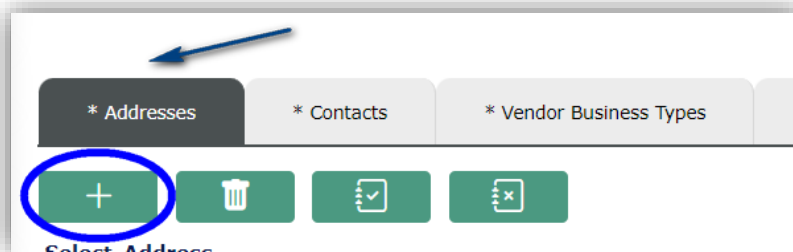
Bank Account Name: Vendor Account Number

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

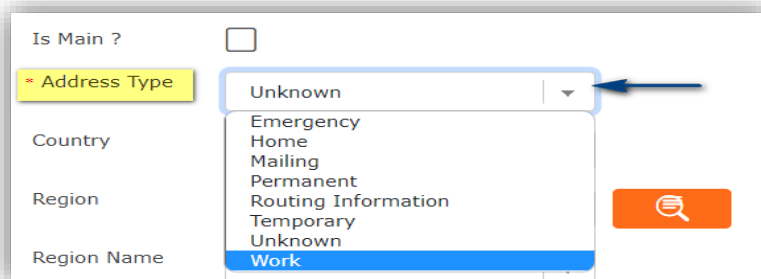


Step 8. To add the Address information, follow procedures defined below.

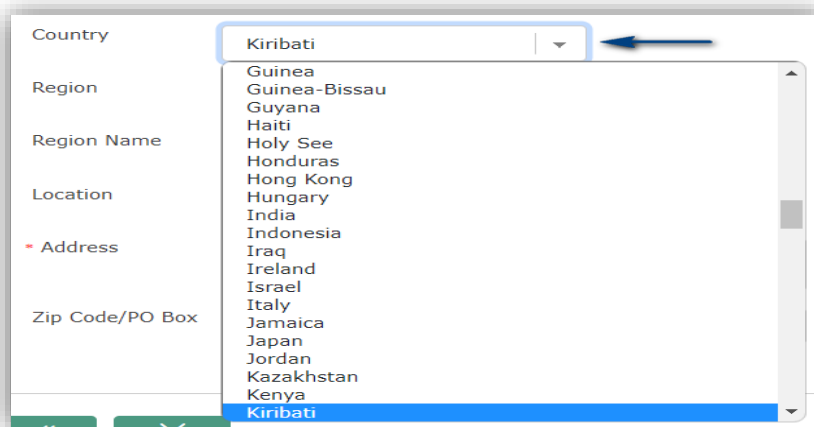
- Click on the Address tab and click New.



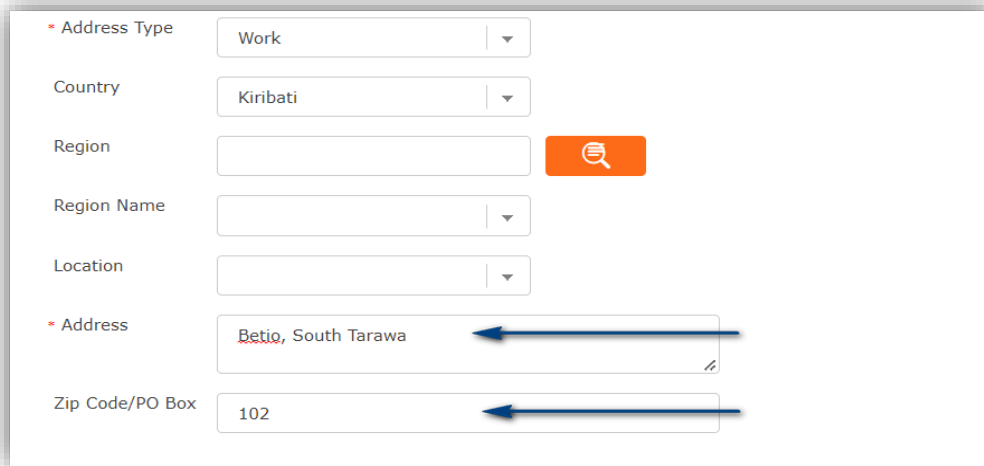
- Select the applicable Address type by clicking on the dropdown list.



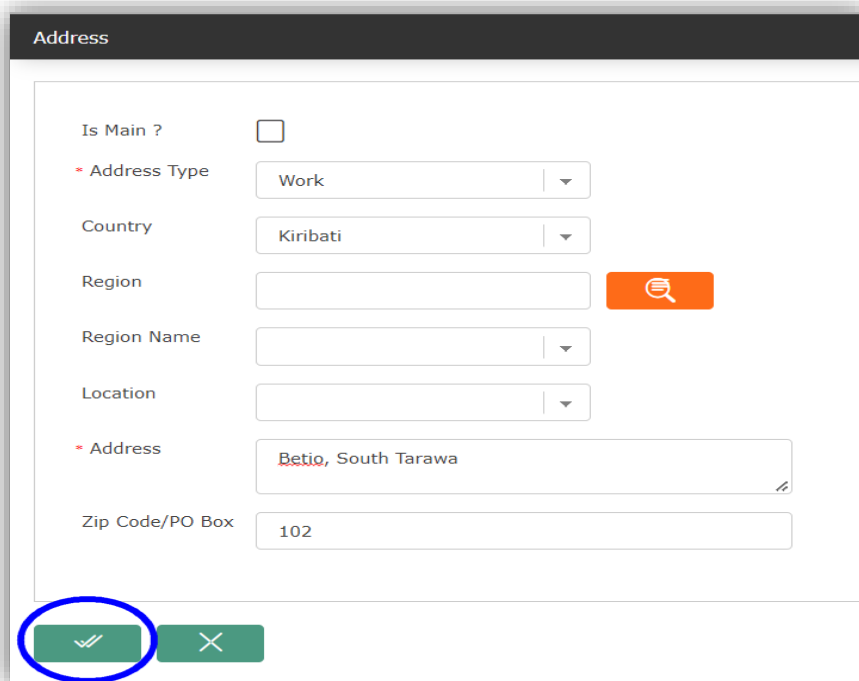
- Select the Country, again by clicking on the dropdown field.



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

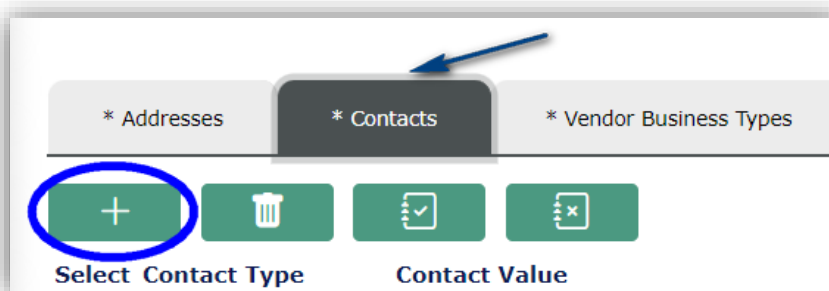


- After all the details are indicated, click the Save and Return button to go back to the main screen.



Step 10. Add the Vendor Contact Information.

- Click on the Contact tab and click New.



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

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

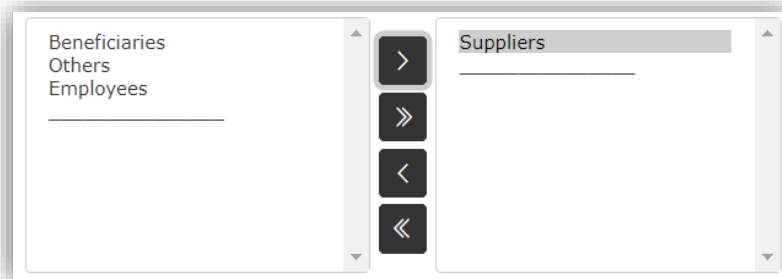
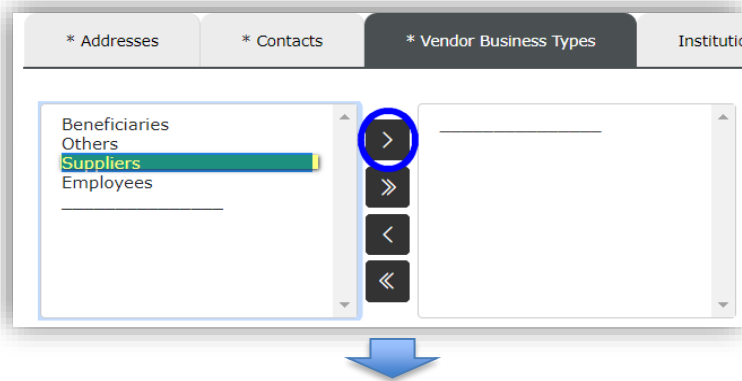
tkaoten@moe.gov.ki

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

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

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

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

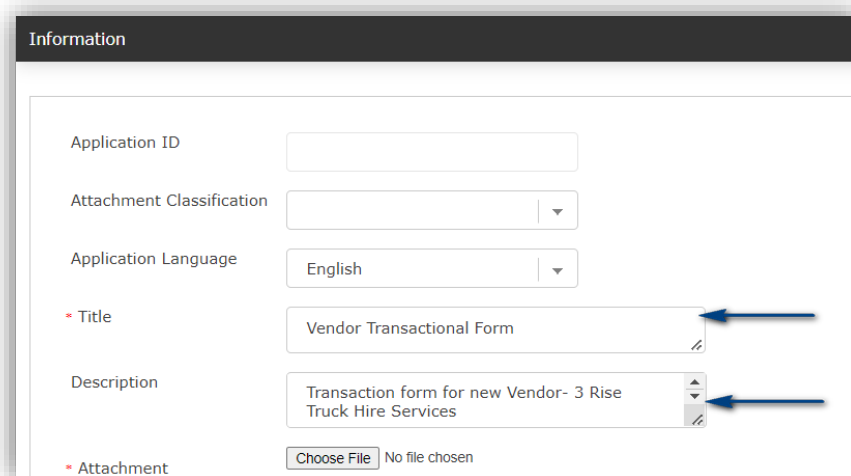


Step 12. Before saving, ensure to Attach the scanned **Transaction form** to support the request made.

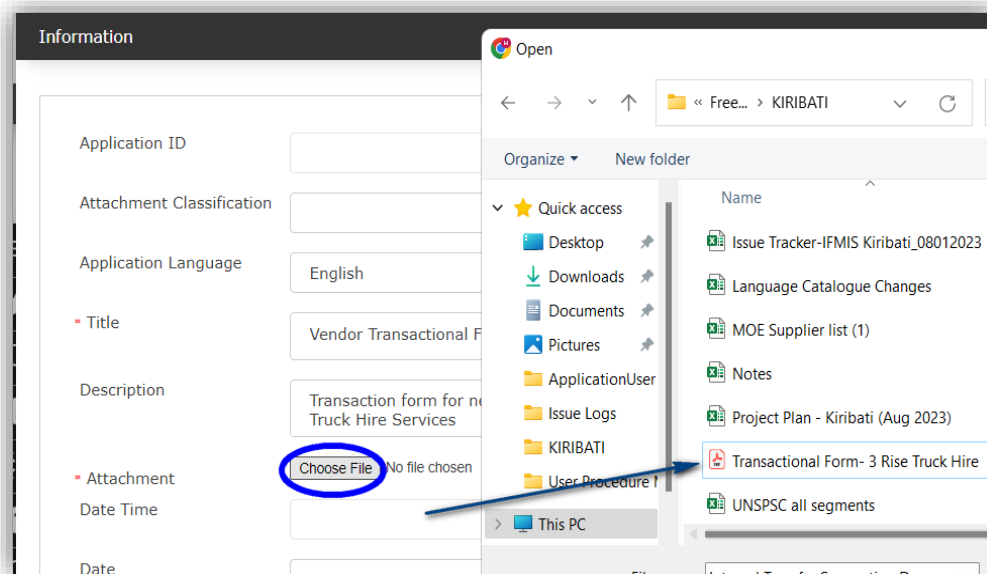
- Click on the Attachment tab and click New.



- Define the Attachment Title and Description



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

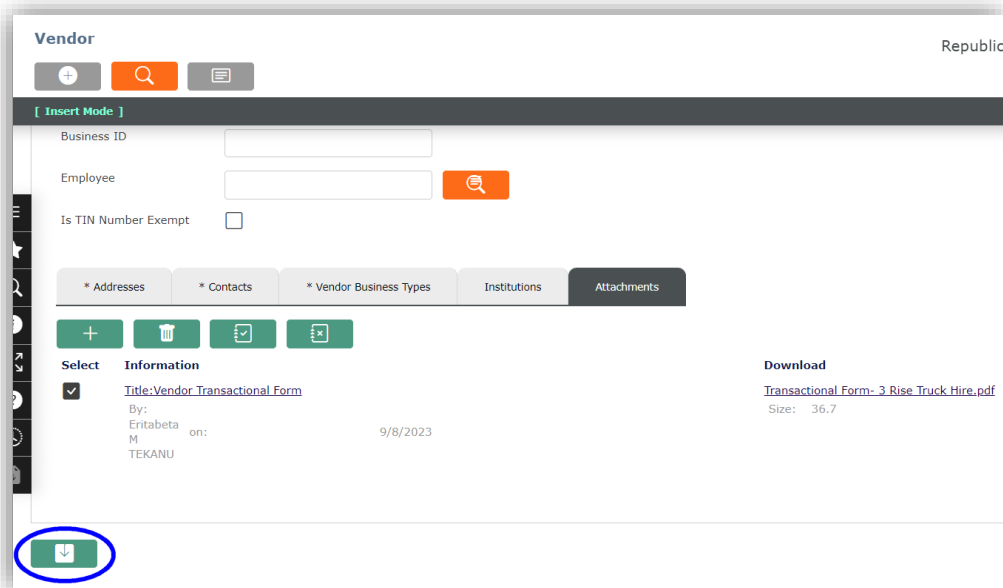
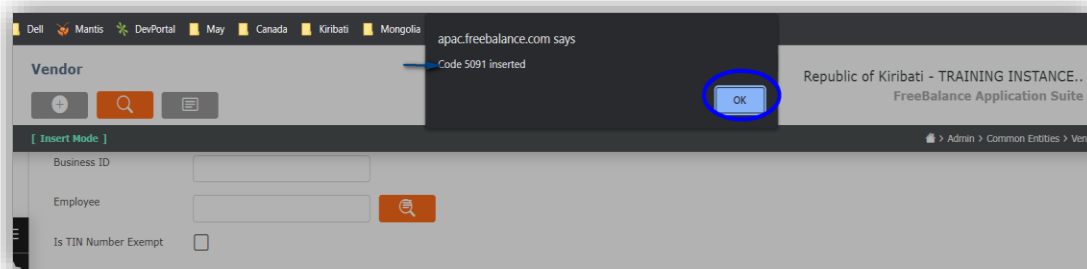


- After all the details are indicated, click the **Save and Return** button to go back to the main screen.

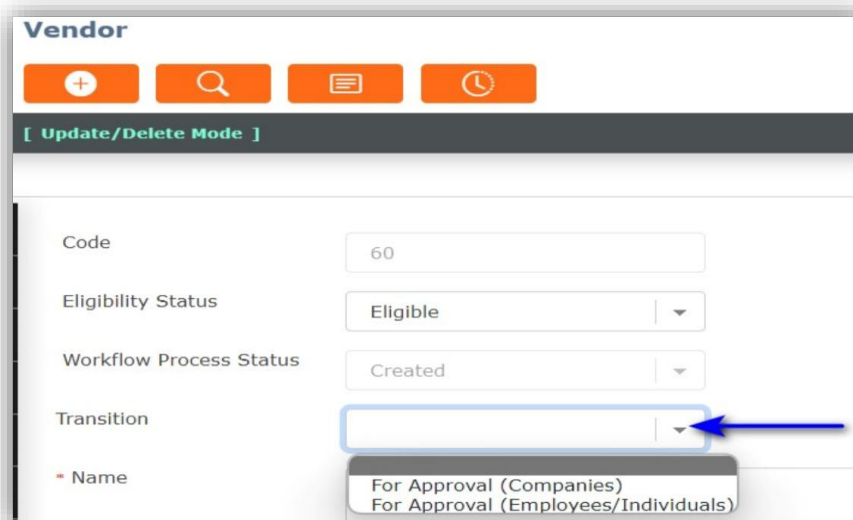
 The image shows the 'Information' form after the file has been attached. The 'Attachment' field now displays 'Choose File' and 'Transaction...ruck Hire.pdf'. At the bottom of the form, there are two green buttons: a 'Save and Return' button (marked with a checkmark icon and circled in blue) and a 'Cancel' button (marked with an 'X' icon).

- 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.

Transition

Application Language: English ▼

Step Note: 

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

3.2.3.2 How to add new bank account for Vendors

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

Vendor

[Insert Mode]

* Vendor Classification Type 

Bank Account 

Treasury Bank Account 

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

Vendor
Bank Account

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

Payment Mode

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

Vendor

[Update/Delete Mode]

Customer 

Business ID

Employee 

Is TIN Number Exempt ☐

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

+   

Select Address



Step 4. Click the New button

Vendor

[Update/Delete Mode]

Customer 

Business ID

Employee 

Is TIN Number Exempt ☐

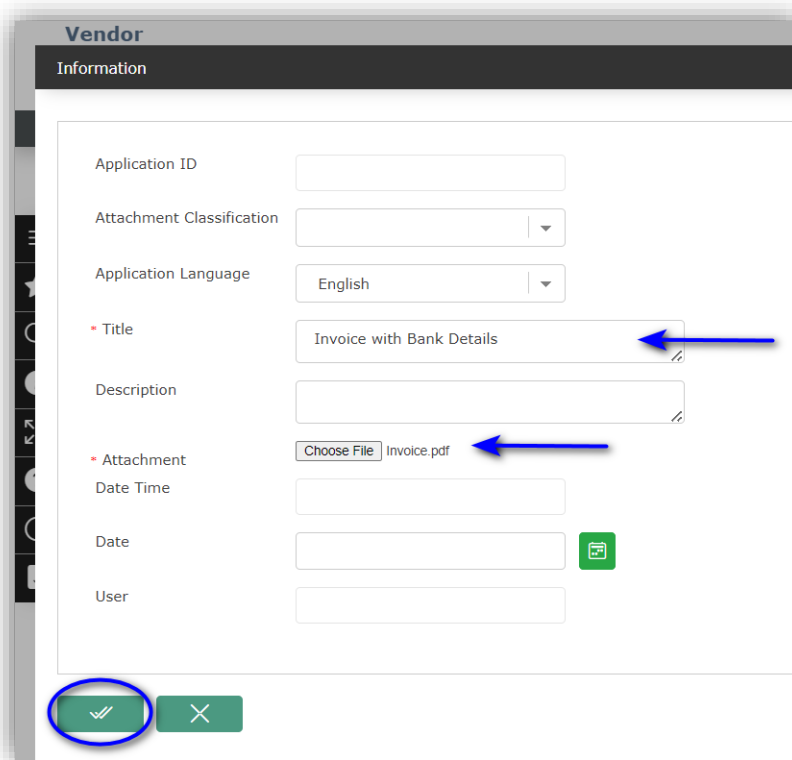
* Addresses * Contacts * Vendor Business Types Institutions **Attachments**

+   

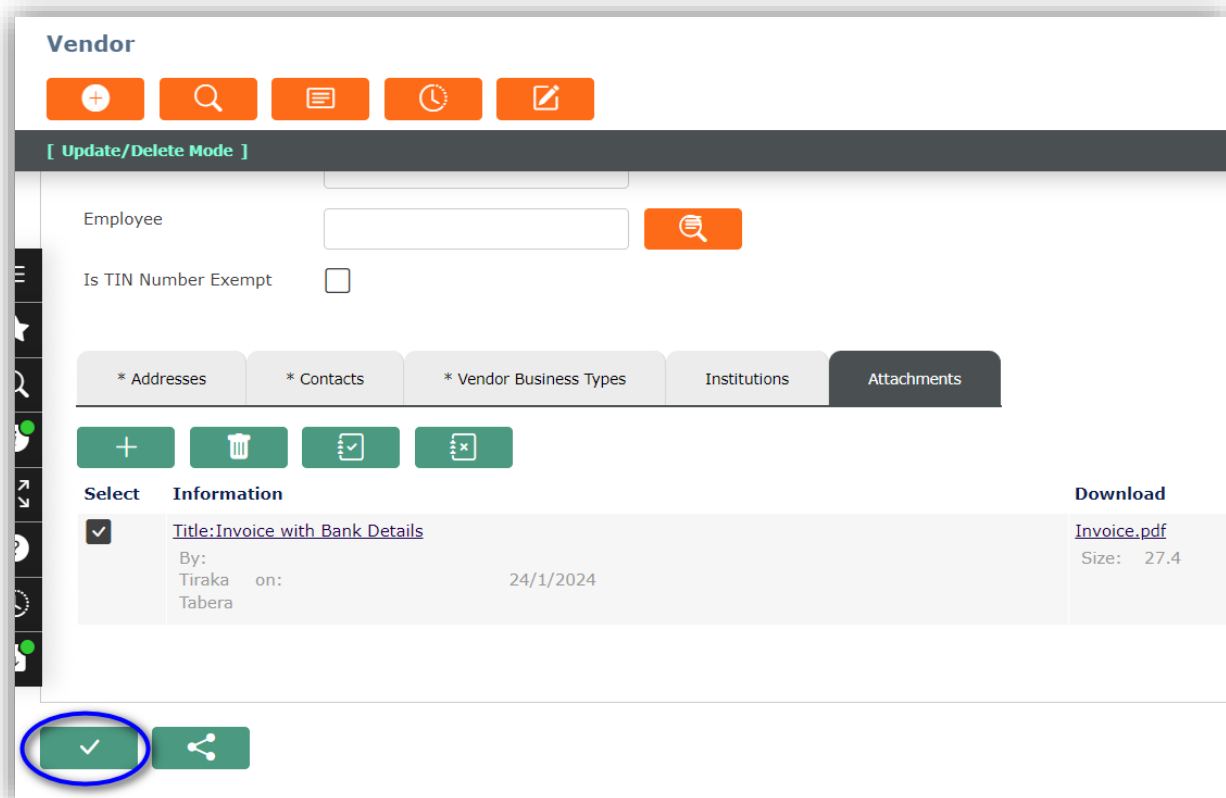
Select Information Download



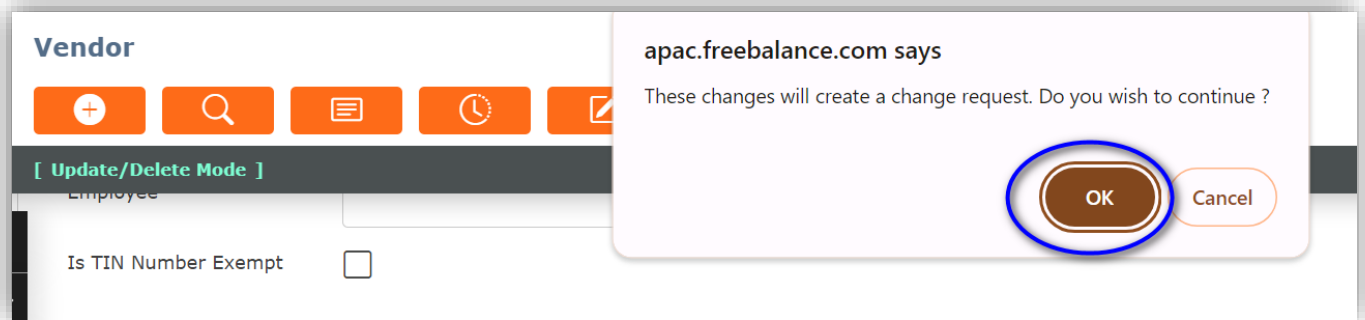
Step 5. Provide the details as necessary then click the Save and Return button.



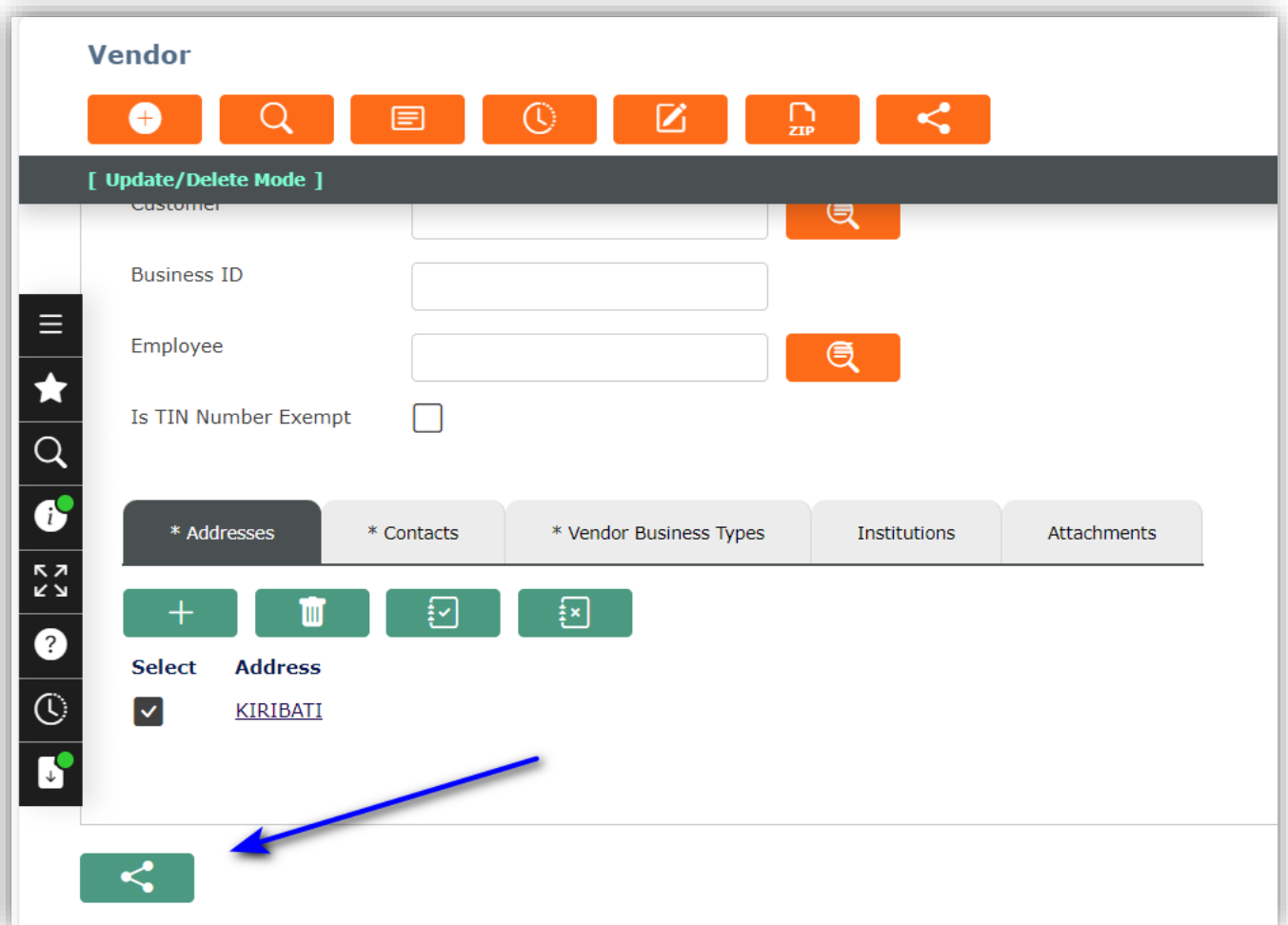
Step 6. Click on the Update button.



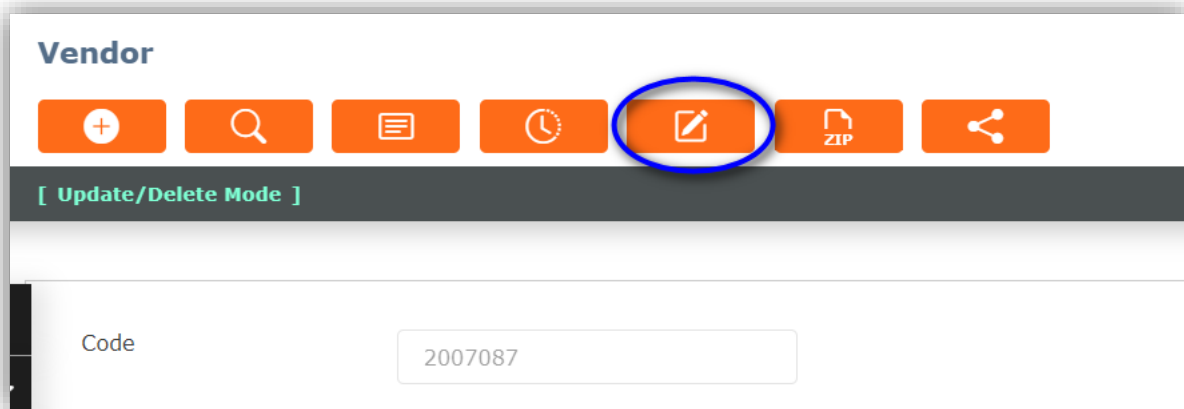
Step 7. Click Ok on the message displayed.



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

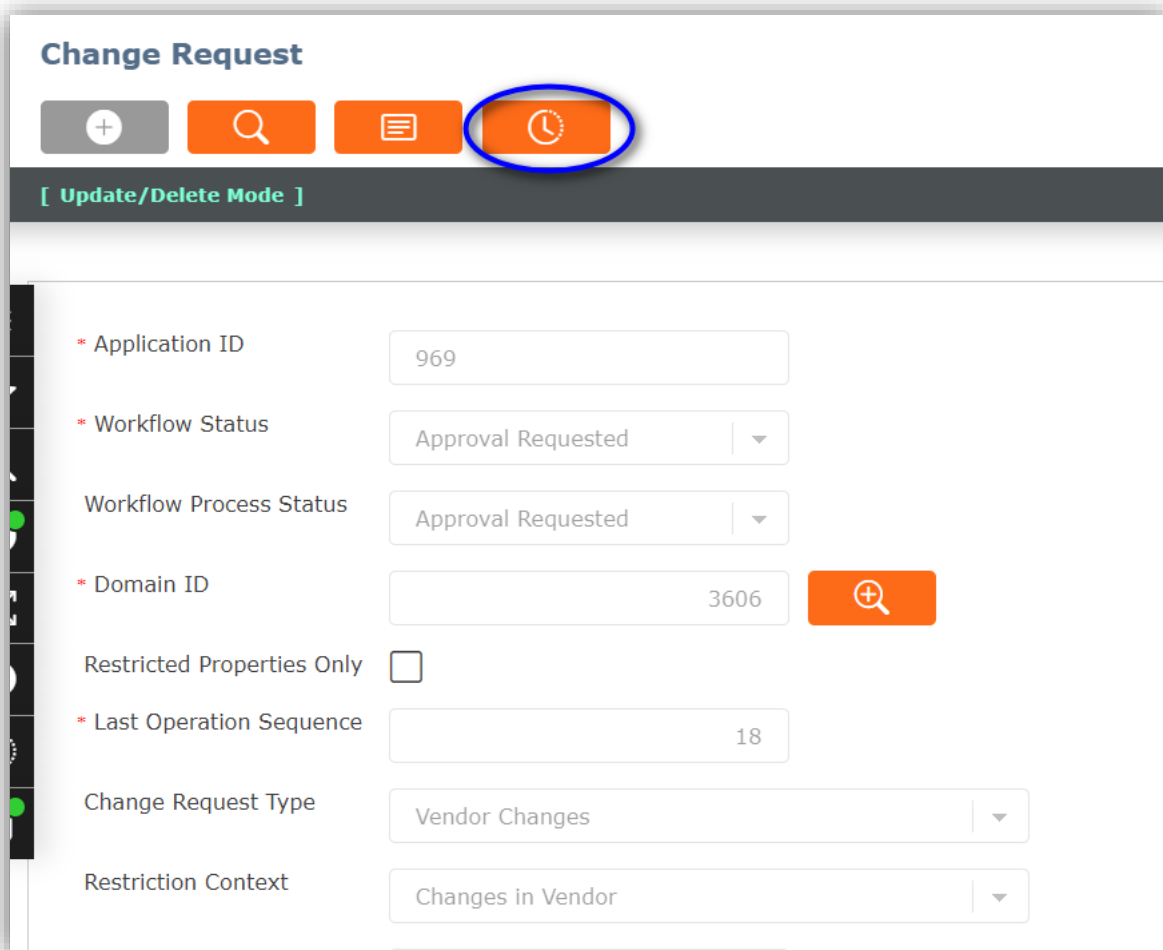


Step 9. Click on the Change Request button to see the status of approval of the Changes made.



The screenshot shows the 'Vendor' screen. At the top, there is a header 'Vendor'. Below it is a toolbar with six orange buttons: a plus sign, a magnifying glass, a list icon, a clock icon, a pencil icon (circled in blue), a ZIP icon, and a share icon. Below the toolbar is a dark grey bar with the text '[Update/Delete Mode]'. The main content area has a 'Code' label and a text input field containing '2007087'.

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



The screenshot shows the 'Change Request' screen. At the top, there is a header 'Change Request'. Below it is a toolbar with four orange buttons: a plus sign, a magnifying glass, a list icon, and a clock icon (circled in blue). Below the toolbar is a dark grey bar with the text '[Update/Delete Mode]'. The main content area contains several form fields:

- * Application ID: 969
- * Workflow Status: Approval Requested (dropdown)
- Workflow Process Status: Approval Requested (dropdown)
- * Domain ID: 3606 (with a magnifying glass icon)
- Restricted Properties Only: ☐
- * Last Operation Sequence: 18
- Change Request Type: Vendor Changes (dropdown)
- Restriction Context: Changes in Vendor (dropdown)

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

Change Request							
Workflow History							
Current Stage		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	bmarea	
23/1/2024 12:35:03	Reject	Manual	Approval Requested	Rejected	Assigned	btamueru	
23/1/2024 12:35:03	Reject	Manual	Approval Requested	Rejected	Assigned	eturaki	
23/1/2024 12:35:03	Reject	Manual	Approval Requested	Rejected	Assigned	tneemia	
23/1/2024 12:35:03	Review	Manual	Approval Requested	Reviewed	Assigned	btamueru	
23/1/2024 12:35:03	Review	Manual	Approval Requested	Reviewed	Assigned	eturaki	
23/1/2024 12:35:03	Review	Manual	Approval Requested	Reviewed	Assigned	tneemia	

3.2.4 How to update the Vendor of the Commitment

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

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

To change the vendor, follow these steps.

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

Commitment










[Update/Delete Mode]

Commitment Number

COMM-24-17-0006

* Fiscal Year

FY 2024

* Fiscal Period

JANUARY

* Issue Date

16/1/2024

* Budget Office

1702

+

-

* Workflow Status

Approved

Workflow Process Status

Approved

* Commitment Type

Departmental Warrant

* Posting Status

Saved

* Origin

Manual

* Vendor

2016170

+

-

Name

Tioti OREA

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

Vendor







[Search Mode]

Code

Eligibility Status

Name

tioti

Short Name

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

Vendor

[Selection Mode]

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

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

Commitment

[Update/Delete Mode]

* Issue Date

* Budget Office  

* Workflow Status 

Workflow Process Status 

* Commitment Type 

* Posting Status 

* Origin 

* Vendor  

Name 

Step 5. Click the Update button.

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Q

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PDF

✍️

📋

[Update/Delete Mode]

Approved By

tmetutera

🔍

Approved On

16/1/2024 12:17:43

Description

Travel Expenses

* Items

Attachments

🔗

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🗑️

✅

❌

📄

Select	Serial Number	Coding Block	Amount AUD	Balance AUD
☐	1	1701/1101/00000/25/226112/011	110.50	0.00

✓

🔗

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

→ ↺ 🏠 🌐 apac.freebalance.com/KiribatiMIG/faces/fbFramesetTemplate.xhtml

Commitment

+

Q

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📄

[Update/Delete Mode]

Approved By

beritai

apac.freebalance.com says

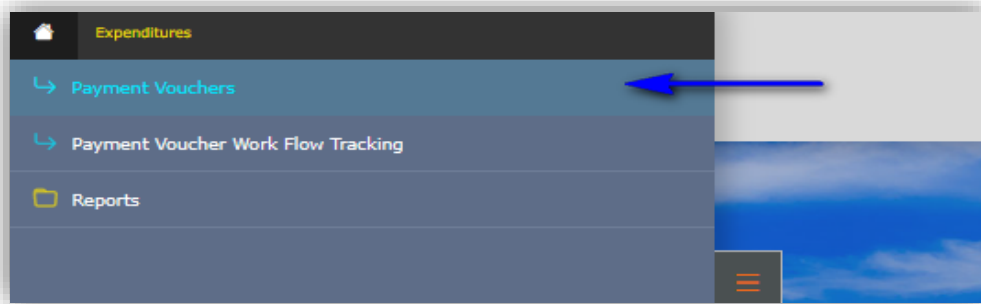
Code COMM-24-01-0002 updated

OK

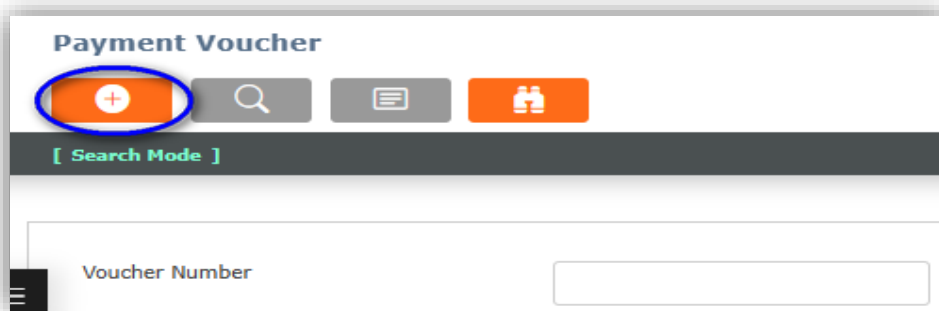
3.2.5 How to record Payment Voucher for DW related expenses

To record Payment Voucher from commitment, follow these steps.

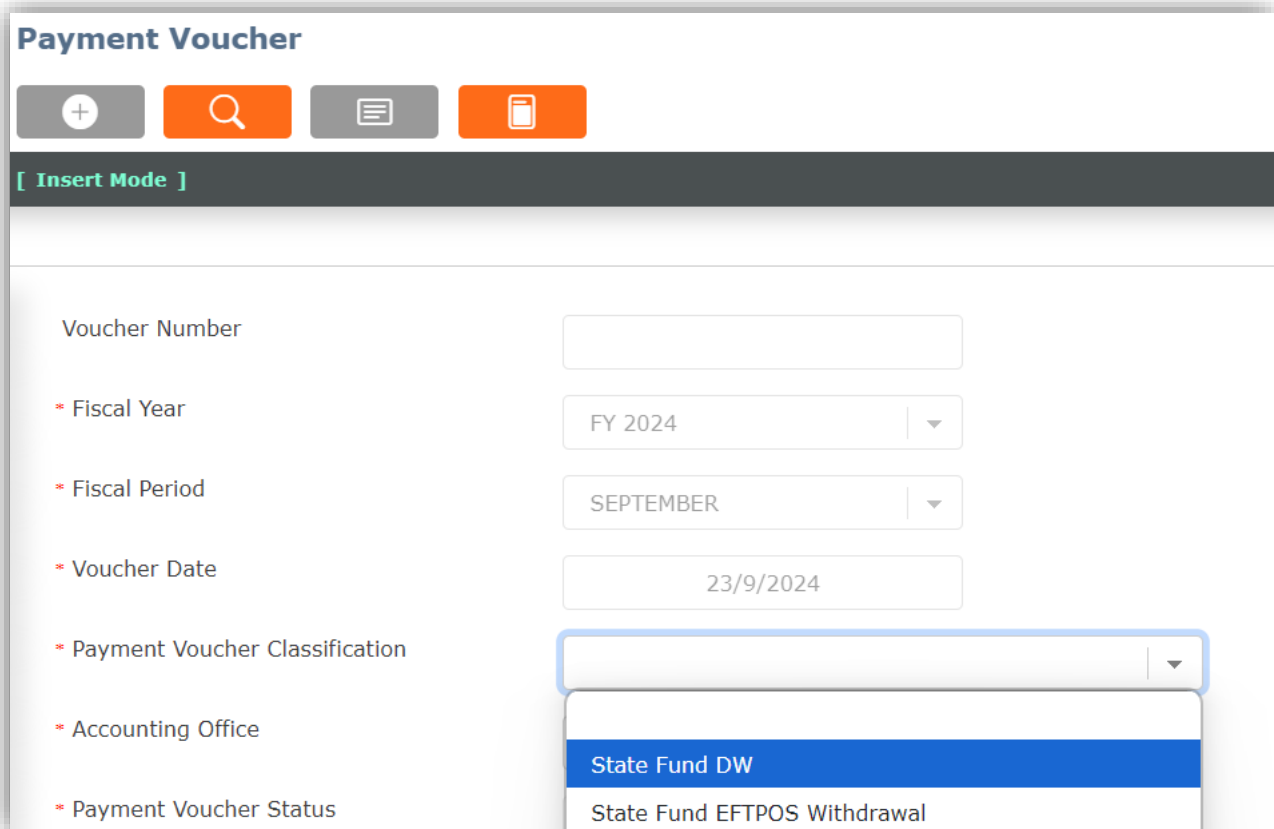
Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by default at Search Mode.



Step 2. Click the New  button.



Step 3. Select the “**State Fund DW**” from the dropdown list.



Payment Voucher

[Insert Mode]

Voucher Number

* Fiscal Year

* Fiscal Period

* Voucher Date

* Payment Voucher Classification

* Accounting Office

* Payment Voucher Status

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

* Accounting Office 

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

* Vendor 

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

Vendor



[Search Mode]

Code

Eligibility Status

Name

Short Name

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

Vendor



[Selection Mode]

Code	Name	Short Name
20670	Abaiang Multiple	ABM

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

* Vendor	20670		
Name	Abaiang Multiple		
* Bank Account	Not Required, Pay Cash 		
Branch	018970-ANZ Tarawa, Kiribati		
Bank	ANZ Kiribati		

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

Payment Voucher





[Insert Mode]

Te Atinimarawa .Co. Ltd

* Bank Account

941946

Branch

ANZ Kiribati

Bank

ANZ Kiribati

* Invoice/Claim Number

Customer name & Claim date 

* Invoice/Claim Date

1/3/2024 

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

* Payment Location	MFED Treasury	
* Payment Mode by Fund Type		
* Treasury Bank Account	Recurrent Budget - Payments Development Budget - Payments	

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

Payment Voucher

+
🔍
☰

[Insert Mode]

* Invoice Receipt Date

* Payment Location

* Payment Mode by Fund Type

* Treasury Bank Account

* Offset Code

* Payment Term

Created By

Created Date

14/1/2026

MFED Treasury

Recurrent Budget - Payments

621212-21

631811

Immediate

tkeeko

+

🔍

🔍

+

+

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

Approved Date

Narration

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

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

+

🗑️

📝

✖️

📄

✍️

📁

Select Serial

Number Item

Commitment Coding Block

Description

Amount AUD

Tax Amount AUD

Net Amount AUD

Step 13. Click the Import Commitment Item

69

FreeBalance Confidential

Commitment Item

[Search Mode]

Serial Number

Status

Coding Block

Commitment

Step 14. Click the Search button.

Commitment Item

[Search Mode]

Serial Number

Step 15. Click to select the Commitment to pay.

Commitment Item

IFMIS - TRAINING
FreeBalance Applic

[Selection Mode]

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 16. Go to Attachment Tab and click New Button

Payment Voucher

Trainin
FreeBalance Applic

[Insert Mode]
🏠 > E

Approved By

Approved Date

* Narration

Customer name, Payment details, commitment# & island name

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

Additional Information

+

🗑

✅

✖

Payment Voucher

Information

Attachment Classification Outer Island Trs Documents

Application Language English

* Title Scan copy of Customer certified claim letter/invoice

* Description Scan copy of Customer certified claim letter/invoice

* Attachment Choose File No file chosen

Date Time

Date 30/9/2025 📅

User

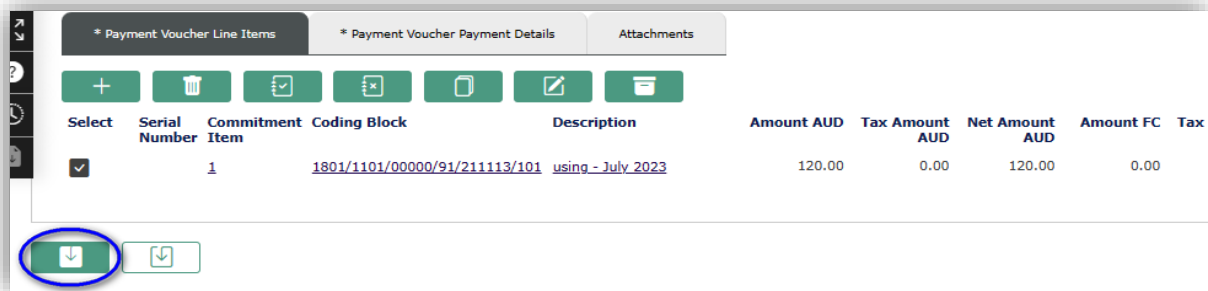
✅

✖

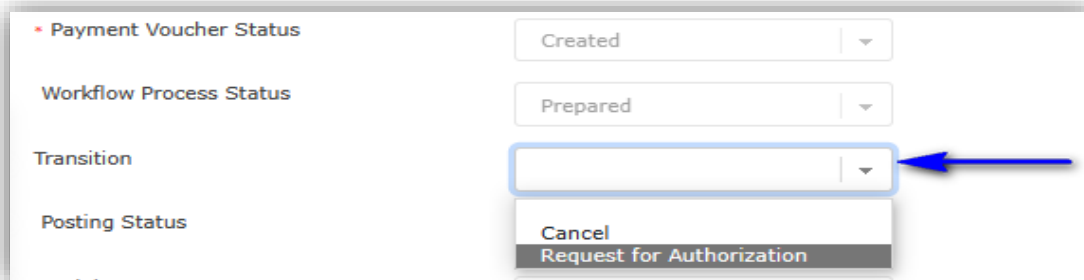


NOTE: The attachment depends on types of claims:

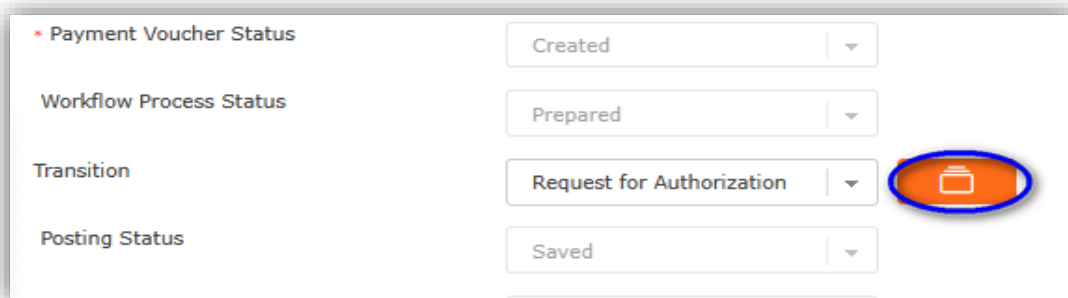
1. Claim letter – a certified claim letter
2. Allowances – attendance



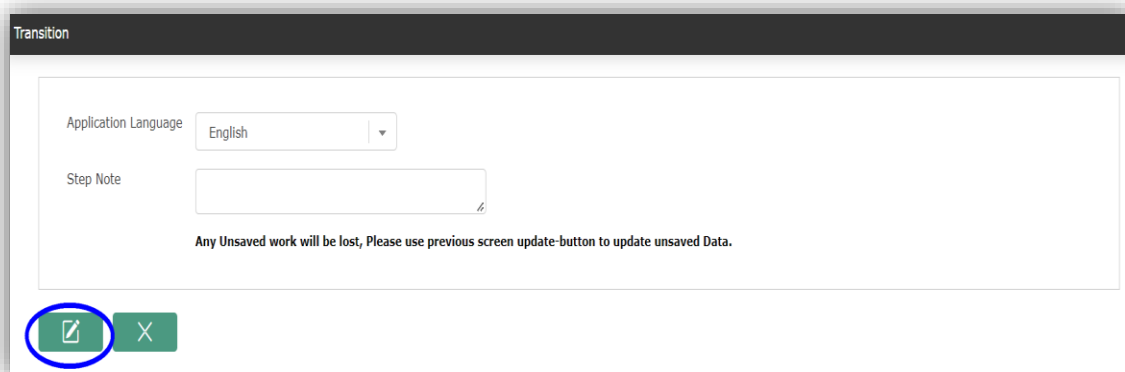
Step 17. Navigate to the Transition field of the screen and select the **"Request for Authorization"** from the dropdown list then.



Step 18. Click the Transition  button.



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



3.2.6 Important Steps for DW-Payment Voucher.

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

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

Payment Voucher

[Search Mode]

Voucher Number

Fiscal Year

Fiscal Period

Voucher Date

Payment Voucher Classification

Multi Vendor Payment Method

Accounting Office

Payment Voucher Status

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

Payment Voucher

[\[View Mode \]](#)

Voucher Number	10
* Fiscal Year	FY 2026 ▼
* Fiscal Period	JANUARY ▼
* Voucher Date	14/1/2026
* Payment Voucher Classification	State Fund DW ▼
* Accounting Office	17AB 
* Payment Voucher Status	Approved ▼
Workflow Process Status	Paid ▼
* Posting Status	Saved ▼
* Origin	Manual ▼
* Currency	AUD ▼
* Exchange Rate	1.0000000000
* Total Amount AUD	300.00
* Total Amount FC	0.00
Journal Voucher	4771 
Is Purchase Order Related Payment Voucher	☐
is Prepaid	☒

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



GOVERNMENT OF KIRIBATI

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

PAYMENT VOUCHER

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

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

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



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

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

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

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

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

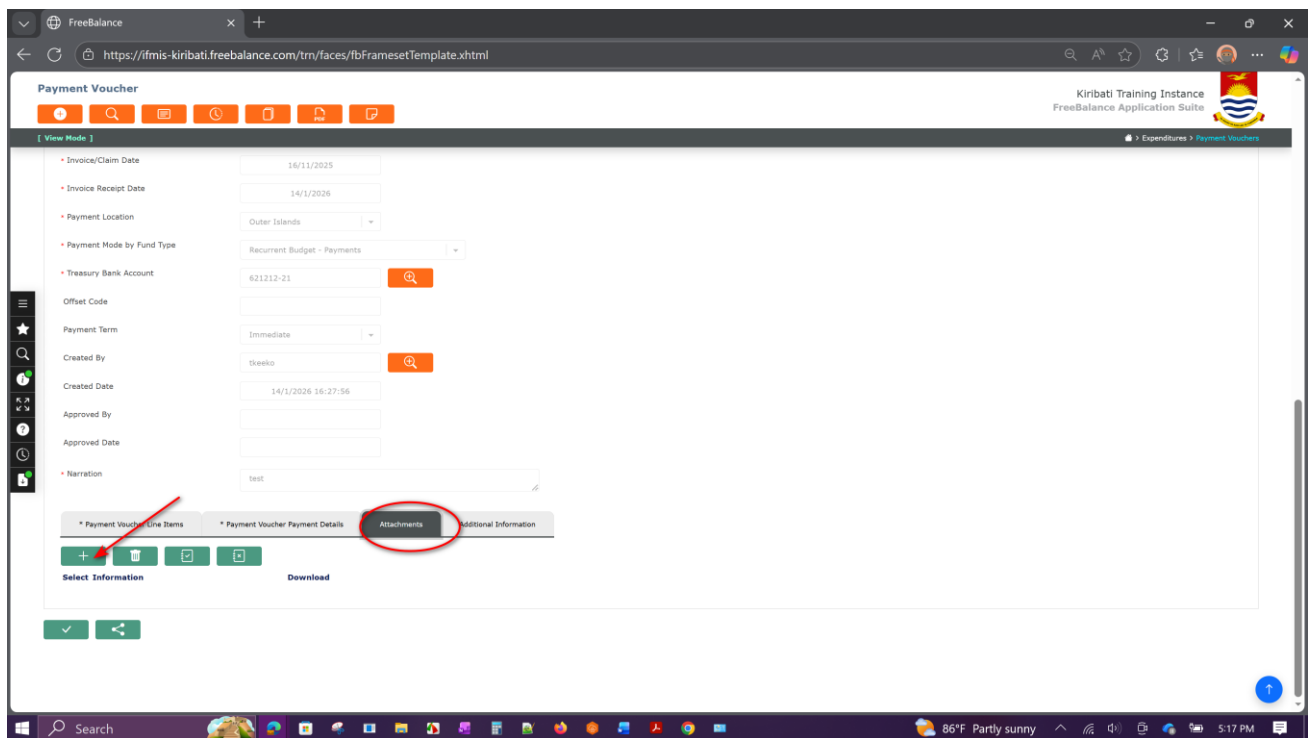
Authorized for payment by Q on

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

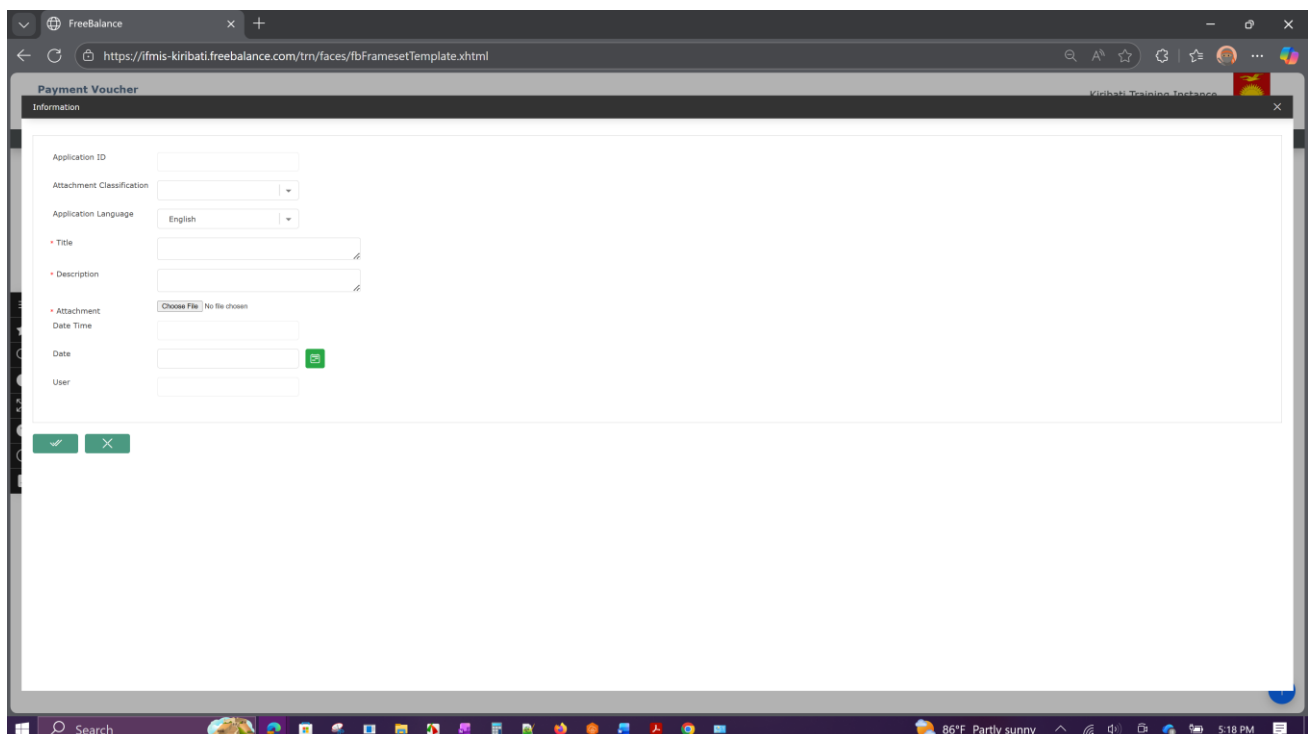
Printed By: tmerimeri

1 / 1

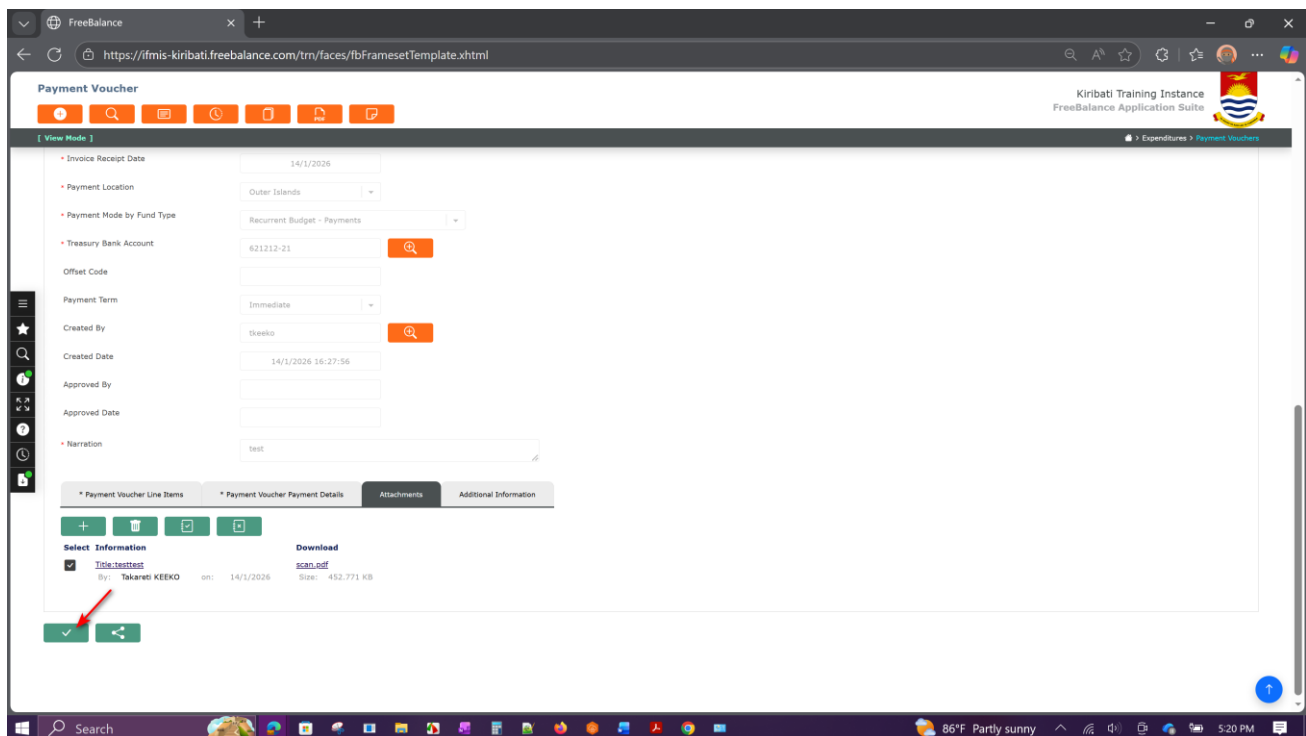
Step 5: Go back to the PV screen, look up the concerned PV and attach the pv document that the customer has signed.



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

Step 7: Click update after saving the attachment.



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

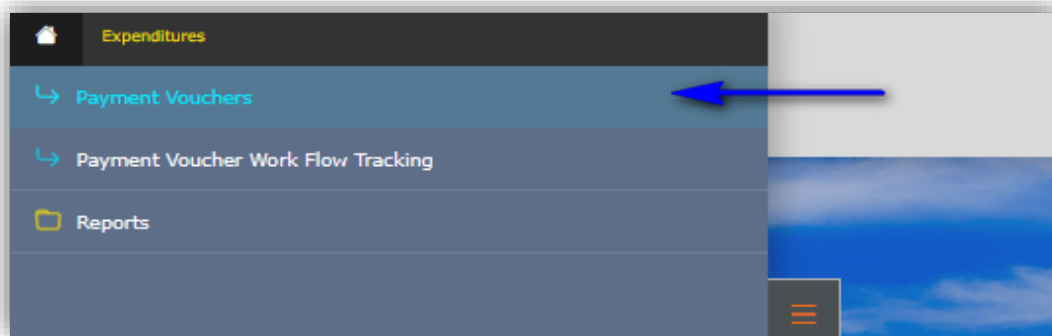
3.3 Processes related to Freight Refunds

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

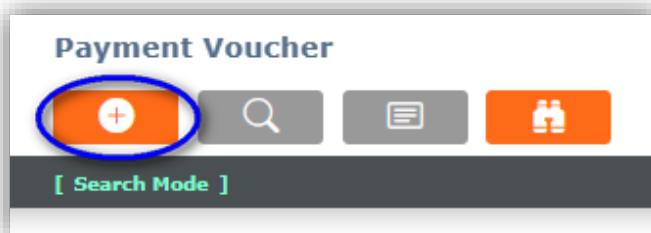
The supporting documents for **Freight Refund** to be submitted by the claimants to the island council to process the Freight Refunds are the follows:

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

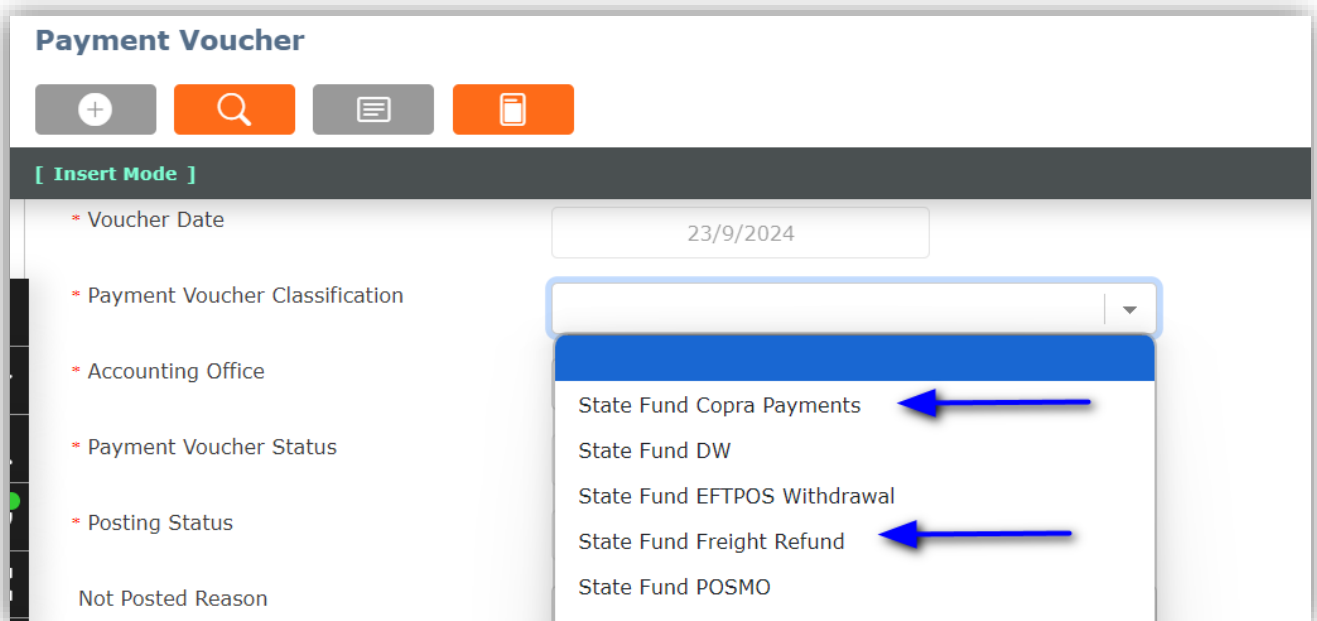
The process flow diagram is provided below:



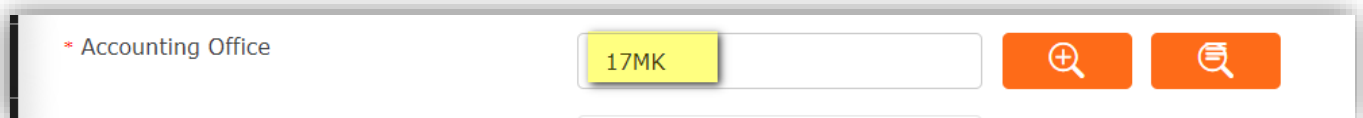
Step 2. Click the New  button.



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



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



Step 5. Validate of the following default data.

Payment Voucher

[Insert Mode]

Invoice/Claim Number		
Invoice/Claim Date		📅
* Invoice Receipt Date	23/9/2024	📅
* Payment Location	Outer Islands	⌵
* Payment Mode by Fund Type	Recurrent Budget - Payments	⌵
* Treasury Bank Account	621212	🔍 🔍
Offset Code	631811	🔍
Payment Term	Immediate	⌵

Note: Make sure that the Payment Mode by Fund Type is "Recurrent Budget – Payment".

Payment Voucher

[Insert Mode]

Invoice/Claim Number		
Invoice/Claim Date		📅
* Invoice Receipt Date	4/2/2026	📅
* Payment Location	Outer Islands	⌵
* Payment Mode by Fund Type		⌵
* Treasury Bank Account		🔍 🔍
Offset Code		🔍

Recurrent Budget - Payments
Development Budget - Payments

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

Narration Freight Refund - Makin Sept 23

* Payment Voucher Line Items * Payment Voucher Payment Details Attachments

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

Select Serial Commitment Coding Block Description Import Commitment Item Tax Am

Number Item

Step 7. Click the Search button

Commitment Item

[Icon] [Icon] [Icon] [Icon] [Icon]

[Search Mode]

Serial Number

Step 8. Click to select the Commitment to pay.

Commitment Item

Republic of Kiribati
FreeBalance Application Suite

[Selection Mode]

Expenditures > Pay

Select All | S

Select	Commitment	Created On	Serial Number	Coding Block	Amount Domestic	Description
☐	COMM-24-10-0012	11/1/2024 12:55:14	1	1004/1101/00000/91/221113/086	32.80	Freight and Handling charges
☐	COMM-24-17-0150	19/2/2024 14:16:39	1	1702/7102/00000/91/282166/011	1,714.24	freight refund - Imbo
☐	COMM-24-21-0383	22/2/2024 16:08:44	1	1702/7102/00000/91/282166/011	155,745.05	Freight refund - Kiritimati Is.
☐	COMM-24-12-1061	16/1/2024 11:37:35	1	1702/7102/00000/91/282166/011	836.88	Freight refund - Kiritimati Is.

Step 9. Click the Save button.

* Payment Voucher Line Items				* Payment Voucher Payment Details	Attachments	
Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount
☒			1702/7102/00000/30/282166/011	Freight	1,000.00	



NOTE: The attachment for the copra & Freight refund Payments

1. Freight – Freight documents with refund form

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

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

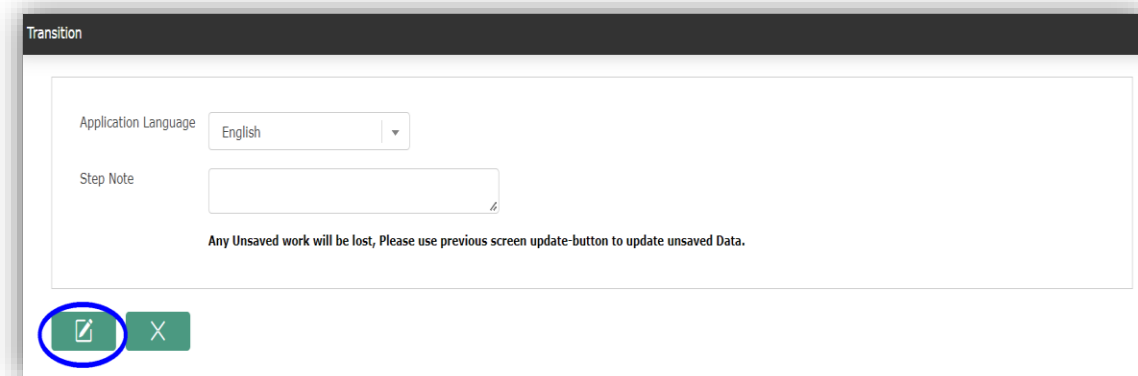
Cancel

Request for Authorization

Step 10. Click the Transition button.

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

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



The screenshot shows a 'Transition' window with the following elements:

- Application Language:** A dropdown menu currently set to 'English'.
- Step Note:** A text input field.
- Message:** 'Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.'
- Buttons:** At the bottom left, there is a green button with a pencil icon (highlighted with a blue circle) and a green button with an 'X' icon.

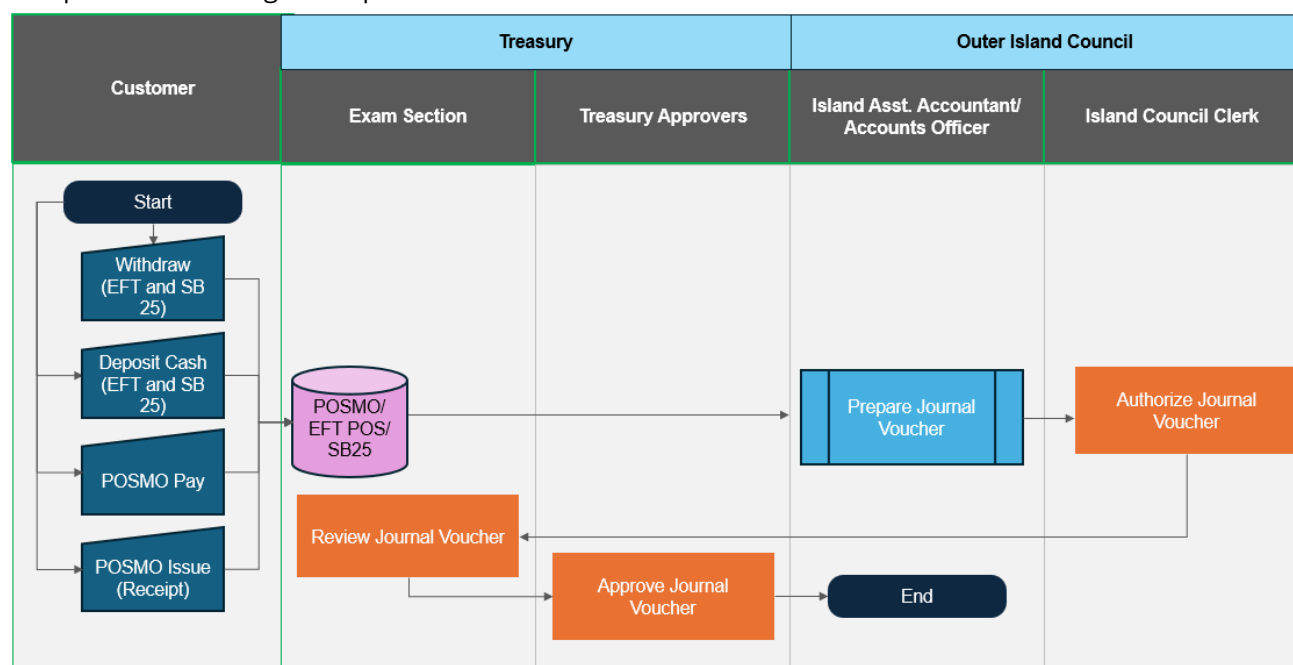
3.4 Processes related to POSMO, SB 25 and EFT POS

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

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

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

The process flow diagram is provided below:



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

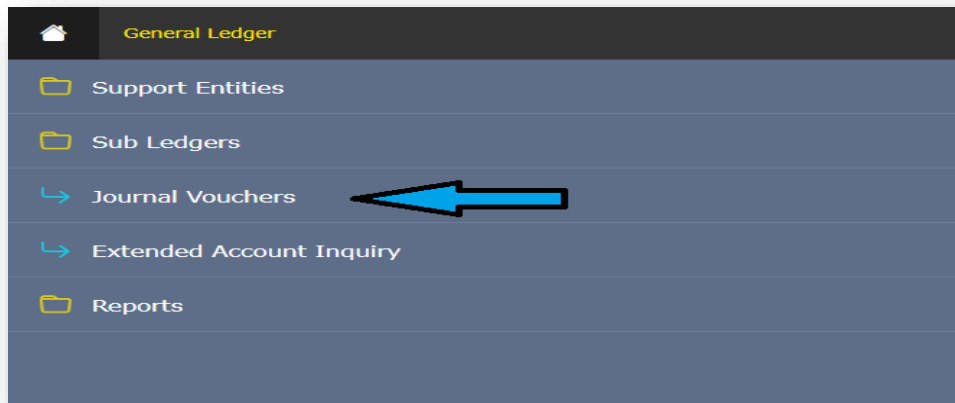
1. Customers go to the Island Council to
 - a. withdraw or deposit from their account (EFT POS and SB 25)

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

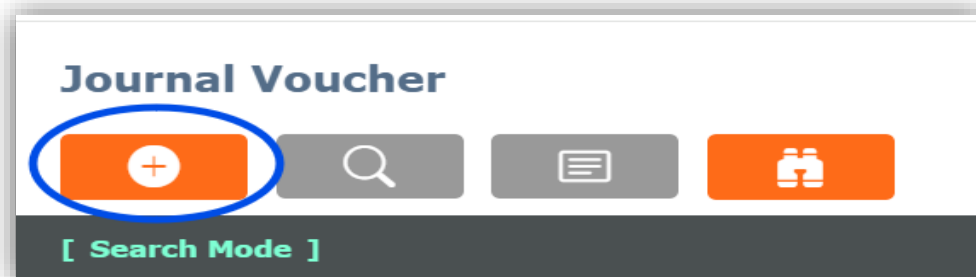
3.4.1 How to record SB 25, EFTPOS and POSMO Receipts and Payments

To record the Payment and receipts, follow these steps.

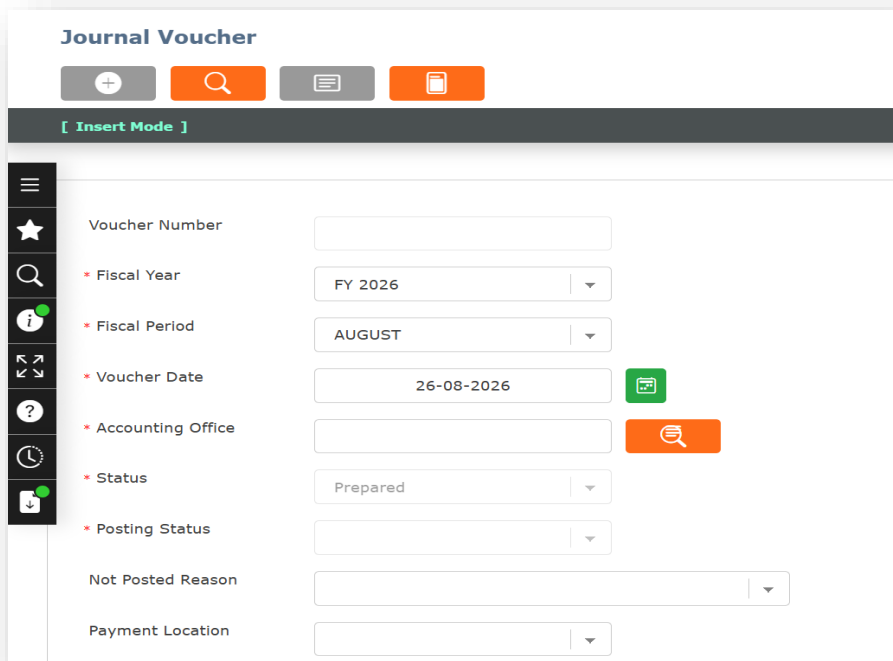
Step 1. Navigate the Menu > General Ledger > Journal Vouchers. The Journal Voucher is displayed by default at Search Mode.



Step 2. Click the New  button.



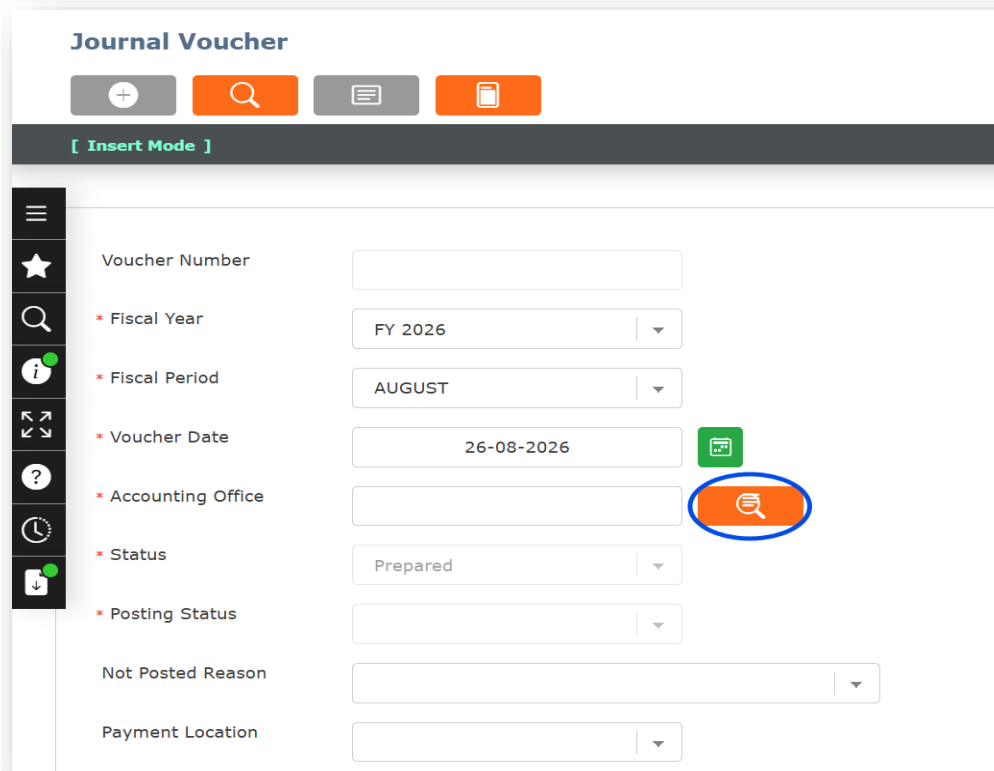
Step 3. Current Fiscal year, fiscal period and voucher date will automatically be inserted, then you need to insert your Accounting office.



The screenshot shows the 'Journal Voucher' screen in 'Insert Mode'. The form contains the following fields:

- Voucher Number:
- * Fiscal Year:
- * Fiscal Period:
- * Voucher Date:
- * Accounting Office: (with a search icon button)
- * Status:
- * Posting Status:
- Not Posted Reason:
- Payment Location:

Step 4. Click the lookup button shown below



Journal Voucher

[Insert Mode]

Voucher Number

* Fiscal Year: FY 2026

* Fiscal Period: AUGUST

* Voucher Date: 26-08-2026

* Accounting Office

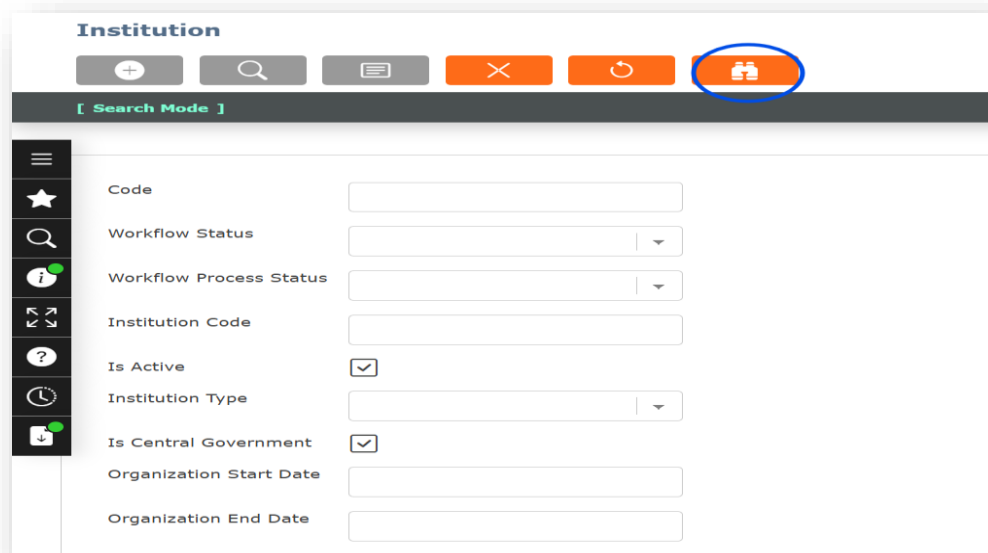
* Status: Prepared

* Posting Status

Not Posted Reason

Payment Location

Step 5. Click Find Button



Institution

[Search Mode]

Code

Workflow Status

Workflow Process Status

Institution Code

Is Active: ☒

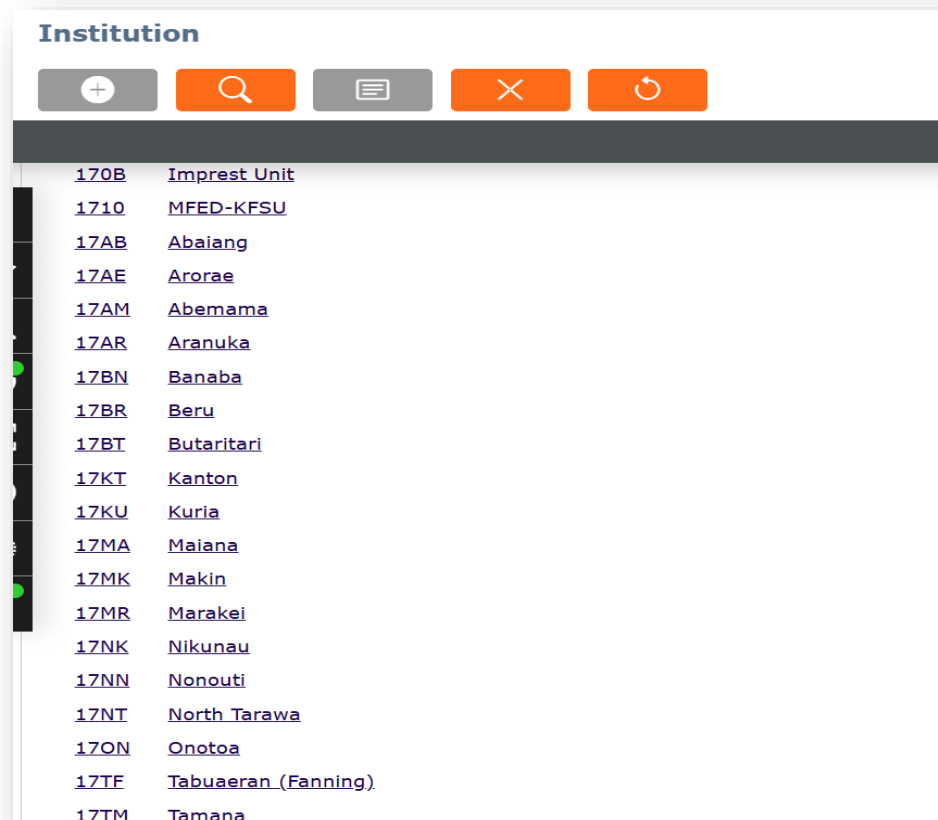
Institution Type

Is Central Government: ☒

Organization Start Date

Organization End Date

Step 6. Scroll down and click on your respective island.



Institution

170B [Imprest Unit](#)

1710 [MFED-KFSU](#)

17AB [Abaiang](#)

17AE [Arorae](#)

17AM [Abemama](#)

17AR [Aranuka](#)

17BN [Banaba](#)

17BR [Beru](#)

17BT [Butaritari](#)

17KT [Kanton](#)

17KU [Kuria](#)

17MA [Maiana](#)

17MK [Makin](#)

17MR [Marakei](#)

17NK [Nikunau](#)

17NN [Nonouti](#)

17NT [North Tarawa](#)

17ON [Onotoa](#)

17TF [Tabuaeran \(Fanning\)](#)

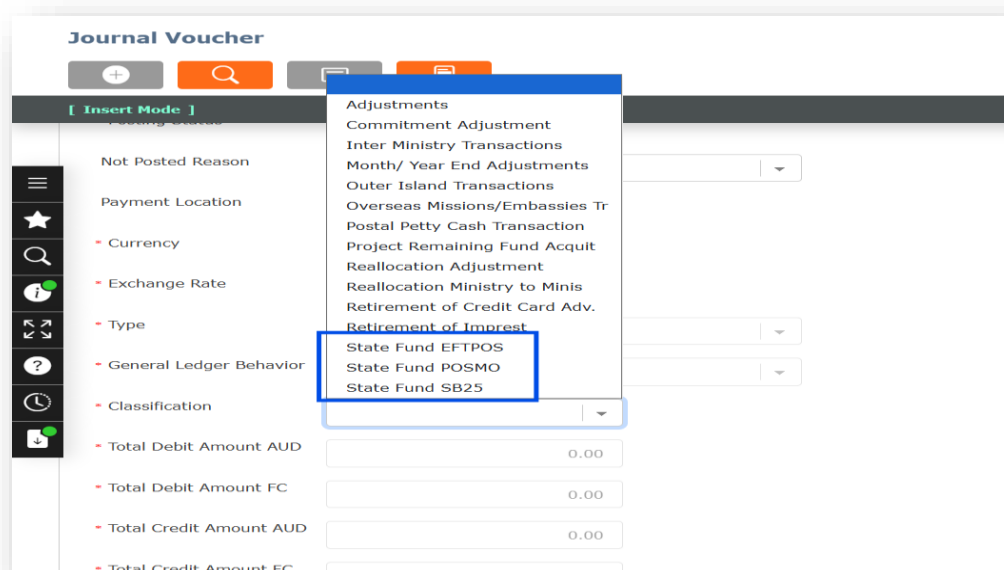
17TM [Tamana](#)

Step 7. Then, select classification according to the transactions;

SB25 – State fund SB25

EFTPOS – State fund EFTPOS

POSMO - State fund POSMO



Journal Voucher

[Insert Mode]

Not Posted Reason

Payment Location

Currency

Exchange Rate

Type

General Ledger Behavior

Classification

Total Debit Amount AUD 0.00

Total Debit Amount FC 0.00

Total Credit Amount AUD 0.00

Total Credit Amount FC 0.00

Adjustments

Commitment Adjustment

Inter Ministry Transactions

Month/ Year End Adjustments

Outer Island Transactions

Overseas Missions/Embassies Tr

Postal Petty Cash Transaction

Project Remaining Fund Acquit

Reallocation Adjustment

Reallocation Ministry to Minis

Retirement of Credit Card Adv.

Retirement of Imprest

State Fund EFTPOS

State Fund POSMO

State Fund SB25

Step 8. Enter the Narration

Please note the following narrations:

For SB25 – “SB25 withdrawal and deposits for (date), island name”

For POSMO – “POSMO - issue and paid (Island Names) (Transaction Date)”

For EFTPOS – “EFTPOS withdrawal and deposits for (Date) and (Island name)”

Journal Voucher

[Insert Mode]

- Total Debit Amount FC: 0.00
- Total Credit Amount AUD: 0.00
- Total Credit Amount FC: 0.00
- Created By: ttointarawa
- Created Date: 26.08.2026_19:46:51
- Approved By:
- Approved Date:
- Origin: Manual
- Entity:
- Narration:

Items Attachments

Step 9. Completing the journal voucher line items.

9.1 SB25 Journal voucher line items.

9.1.1 SB25 withdrawal:

9.1.1a Click the new button.

* Items Attachments

+ - [] [] [] []

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

[] []

9.1.1b Then Click Elements View button

Journal Voucher

Journal Voucher Item

TRAINING INSTANCE

* 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 Amount AUD: 0.00

9.1.1c, Complete the Debit coding blocks fields and click save and return button.

Sub head – 1702

Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 621231

COFOG – 000

SUB_HEAD: 1702 - MFED- Treasury

FUNDING AGENCY: 1101 - Cons. Fund- GoK

PROJECTS: 00000 - Not Applicable

LOCATION:

NATURAL ACCOUNT CODE: 621212 - State Fund, 621231 - No.1 Account

COFOG:

Buttons: [Magnifying Glass] [Plus]

Bottom Buttons: [Checkmark] [X]

9.1.1d Then enter the following:

sub-ledger code: 621231

Description: withdrawal - SB, first three letters of the island, SB number, transaction date.

Debit Amount: Total of SB25 withdrawal.

Journal Voucher

Journal Voucher Item

* Correlative ID

1

* Coding Block

1702/1101/00000/38/621231 /000

Sub Ledger Type

Bank Account

* Sub Ledger Code

621231

Sub Ledger Code Description

No.1 Account

* Description

Withdrawal - SB, first three letters of the island, SB number, transaction date.

Commitment (PO)

Commitment (PO) Item

Close Remaining Commitment (PO) Item

☐

* Debit Amount AUD

200.00

* Debit Amount FC

0.00

9.1.1e Fill in the Transaction Number as follow **“W-SB#,First three letters of the island,date”**. Then click the save button.

Reconciliation Type

Cheque Series

Cheque Or Deposit Number

Cheque Or Deposit Date

Transaction Number

W-SB#,First three letters of the

Payee Reference

Is Normal Roll Up Applied

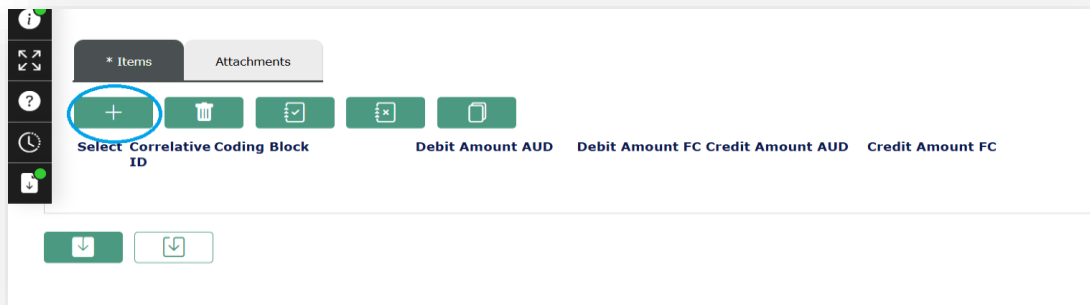
☒

* Jv Item GSLR Ancestor

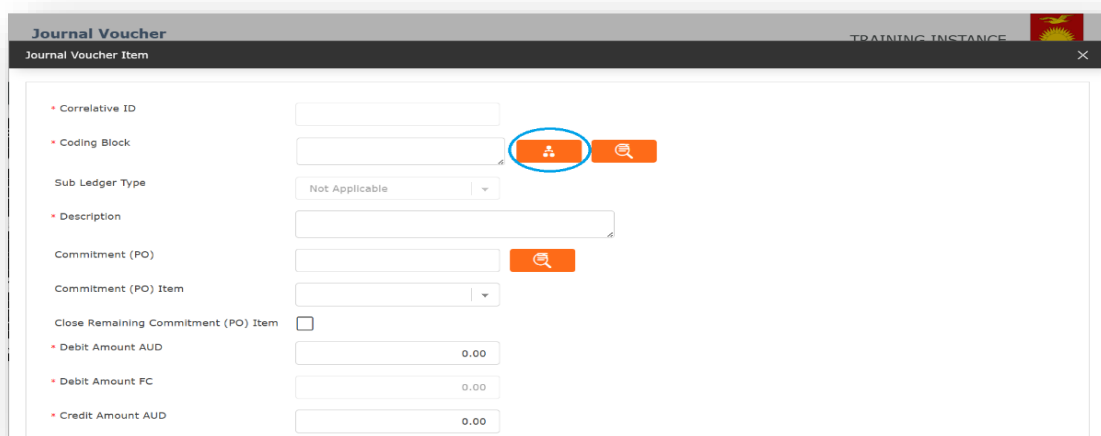
Application ID

Description

9.1.1f Click new button again



9.1.1g Then Click Elements View button



9.1.1h Complete the credit coding blocks fields and click save and return button.

Sub head – 1702

Funding agency – 1101

Projects – 00000

Location – island code

NAC – 621212

COFOG - 000

SUB_HEAD	1702 - MFED- Treasury		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Applicable		
LOCATION			
NATURAL ACCOUNT CODE			
COFOG	621212 - State Fund 621231 - No.1 Account		




9.1.1i Then enter the following:

Description: withdrawal - SB, first three letters of the island, SB number, transaction date.

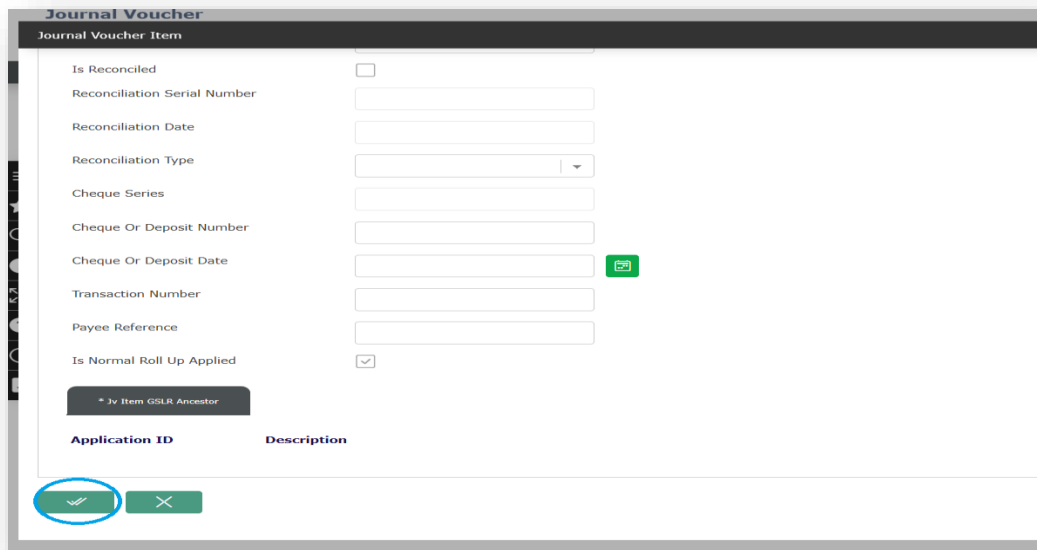
Credit Amount: Total of SB25 withdrawal.

Journal Voucher

Journal Voucher Item

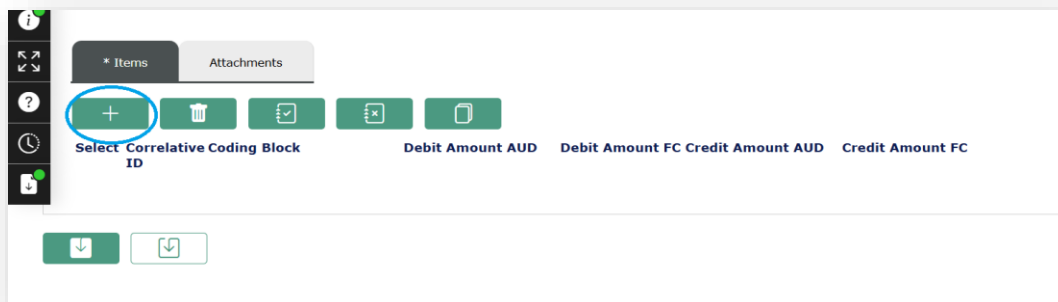
* Correlative ID	2		
* Coding Block	1702/1101/00000/38/621212 /000		
Sub Ledger Type	Not Applicable		
* Description	withdrawal - SB, first three letters of the island, SB number, transaction date		
Commitment (PO)			
Commitment (PO) Item			
Close Remaining Commitment (PO) Item	☐		
* Debit Amount AUD	0.00		
* Debit Amount FC	0.00		
* Credit Amount AUD	200.00		
* Credit Amount FC	0.00		

9.1.1j Then click the save button.

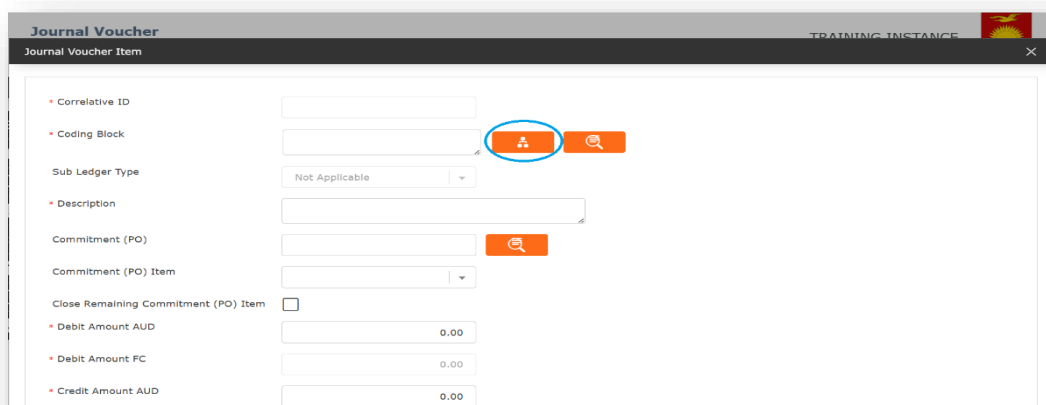


9.1.2 SB25 Deposits

9.1.2a Click the new button.



9.1.2b Then Click Elements View button



9.1.2c Complete the Debit coding blocks fields and click save and return button.

Sub head – 1702

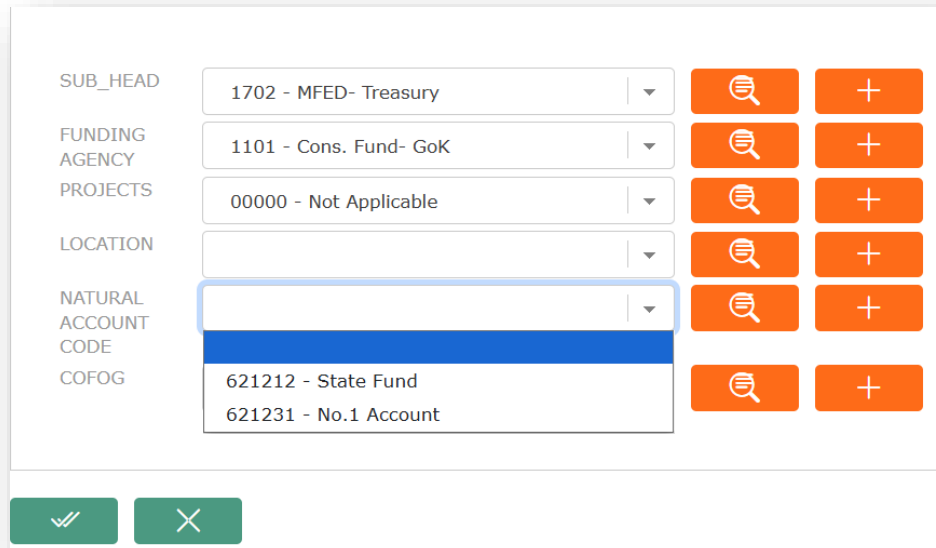
Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 621212

COFOG - 000



The screenshot shows a form with the following fields and values:

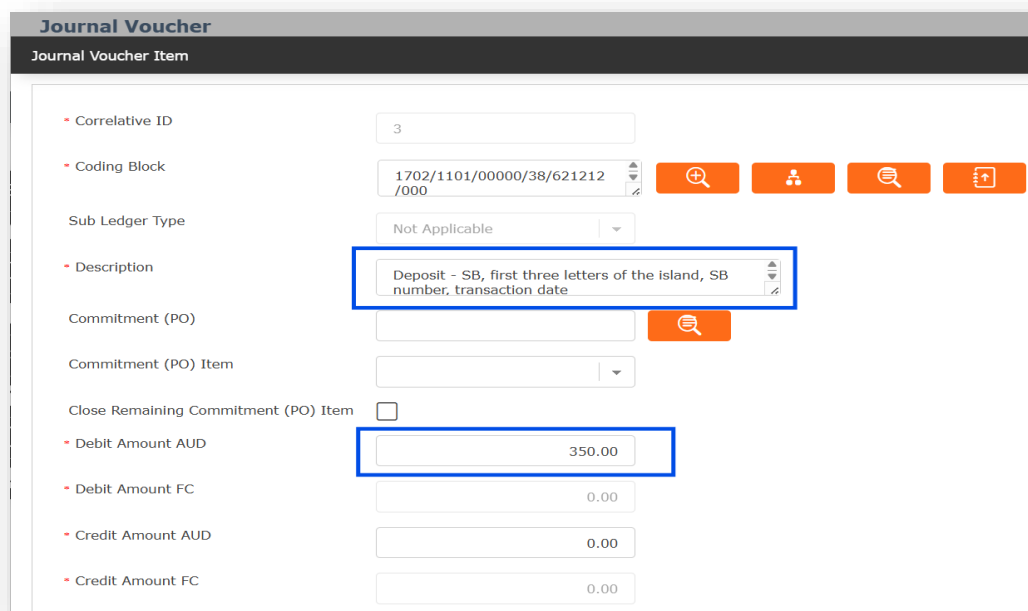
- SUB_HEAD:** 1702 - MFED- Treasury
- FUNDING AGENCY:** 1101 - Cons. Fund- GoK
- PROJECTS:** 00000 - Not Applicable
- LOCATION:** (empty)
- NATURAL ACCOUNT CODE:** (empty)
- COFOG:** 621212 - State Fund, 621231 - No.1 Account

Each field has a search icon and a plus icon to its right. At the bottom, there are two buttons: a green checkmark and a green X.

9.1.2d Then enter the following:

Description: Deposits - SB, first three letters of the island, SB number, transaction date.

Debit Amount: Total deposited amount for SB25

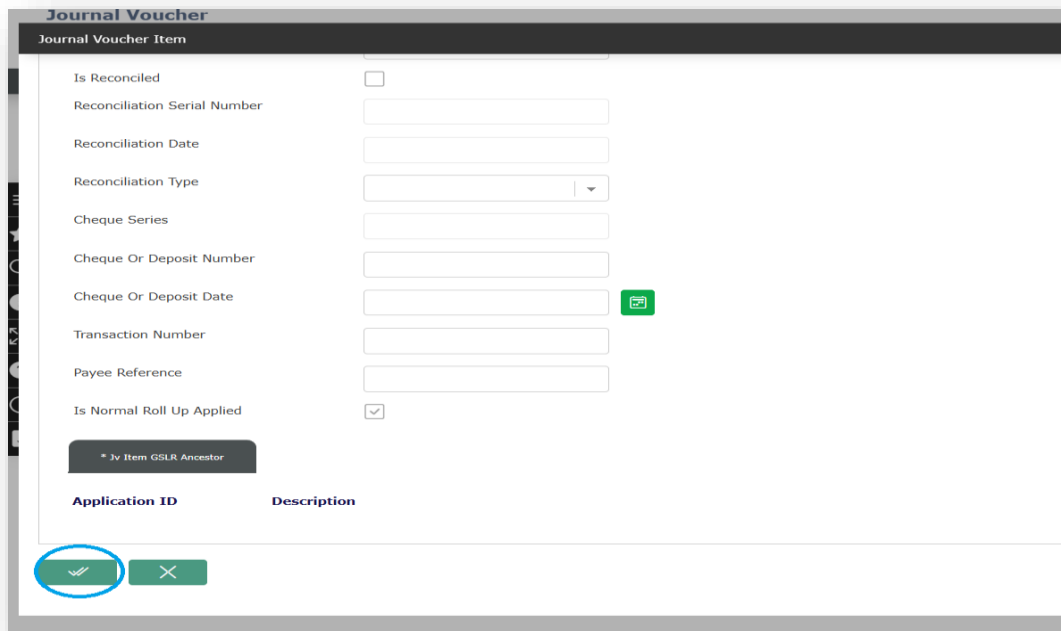


The screenshot shows the 'Journal Voucher' form with the following fields and values:

- Correlative ID:** 3
- Coding Block:** 1702/1101/00000/38/621212 /000
- Sub Ledger Type:** Not Applicable
- Description:** Deposit - SB, first three letters of the island, SB number, transaction date
- Commitment (PO):** (empty)
- Commitment (PO) Item:** (empty)
- Close Remaining Commitment (PO) Item:** ☐
- Debit Amount AUD:** 350.00
- Debit Amount FC:** 0.00
- Credit Amount AUD:** 0.00
- Credit Amount FC:** 0.00

The 'Description' and 'Debit Amount AUD' fields are highlighted with blue boxes. There are also search and plus icons next to the 'Coding Block' and 'Commitment (PO)' fields.

9.1.2e Then Click 'Save and Return Button'.



Journal Voucher
Journal Voucher Item

Is Reconciled ☐

Reconciliation Serial Number

Reconciliation Date

Reconciliation Type

Cheque Series

Cheque Or Deposit Number

Cheque Or Deposit Date

Transaction Number

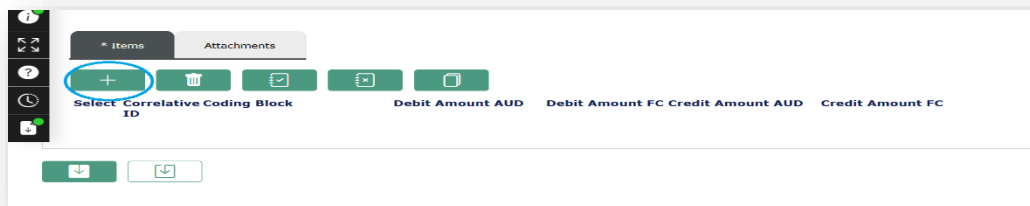
Payee Reference

Is Normal Roll Up Applied ☒

* 3v Item GSLR Ancestor

Application ID **Description**

9.1.2f Click new button again



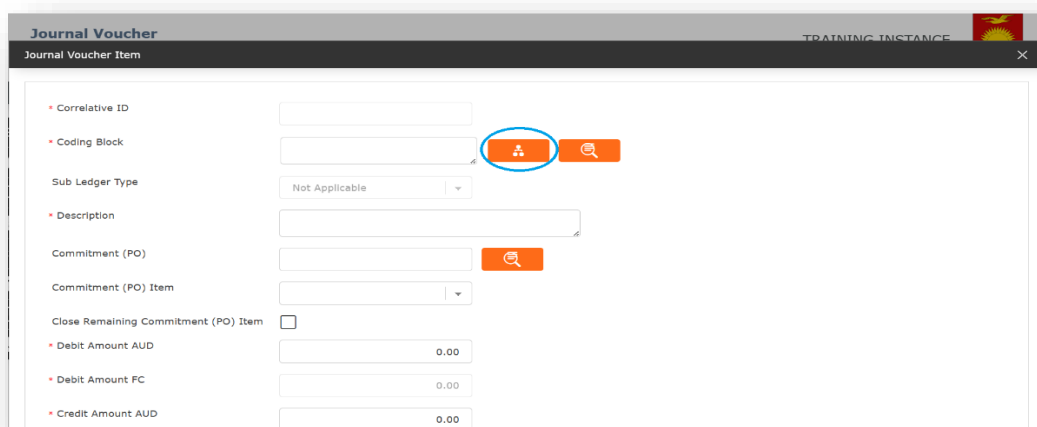
Journal Voucher
Journal Voucher Item

* Items Attachments

Select Correlative Coding Block ID

Debit Amount AUD Debit Amount FC Credit Amount AUD Credit Amount FC

9.1.2g Then Click Elements View button



Journal Voucher
Journal Voucher Item

* Correlative ID

* Coding Block

Sub Ledger Type

* Description

Commitment (PO)

Commitment (PO) Item

Close Remaining Commitment (PO) Item ☐

* Debit Amount AUD

* Debit Amount FC

* Credit Amount AUD

9.1.2h Complete the Credit coding blocks fields and click save and return button.

Sub head – 1702

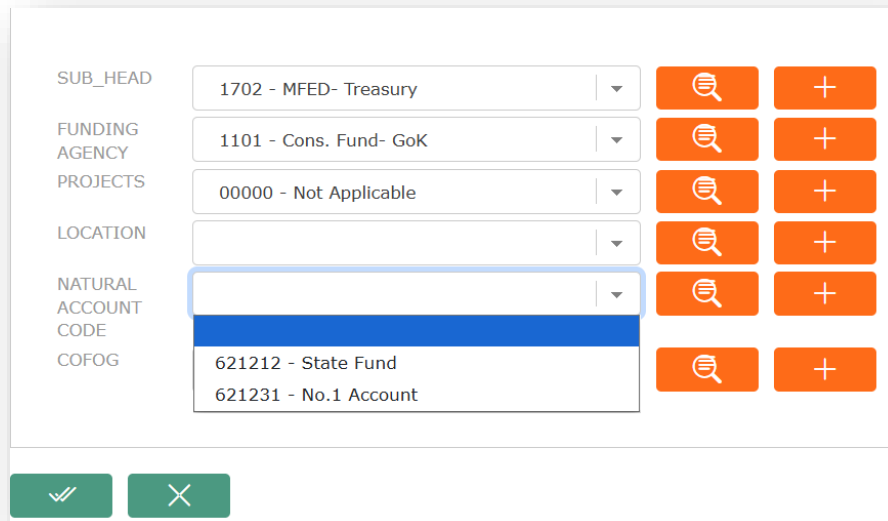
Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 621231

COFOG - 000

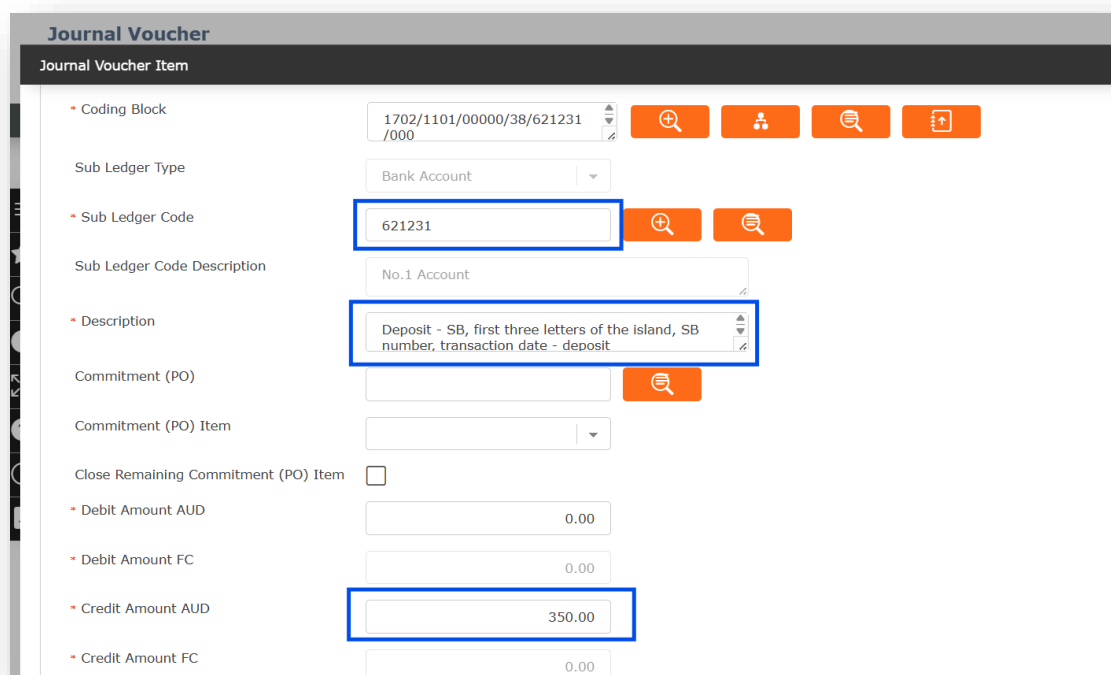


9.1.2i Then enter the following:

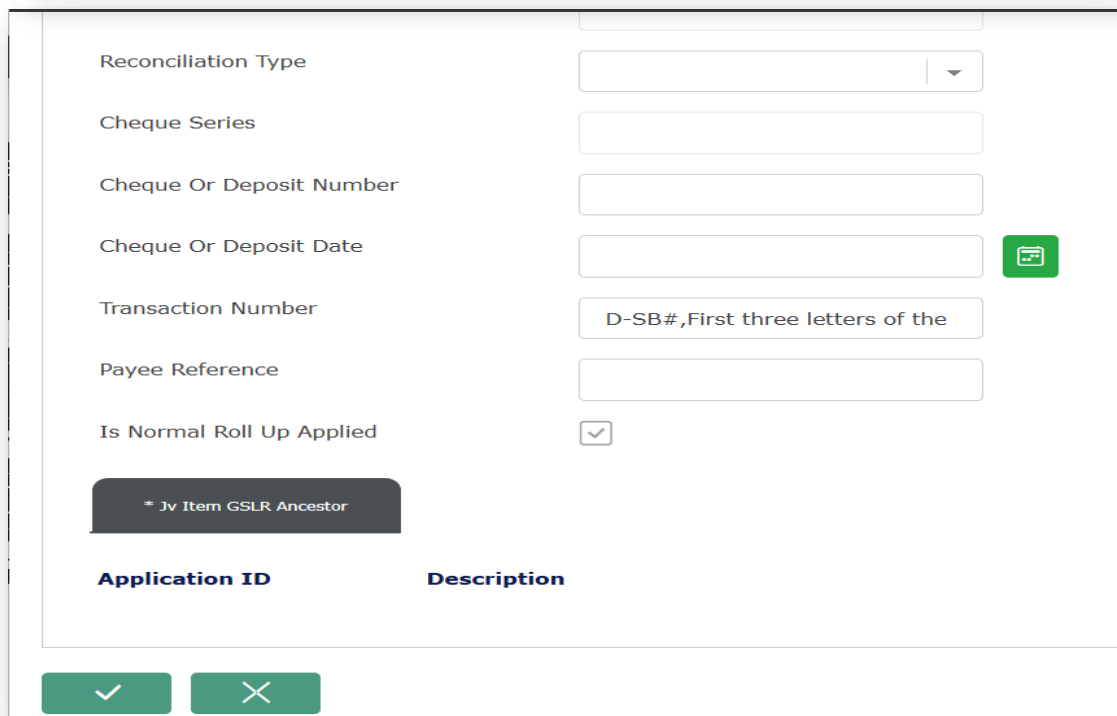
Subledger code - 621231

Description: Deposits- SB, first three letters of the island, SB number, transaction date.

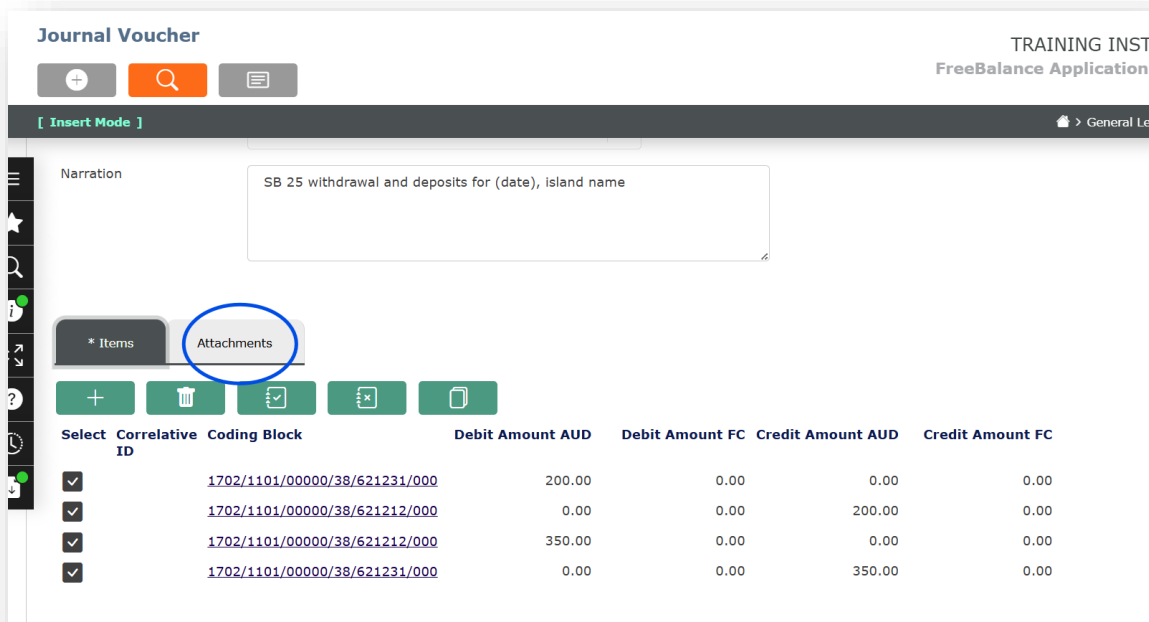
Credit Amount: Total deposited amount for SB25.



9.1.2j Fill in the Transaction Number as follow “**D-SB#,First three letters of the island,date**”. Then click the save button.



The four-line items show the completed recording of SB25 withdrawal and deposits. Then you need to upload scan copies as attachments. Continue to step 10



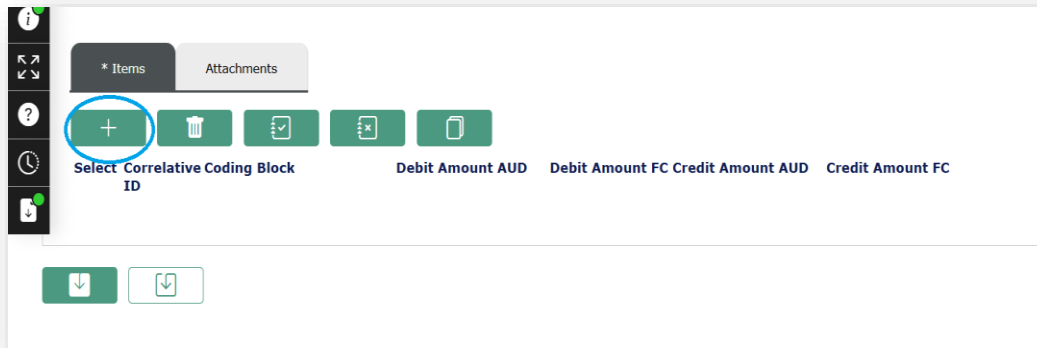
Select	Correlative ID	Coding Block	Debit Amount AUD	Debit Amount FC	Credit Amount AUD	Credit Amount FC
☒	1702/1101/00000/38/621231/000		200.00	0.00	0.00	0.00
☒	1702/1101/00000/38/621212/000		0.00	0.00	200.00	0.00
☒	1702/1101/00000/38/621212/000		350.00	0.00	0.00	0.00
☒	1702/1101/00000/38/621231/000		0.00	0.00	350.00	0.00

9.2 EFTPOS Journal Voucher line items.

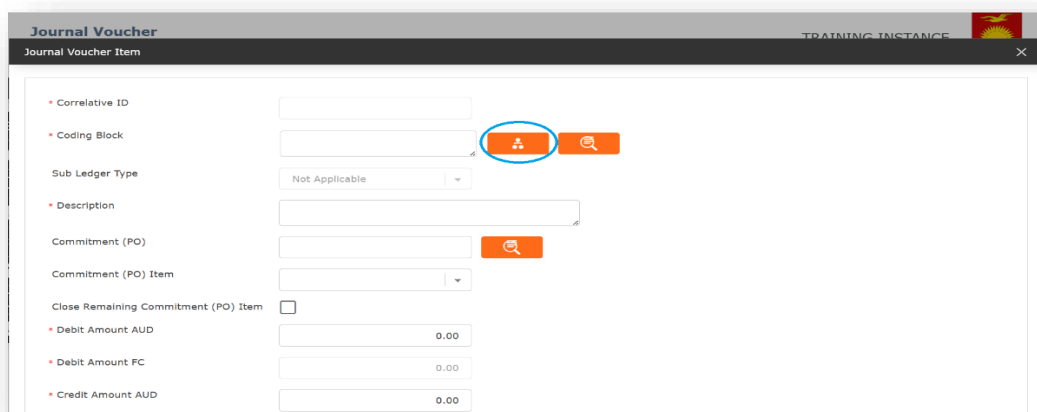
9.2.1 EFTPOS Withdrawal

JVs for EFTPOS withdrawal will be generated for each EFTPOS Transaction.

9.2.1a Click the new button.



9.2.1b Then Click Elements View button



9.2.1c, Complete the Debit coding blocks fields and click save and return button.

Sub head – 1702

Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 621237

COFOG - 000

SUB_HEAD	1702 - MFED- Treasury		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Applicable		
LOCATION			
NATURAL ACCOUNT CODE			
COFOG	621212 - State Fund 621237 - EPOS- Outer Island Bank A/C		

9.2.1d Then enter the following:

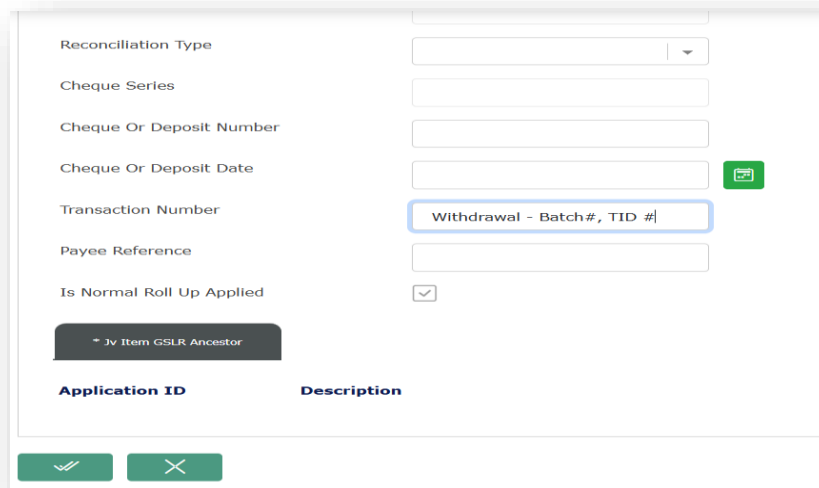
Subledger code: 621237

Description: withdrawal - Batch #, TID #

Debit Amount: Amount per EFTPOS receipts.

* Correlative ID		
* Coding Block	1702/1101/00000/38/621237 /000	
Sub Ledger Type	Bank Account	
* Sub Ledger Code	621237	
Sub Ledger Code Description	EPOS- Outer Island Bank A/C	
* Description	Withdrawal - Batch#, TID #	
Commitment (PO)		
Commitment (PO) Item		
Close Remaining Commitment (PO) Item	☐	
* Debit Amount AUD	300.00	

9.2.1e Fill in the Transaction Number “same as in the Description”. Then click the save button.



Reconciliation Type

Cheque Series

Cheque Or Deposit Number

Cheque Or Deposit Date 

Transaction Number

Payee Reference

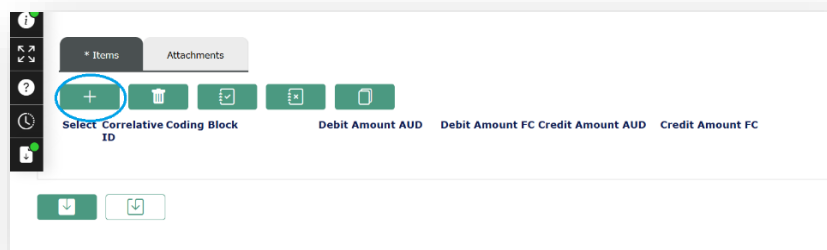
Is Normal Roll Up Applied ☒

 Jv Item GSLR Ancestor

Application ID **Description**

9.2.1f Click new button again



*** Items** **Attachments**

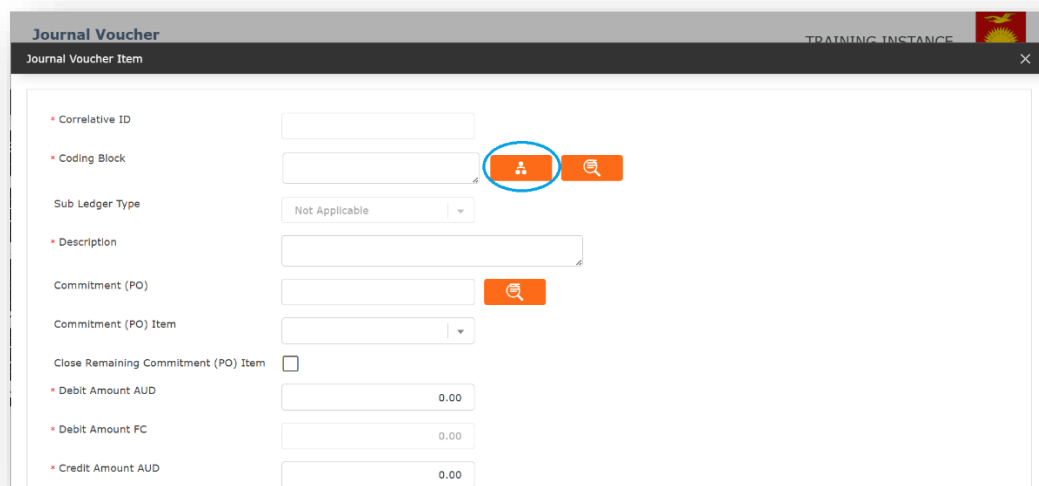
    

Select Correlative Coding Block ID

Debit Amount AUD Debit Amount FC Credit Amount AUD Credit Amount FC

9.2.1g Then Click Elements View button



Journal Voucher **TRAINING INSTANCE**

Journal Voucher Item

* Correlative ID

* Coding Block  

Sub Ledger Type

* Description

Commitment (PO) 

Commitment (PO) Item

Close Remaining Commitment (PO) Item ☐

* Debit Amount AUD

* Debit Amount FC

* Credit Amount AUD

9.2.1h Complete the Credit coding blocks fields and click save and return button.

Sub head – 1702

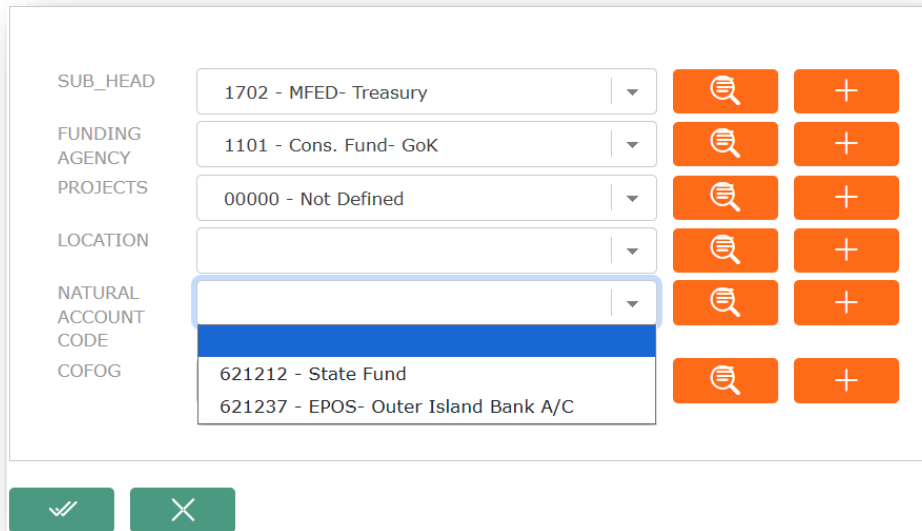
Funding agency – 1101

Projects – 00000

Location – island code

NAC – 621212

COFOG - 000

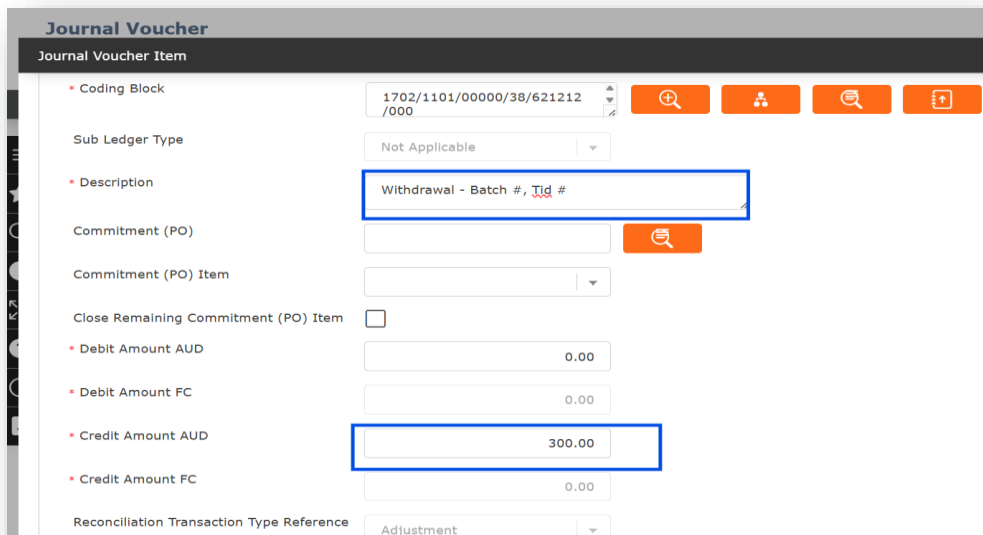


SUB_HEAD	1702 - MFED- Treasury		+
FUNDING AGENCY	1101 - Cons. Fund- GoK		+
PROJECTS	00000 - Not Defined		+
LOCATION			+
NATURAL ACCOUNT CODE	621212 - State Fund		+
COFOG	621237 - EPOS- Outer Island Bank A/C		+

9.2.1i Then enter the following:

Description: withdrawal - Batch #, Tid #

Credit Amount: Total amount of EFTPOS withdrawal.



Journal Voucher

Journal Voucher Item

Coding Block: 1702/1101/00000/38/621212 /000

Sub Ledger Type: Not Applicable

Description: Withdrawal - Batch #, Tid #

Commitment (PO): 0.00

Commitment (PO) Item: 0.00

Close Remaining Commitment (PO) Item: ☐

Debit Amount AUD: 0.00

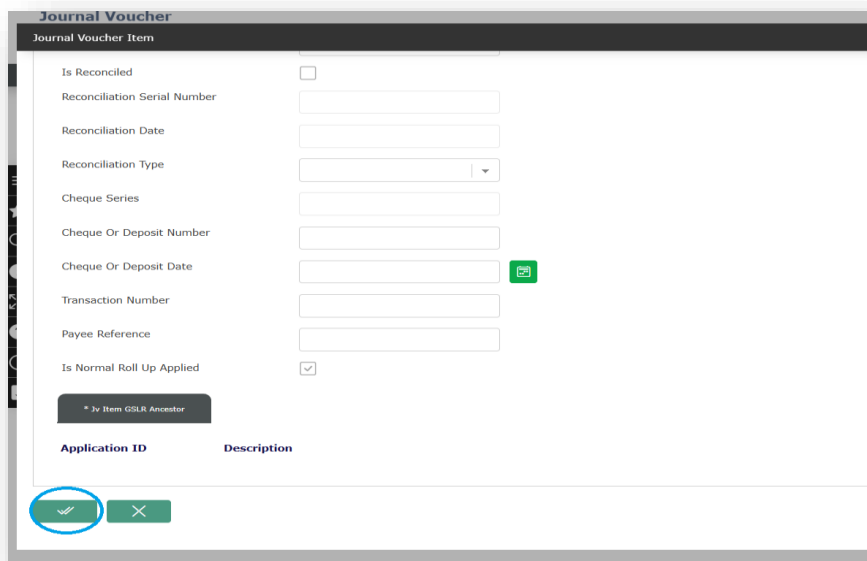
Debit Amount FC: 0.00

Credit Amount AUD: 300.00

Credit Amount FC: 0.00

Reconciliation Transaction Type Reference: Adjustment

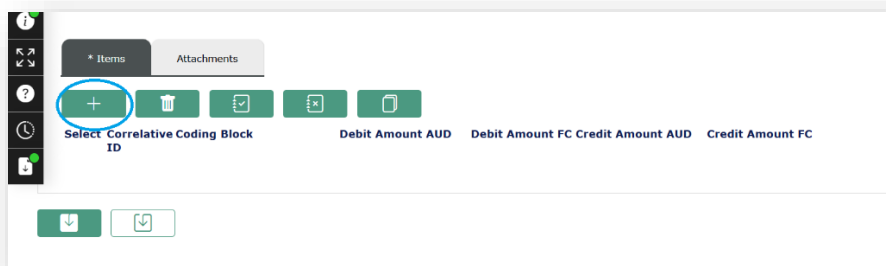
9.2.1j Then click save and return button.



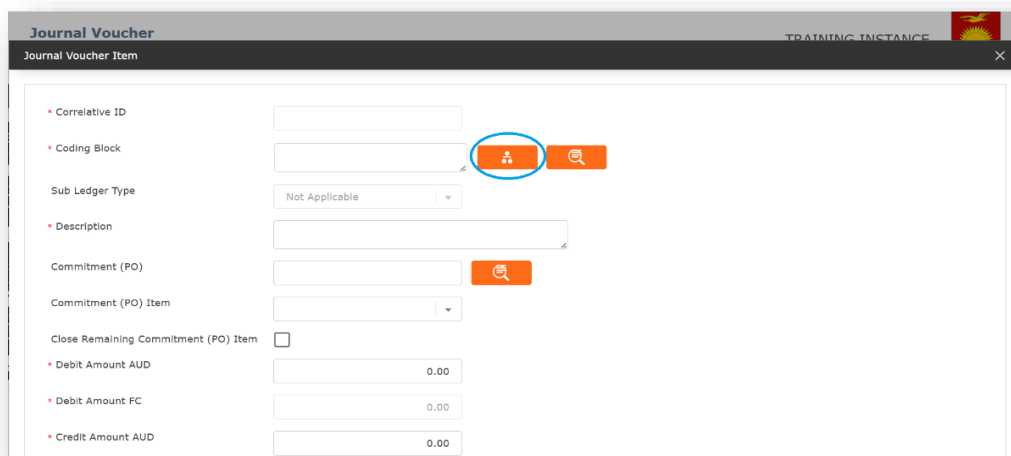
9.2.2 EFTPOS Deposits

JVs for EFTPOS deposit will be generated once a day showing details of each transaction as a separate line item in the JV.

9.2.2a Click the new button.



9.2.2b Then Click Elements View button



9.2.2c Complete the Debit coding blocks fields and click save and return button.

Sub head – 1702

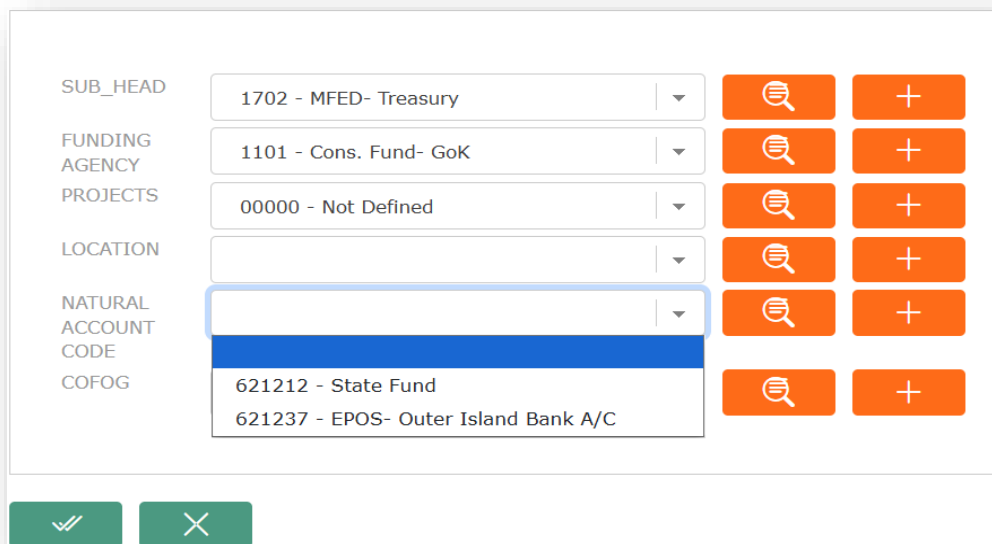
Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 621212

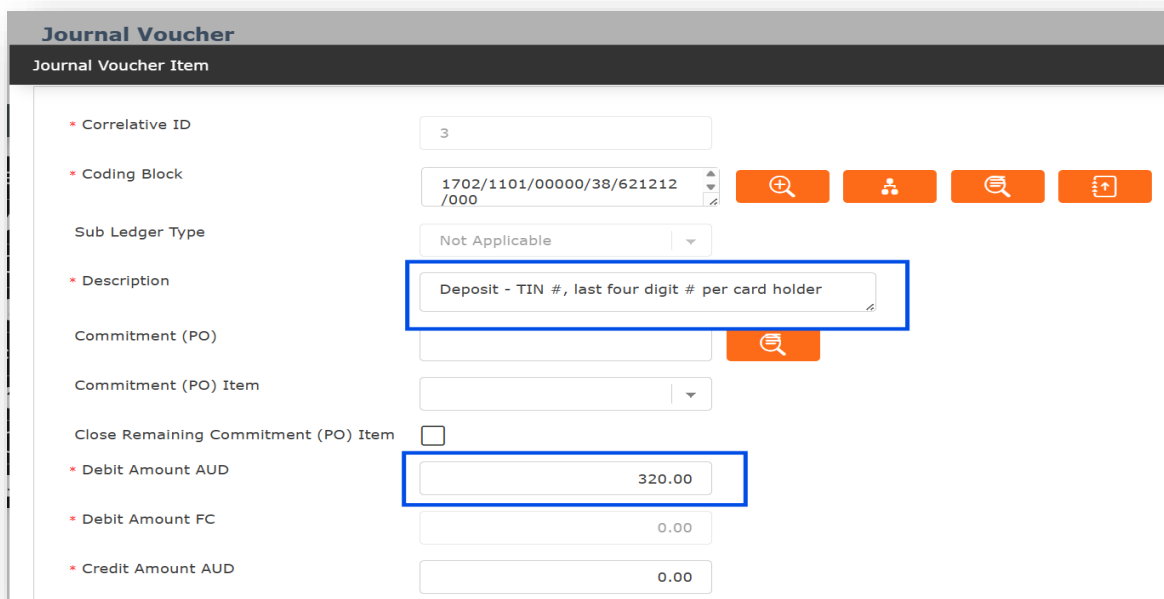
COFOG - 000



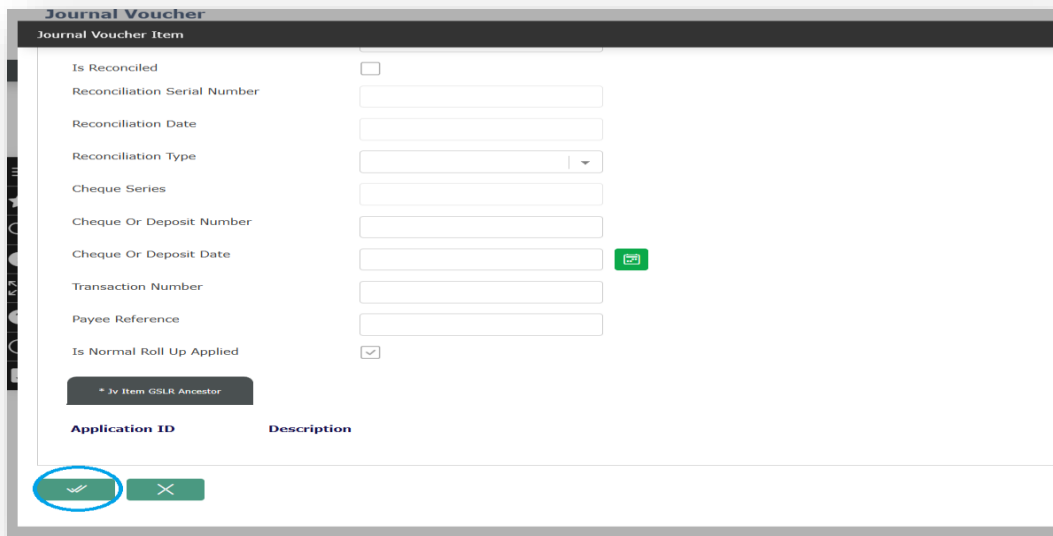
9.2.2d Then enter the following:

Description: Deposits -TIN #, last four digit # per card holder

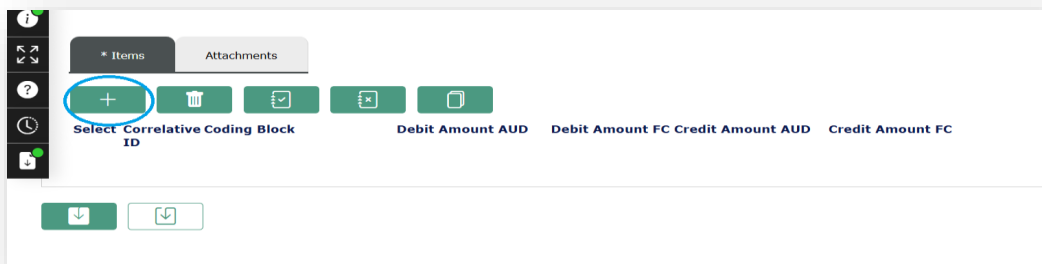
Debit Amount: Total EFTPOS deposit.



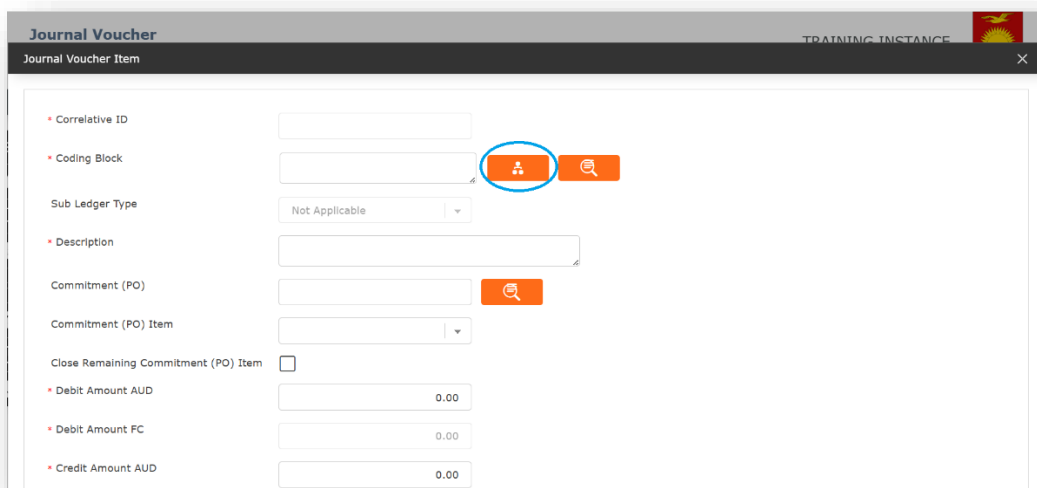
9.2.2e Then click save and return button.



9.2.2f Click new button again



9.2.2g Then Click Elements View button



9.2.2h Complete the Credit coding blocks fields and click save and return button.

Sub head – 1702

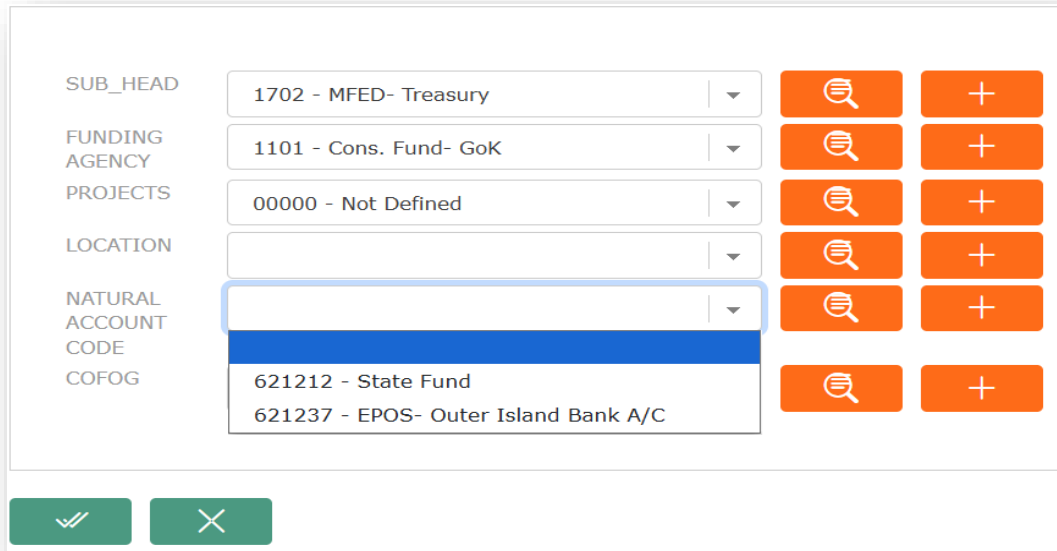
Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 621237

COFOG - 000

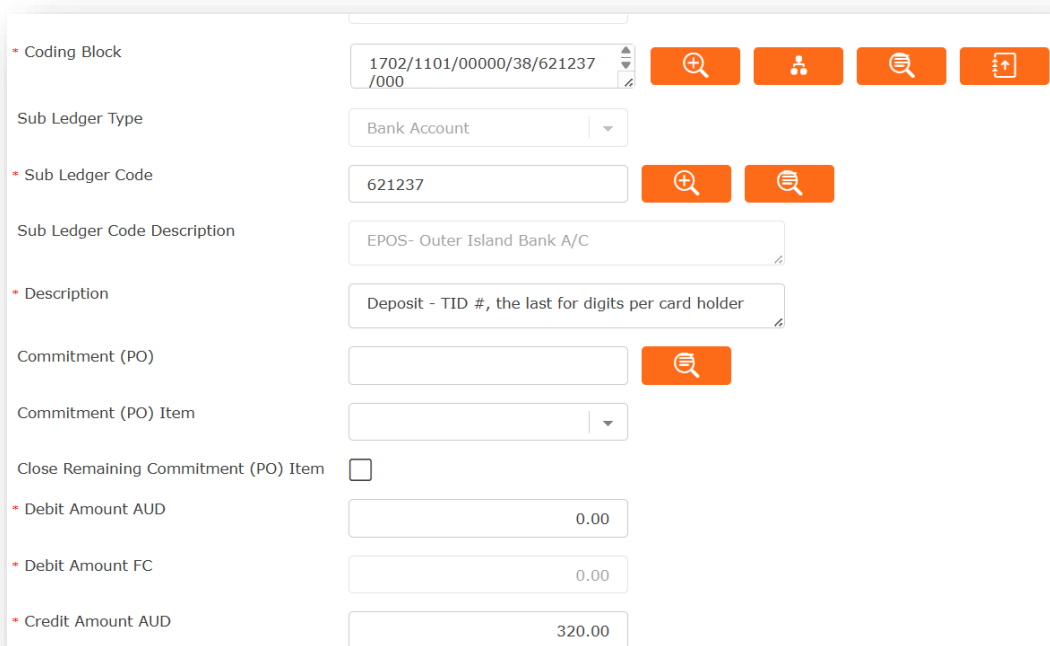


9.2.2i Then enter the following:

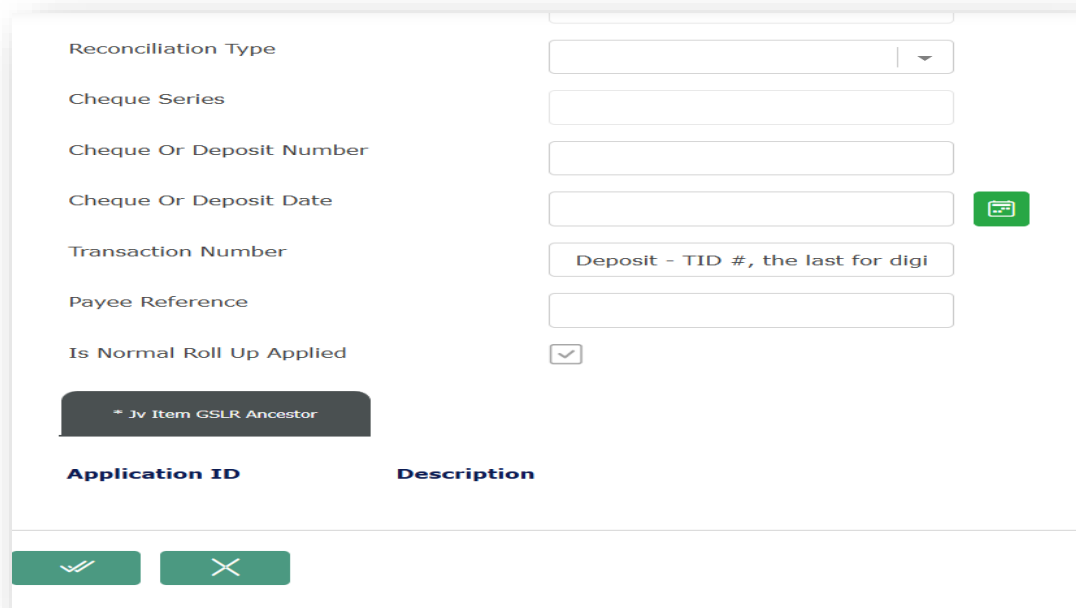
Subledger code: 621237

Description: Deposit - TID#, the last four digits per card holder.

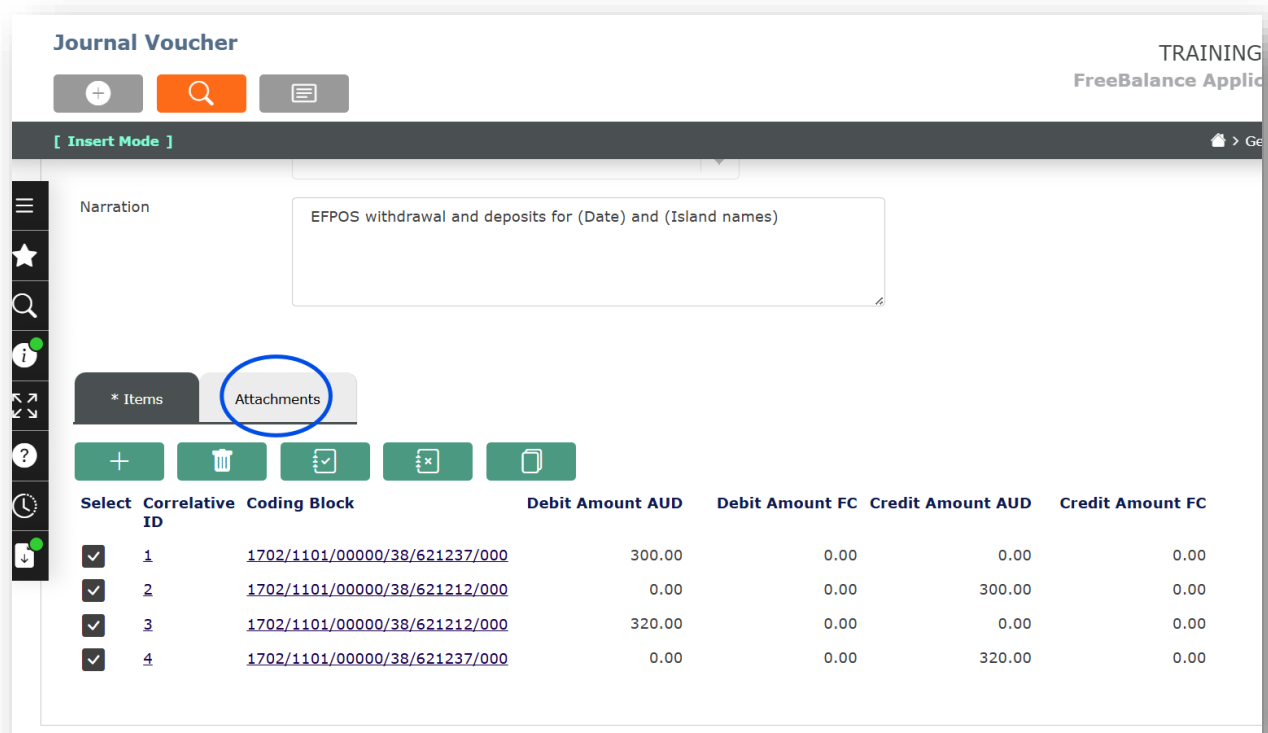
Credit Amount: **Deposit amount**



9.2.2i Fill in the Transaction Number “same as in the Description”. Then click the save button.



The line items show the completed recording of EFTPOS withdrawal and deposits. Then you need to upload scan copies as attachments. Continue to step 10



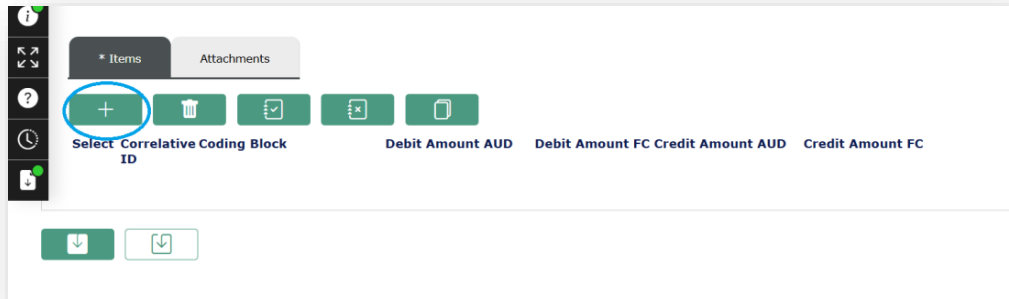
Select	Correlative ID	Coding Block	Debit Amount AUD	Debit Amount FC	Credit Amount AUD	Credit Amount FC
☒	1	1702/1101/00000/38/621237/000	300.00	0.00	0.00	0.00
☒	2	1702/1101/00000/38/621212/000	0.00	0.00	300.00	0.00
☒	3	1702/1101/00000/38/621212/000	320.00	0.00	0.00	0.00
☒	4	1702/1101/00000/38/621237/000	0.00	0.00	320.00	0.00

9.3 POSMO journal voucher line items.

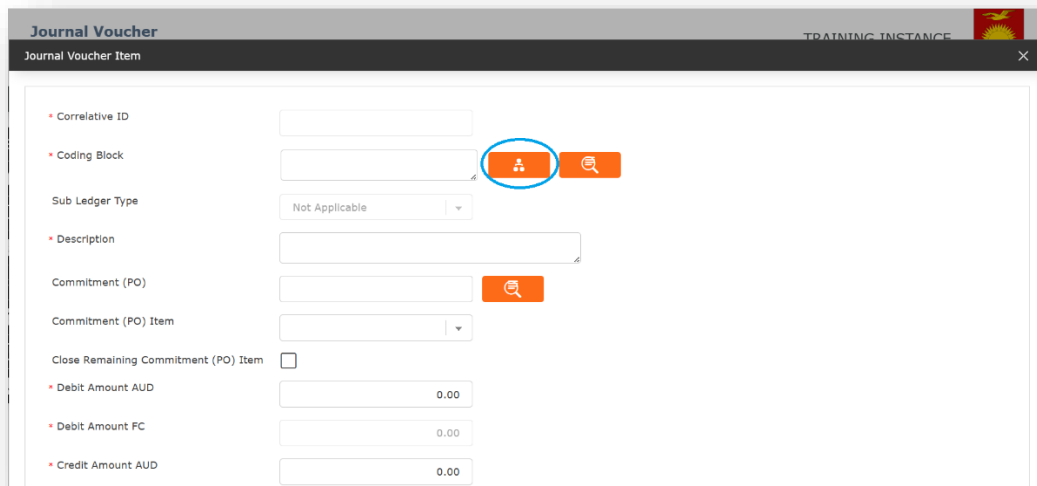
9.3.1 POSMO Paid:

One consolidated JV per day to be passed for the lumpsum amount.

9.3.1a Click the new button.



9.3.1b Then Click Elements View button



9.3.1c Complete the Debit coding blocks fields and click save and return button.

Sub head – 1702

Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 631223

COFOG - 000

Journal Voucher

Journal Voucher Item

Coding Block

SUB_HEAD	1702 - MFED- Treasury		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined	Prev 1 - 500 Next	
LOCATION	38 - North Tarawa		
NATURAL ACCOUNT CODE	631223 - POSMO (Money Transfer)		
COFOG	000 - Not Defined		

9.3.1d Then enter the following:

Description: POSMO - Paid (Names and Others) (Transaction date Issues) (Island Name).

Debit Amount: Total of POSMO Paid.

Journal Voucher

Journal Voucher Item

* Coding Block 1702/1101/00000/38/631223 /000

Sub Ledger Type Not Applicable

* Description POSMO - Paid (Names and Others) (Transaction date Issues) (Island Name)

Commitment (PO)

Commitment (PO) Item

Close Remaining Commitment (PO) Item ☐

* Debit Amount AUD 300.00

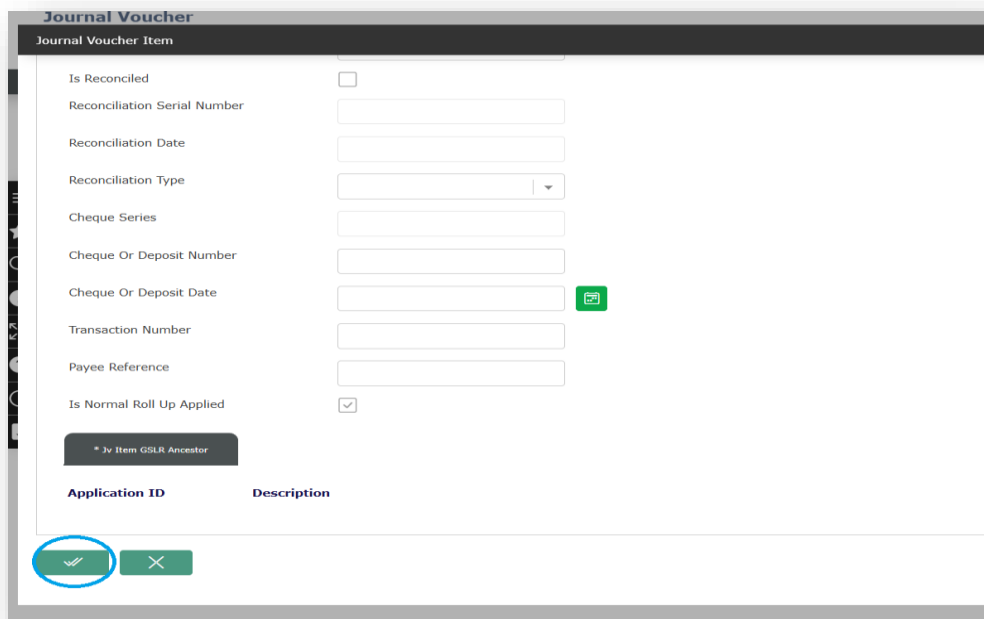
* Debit Amount FC 0.00

* Credit Amount AUD 0.00

* Credit Amount FC 0.00

Reconciliation Transaction Type Reference Adjustment

9.3.1e Then click save and return button.



Journal Voucher
Journal Voucher Item

Is Reconciled ☐

Reconciliation Serial Number

Reconciliation Date

Reconciliation Type

Cheque Series

Cheque Or Deposit Number

Cheque Or Deposit Date

Transaction Number

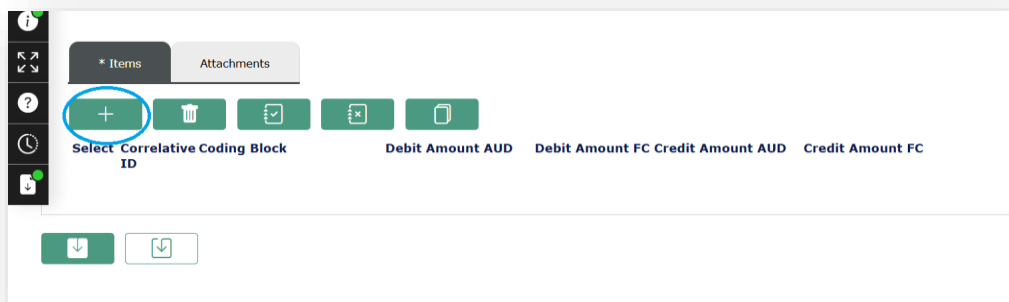
Payee Reference

Is Normal Roll Up Applied ☒

* Jv Item GSLR Ancestor

Application ID Description

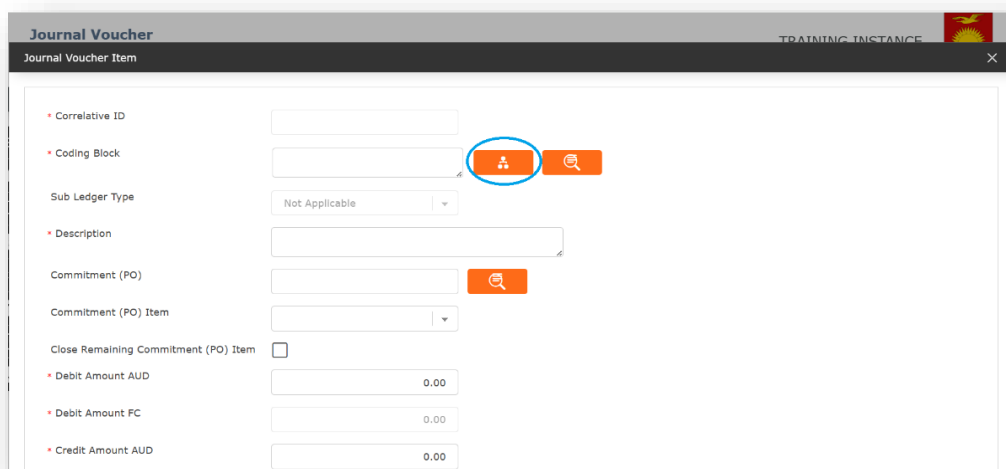
9.3.1f Click new button again



* Items Attachments

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

9.3.1g Then Click Elements View button



Journal Voucher TRAINING INSTANCE

Journal Voucher Item

* Correlative ID

* Coding Block

Sub Ledger Type

* Description

Commitment (PO)

Commitment (PO) Item

Close Remaining Commitment (PO) Item ☐

* Debit Amount AUD

* Debit Amount FC

* Credit Amount AUD

9.3.1h Complete the Credit coding blocks fields and click save and return button.

Sub head – 1702

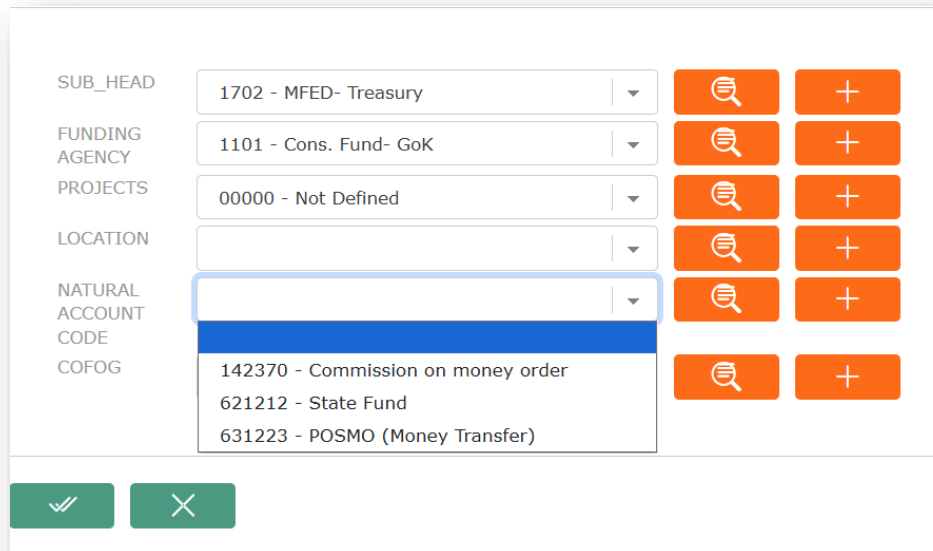
Funding agency – 1101

Projects – 00000

Location – island code

NAC – 621212

COFOG – 000

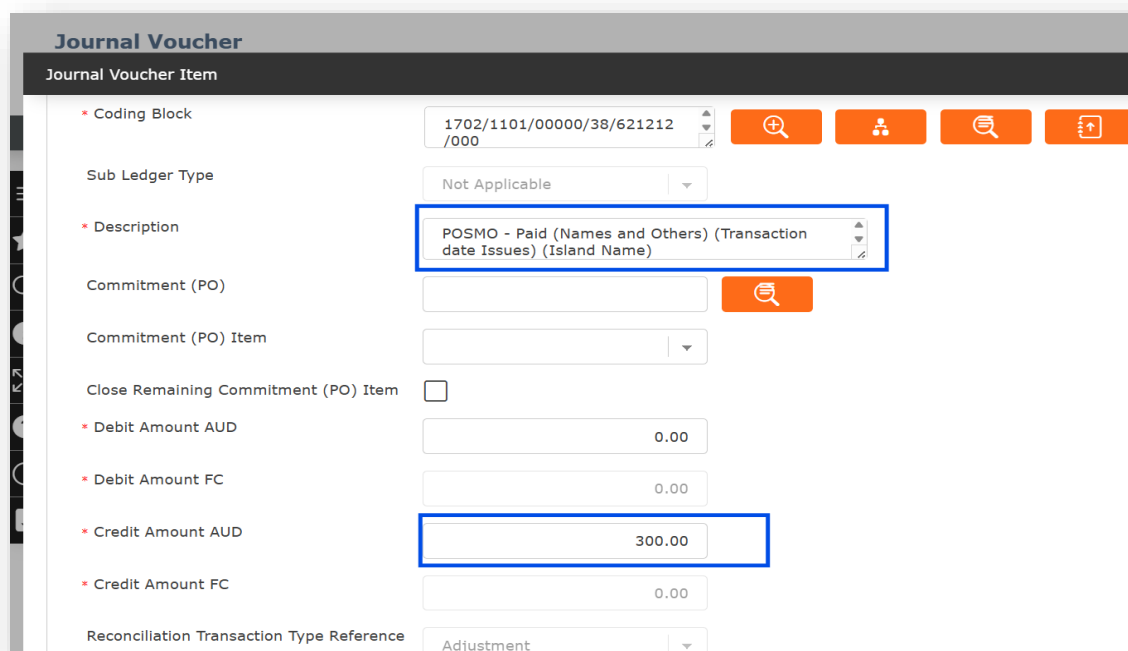


SUB_HEAD	1702 - MFED- Treasury		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined		
LOCATION			
NATURAL ACCOUNT CODE	142370 - Commission on money order 621212 - State Fund 631223 - POSMO (Money Transfer)		
COFOG			

9.3.1i Then enter the following:

Description: withdrawal - POSMO - Paid (Names and Others) (Transaction date Issues) (Island Name)

Credit Amount: Total of SB25 withdrawal.



Journal Voucher

Journal Voucher Item

* Coding Block: 1702/1101/00000/38/621212/000

Sub Ledger Type: Not Applicable

* Description: POSMO - Paid (Names and Others) (Transaction date Issues) (Island Name)

Commitment (PO):

Commitment (PO) Item:

Close Remaining Commitment (PO) Item: ☐

* Debit Amount AUD: 0.00

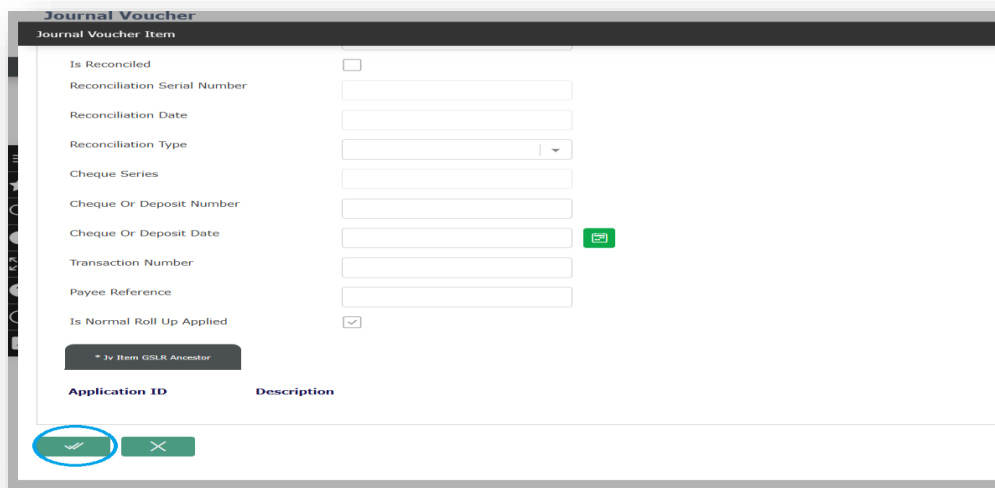
* Debit Amount FC: 0.00

* Credit Amount AUD: 300.00

* Credit Amount FC: 0.00

Reconciliation Transaction Type Reference: Adjustment

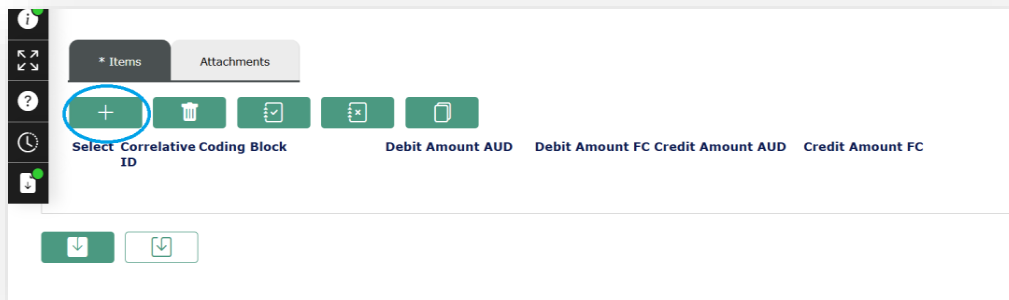
9.3.1j Then click save and return button.



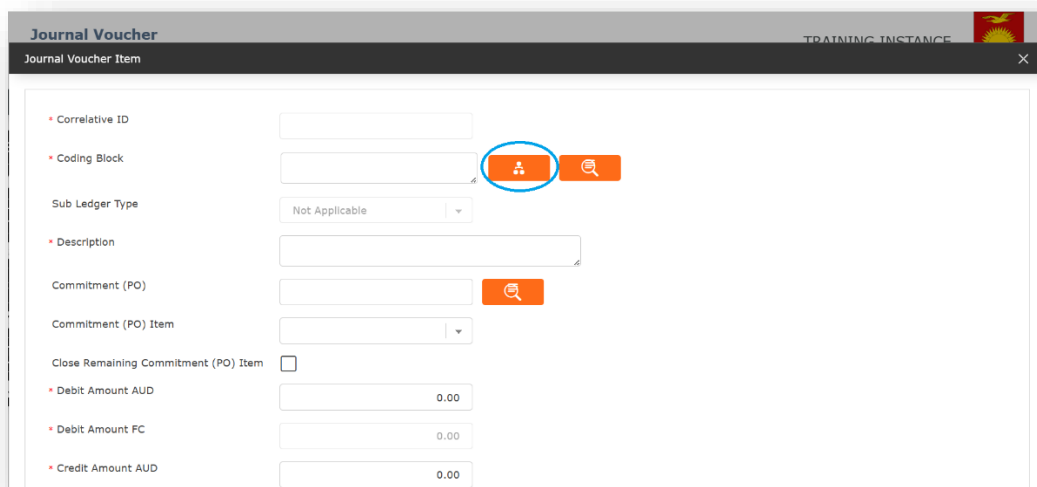
9.3.2 POSMO Issue

One consolidated JV per day to be passed for the lumpsum amount.

9.3.2a Click the new button.



9.3.2b Then Click Elements View button



9.3.2c Complete the Debit coding blocks fields and click save and return button.

Sub head – 1702

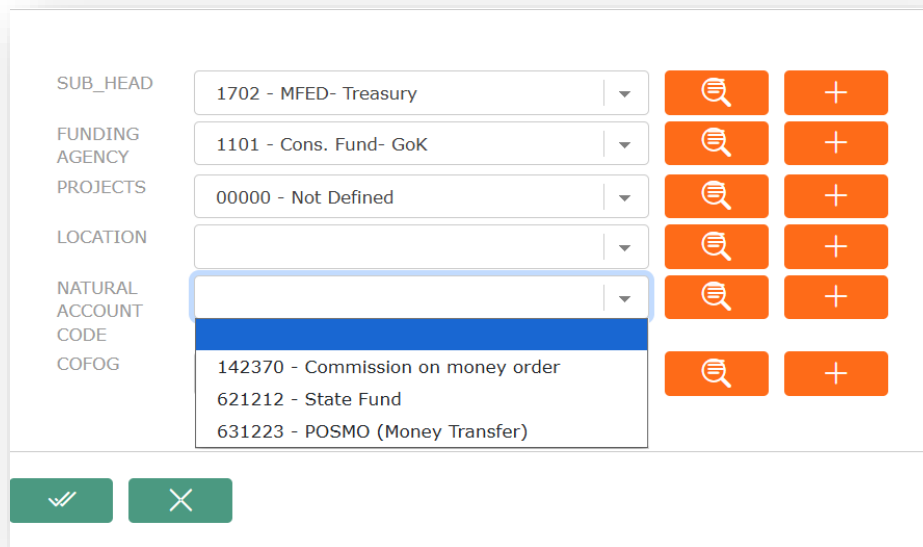
Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 621212

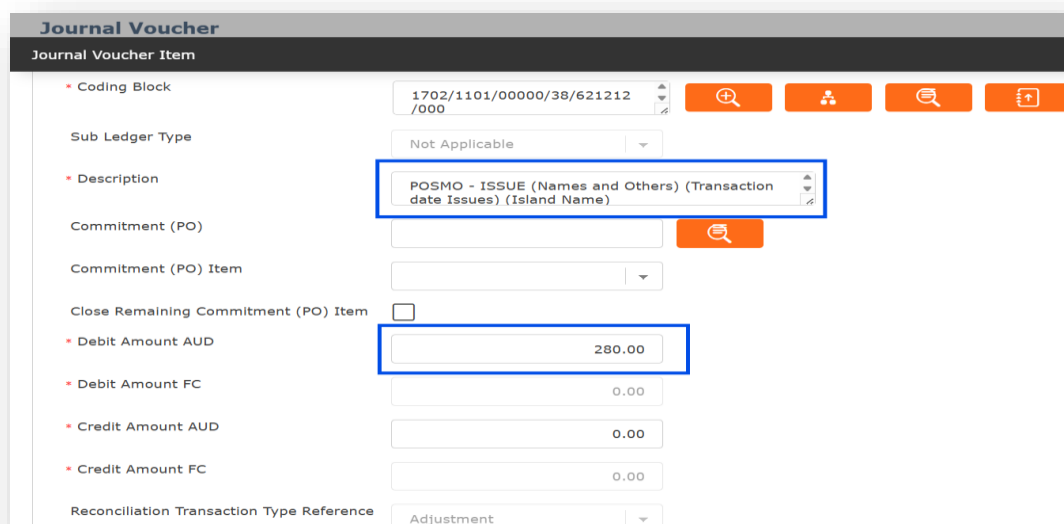
COFOG - 000



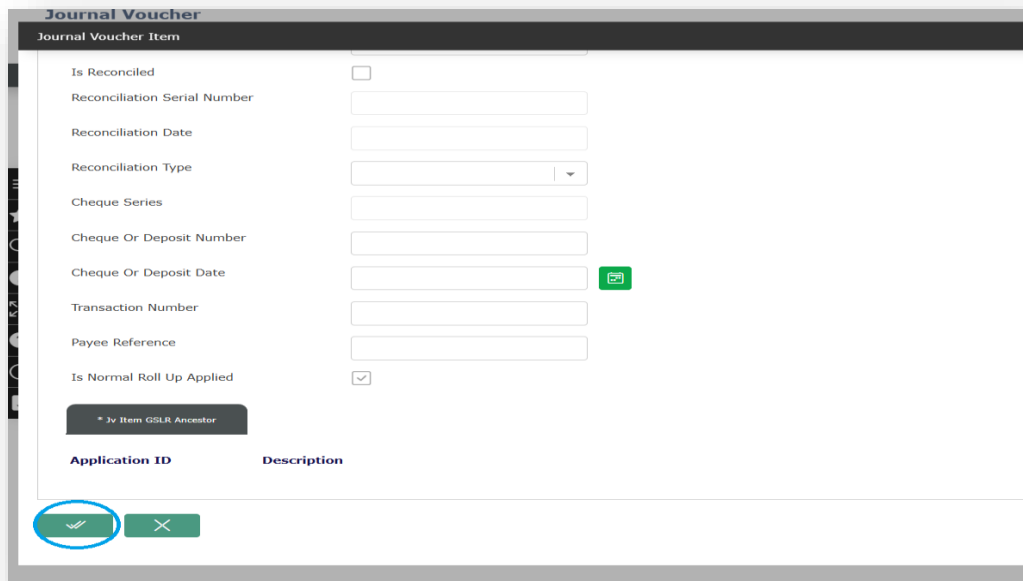
9.3.2d Then enter the following:

Description: POSMO - ISSUE (Names and Others) (Transaction date Issues) (Island Name).

Debit Amount: Total POSMO Issue.

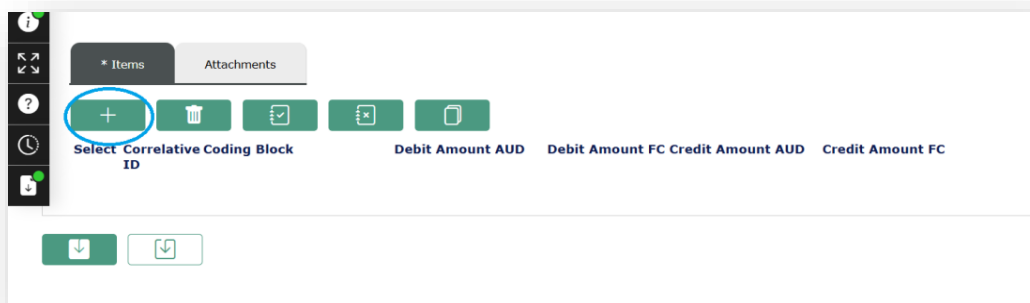


9.3.2e Then click save and return button.



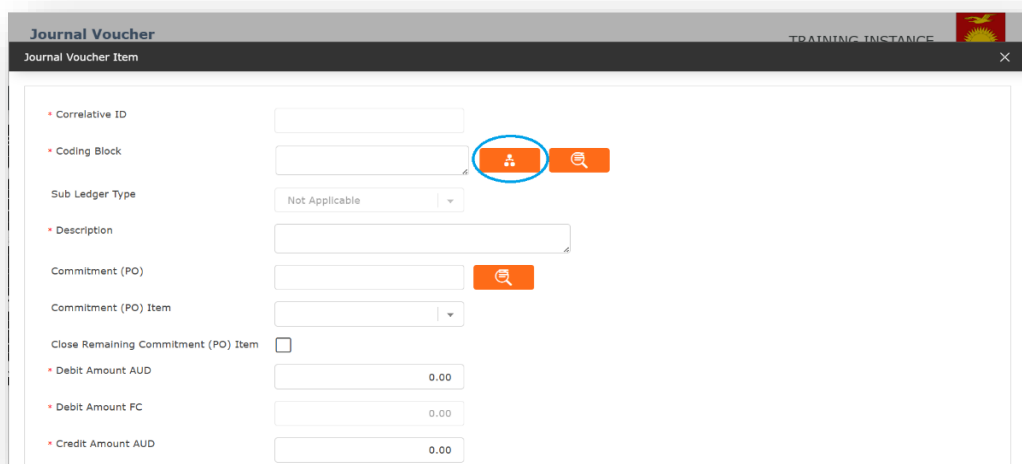
The screenshot shows the 'Journal Voucher' form with the following fields: Is Reconciled (checkbox), Reconciliation Serial Number (text), Reconciliation Date (text), Reconciliation Type (dropdown), Cheque Series (text), Cheque Or Deposit Number (text), Cheque Or Deposit Date (text), Transaction Number (text), Payee Reference (text), and Is Normal Roll Up Applied (checkbox). A button labeled '* Jv Item GSLR Ancestor' is present. At the bottom, there are two buttons: a green button with a checkmark and a red button with an 'X'. The green button is circled in blue.

9.3.2f Click new button again



The screenshot shows the 'Journal Voucher' form with the following fields: * Items, Attachments, Select Correlative Coding Block ID, Debit Amount AUD, Debit Amount FC, Credit Amount AUD, and Credit Amount FC. A green button with a plus sign is circled in blue.

9.3.2g Then Click Elements View button



The screenshot shows the 'Journal Voucher' form with the following fields: Correlative ID, Coding Block, Sub Ledger Type, Description, Commitment (PO), Commitment (PO) Item, Close Remaining Commitment (PO) Item, Debit Amount AUD, Debit Amount FC, and Credit Amount AUD. An orange button with a magnifying glass icon is circled in blue.

9.3.2h Complete the Credit coding blocks fields and click save and return button.

Sub head – 1702

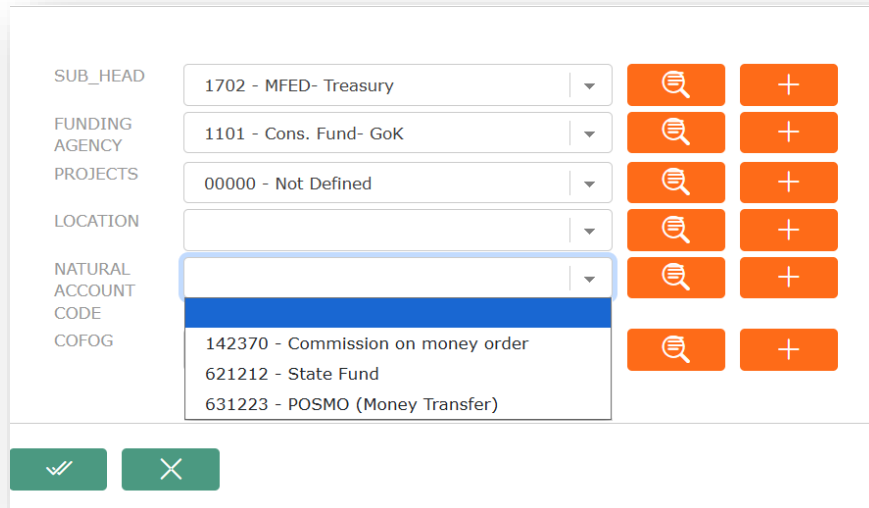
Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 631223

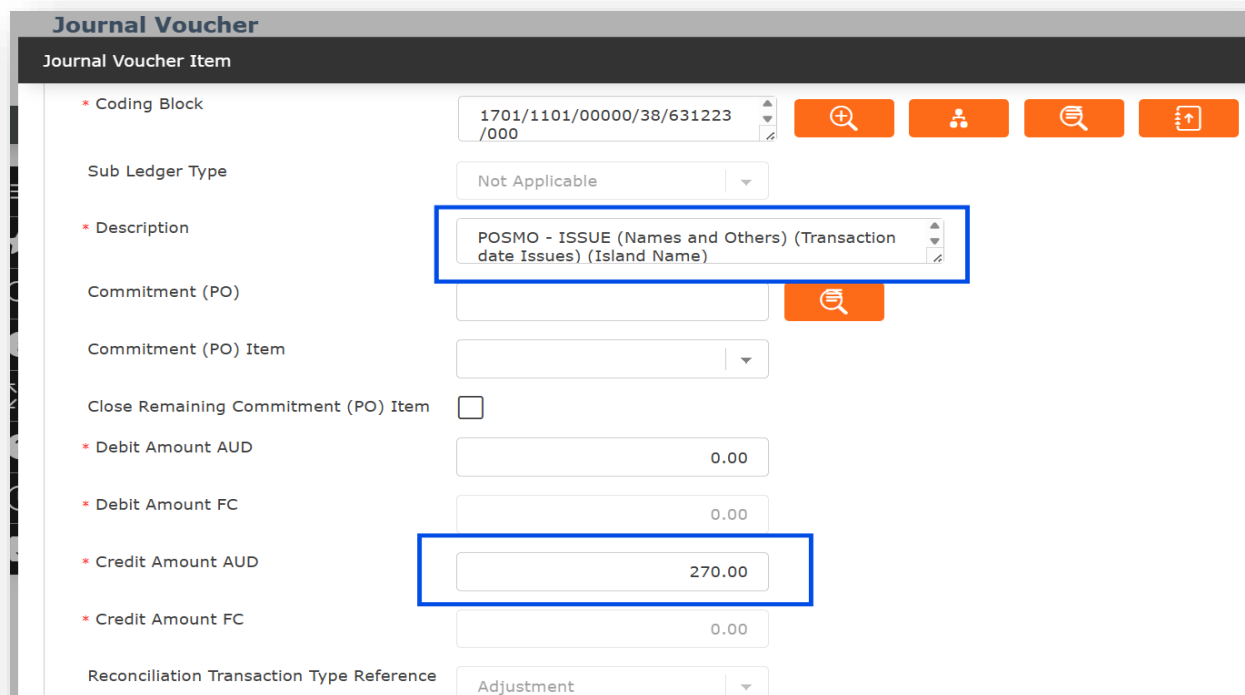
COFOG - 000



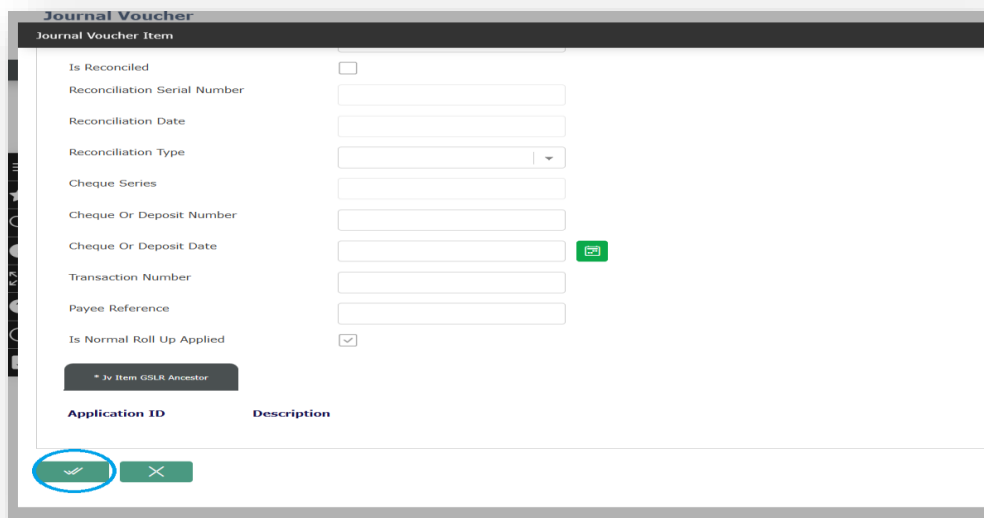
9.3.2i Then enter the following.

Description: POSMO - ISSUE (Names and Others) (Transaction date Issues) (Island Name).

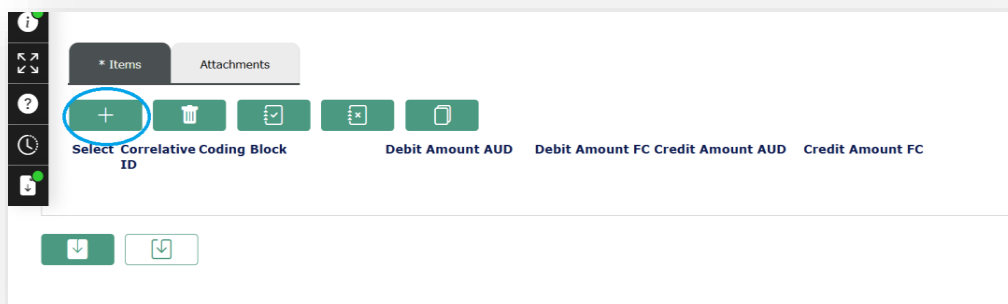
Credit Amount: Total amount of POSMO issue (excluding commission).



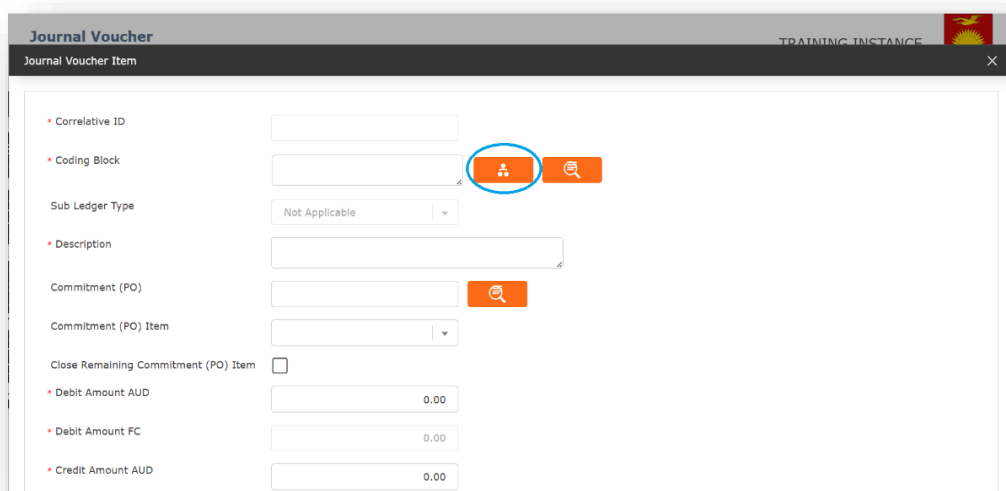
9.3.2j Then click save and return button.



9.3.2k Click new button again



9.3.2l Then Click Elements View button



9.3.2m Complete the Credit coding blocks fields and click save and return button.

Sub head – 1606

Funding Agency – 1101

Projects – 00000

Location – island code

NAC – 142370

COFOG – 000

SUB_HEAD	1606 - MICT- Kiribati post		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined		
LOCATION			
NATURAL ACCOUNT CODE			
COFOG	142370 - Commission on money order 621212 - State Fund 631223 - POSMO (Money Transfer)		

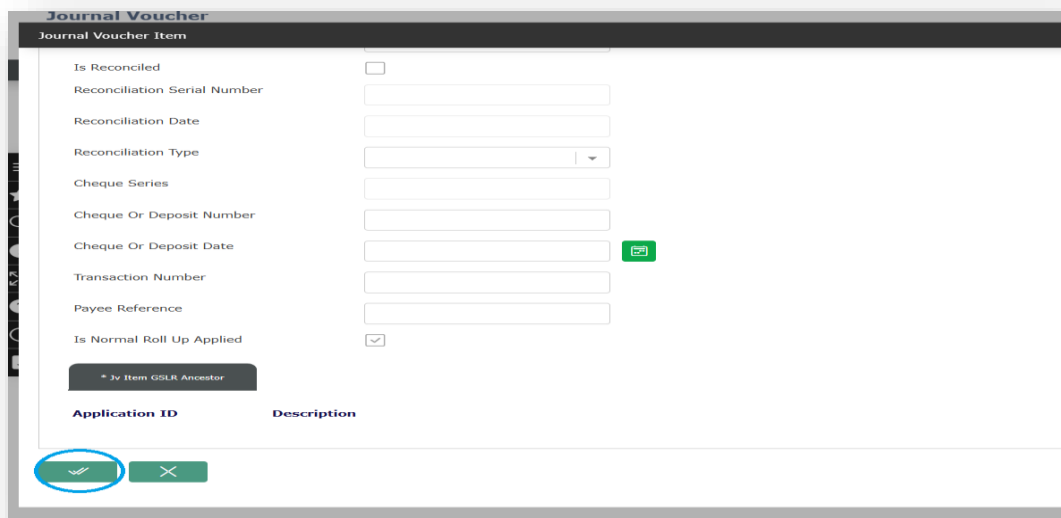
9.3.2n Then enter the following.

Description: POSMO – Total Commission (Names and Others) (Transaction date Issues) (Island Name)

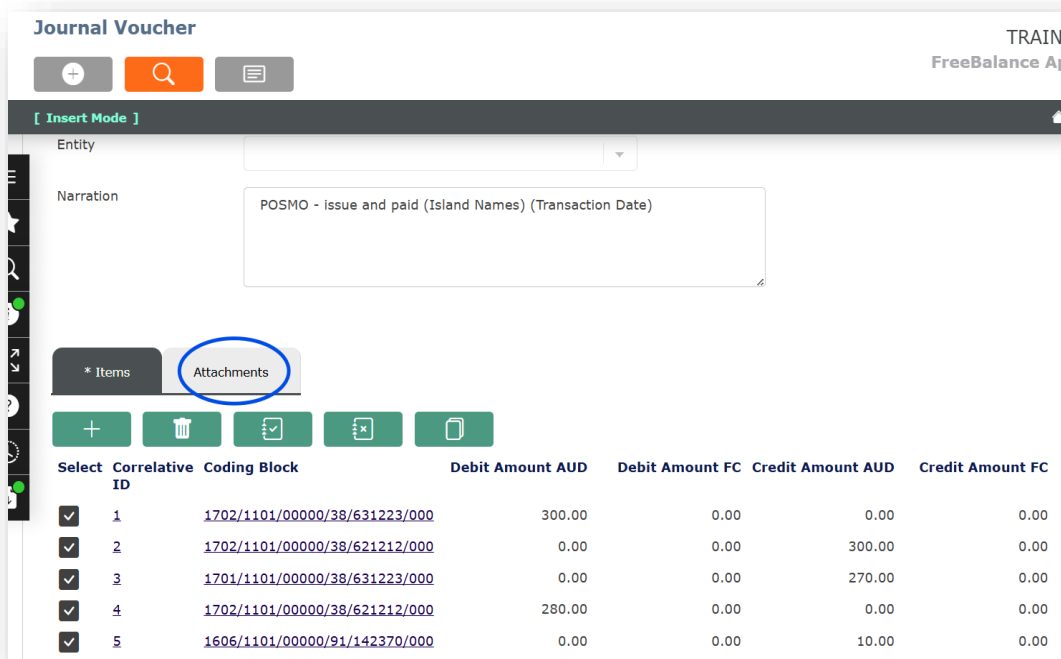
Credit Amount: Total Commission amount.

* Correlative ID	5	
* Coding Block	1702/1101/00000/38/142370/000	
Sub Ledger Type	Not Applicable	
* Description	POSMO - Total Commission (Names and Others) (Transaction date Issues) (Island Name)	
Commitment (PO)		
Commitment (PO) Item		
Close Remaining Commitment (PO) Item	☐	
* Debit Amount AUD	0.00	
* Debit Amount FC	0.00	
* Credit Amount AUD	10.00	
* Credit Amount FC	0.00	

9.3.2o Then click save and return button.



The line items show the completed recording of POSMO Paid and Issue. Then you need to upload scan copies as attachments. Continue to step 10



Select	Correlative ID	Coding Block	Debit Amount AUD	Debit Amount FC	Credit Amount AUD	Credit Amount FC
☒	1	1702/1101/00000/38/631223/000	300.00	0.00	0.00	0.00
☒	2	1702/1101/00000/38/621212/000	0.00	0.00	300.00	0.00
☒	3	1701/1101/00000/38/631223/000	0.00	0.00	270.00	0.00
☒	4	1702/1101/00000/38/621212/000	280.00	0.00	0.00	0.00
☒	5	1606/1101/00000/91/142370/000	0.00	0.00	10.00	0.00

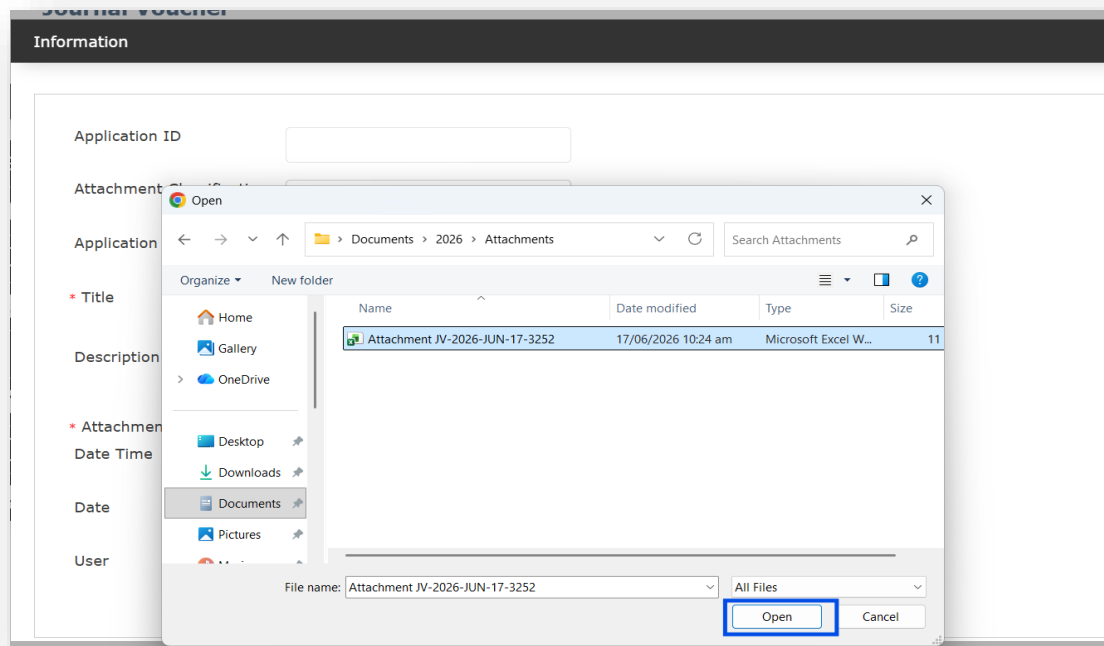
Step 10 Click attachments and then click new.

The screenshot shows the 'Journal Voucher' interface in 'Insert Mode'. At the top, there are three buttons: a plus sign, a magnifying glass, and a list icon. Below them is a dark bar with '[Insert Mode]'. On the left is a vertical sidebar with various icons. The main area has a 'Narration' section with a text box containing 'SB 25 withdrawal and deposits for (date), island name'. Below this are two tabs: '* Items' and 'Attachments'. The 'Attachments' tab is active. Under the 'Attachments' tab, there are four buttons: a plus sign (circled in blue), a trash can, a checkmark, and a document with an 'x'. Below these buttons are the labels 'Select Information' and 'Download'. At the bottom, there are two download icons.

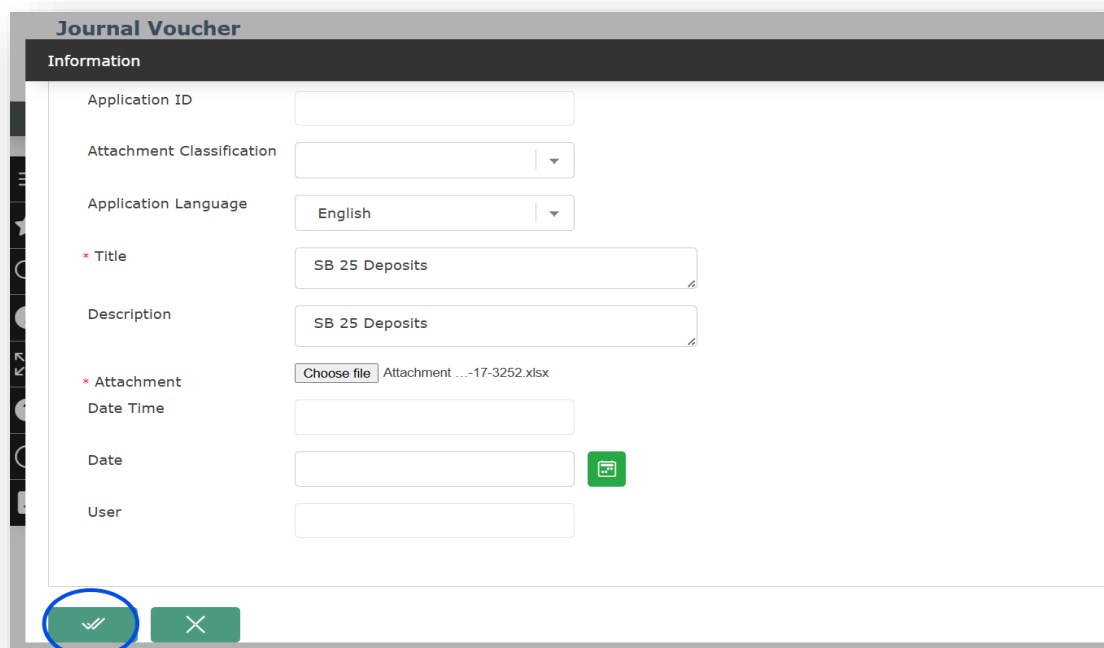
Step 11 Enter the title and Description of your attachment, then click choose file.

The screenshot shows the 'Journal Voucher' interface in 'Information' mode. The top bar is dark with 'Journal Voucher' and 'Information' text. The main area contains several form fields: 'Application ID', 'Attachment Classification', 'Application Language' (set to 'English'), 'Title' (highlighted with a blue box), 'Description' (highlighted with a blue box), 'Attachment' (with a 'Choose file' button highlighted in blue and 'No file chosen' text), 'Date Time', 'Date', and 'User'. There is a green button with a document icon next to the 'Date' field.

Step 12 Select the file and then click open



Step 13 Then click the save and return button



For two or more attachments click the new button again to upload more attachments.

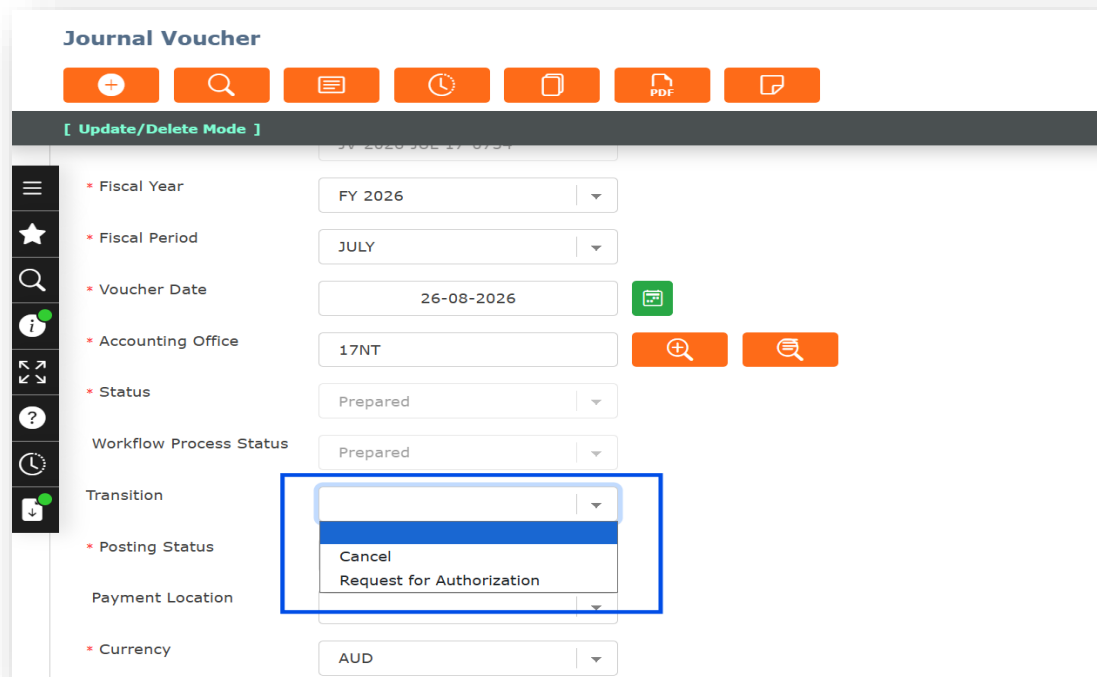
The screenshot shows the 'Journal Voucher' interface in 'Insert Mode'. The 'Narration' field contains the text 'SB 25 withdrawal and deposits for (date), island name'. Below the narration, there are two tabs: '* Items' and 'Attachments'. The 'Attachments' tab is active. In the 'Attachments' section, there are four buttons: a green button with a plus sign (circled in blue), a green button with a trash icon, a green button with a checkmark, and a green button with a document icon. Below these buttons, there are two sections: 'Select Information' and 'Download'. The 'Select Information' section shows a checked checkbox, the title 'SB 25 Deposits', the author 'By: Tekamatoa Tointarawa', and the date 'on: 26-08-2026'. The 'Download' section shows the filename 'Attachment JV-2026-JUN-17-3252.xlsx' and the size 'Size: 10.69 KB'. At the bottom, there are two green buttons: one with a download icon (circled in blue) and one with a share icon.

Step 14 After all attachments uploaded click the save button.

This screenshot is identical to the previous one, showing the 'Journal Voucher' interface in 'Insert Mode'. The 'Attachments' tab is active, and the 'Attachments' section shows the same buttons and information. The green button with a download icon at the bottom left is circled in blue, indicating it is the button to click to save the voucher.

Step 15 Transition of the Journal Voucher.

Click the arrow button of the transition field and select Request for Authorization.



Journal Voucher

[Update/Delete Mode]

FY 2026 JUL 17 0734

* Fiscal Year: FY 2026

* Fiscal Period: JULY

* Voucher Date: 26-08-2026

* Accounting Office: 17NT

* Status: Prepared

Workflow Process Status: Prepared

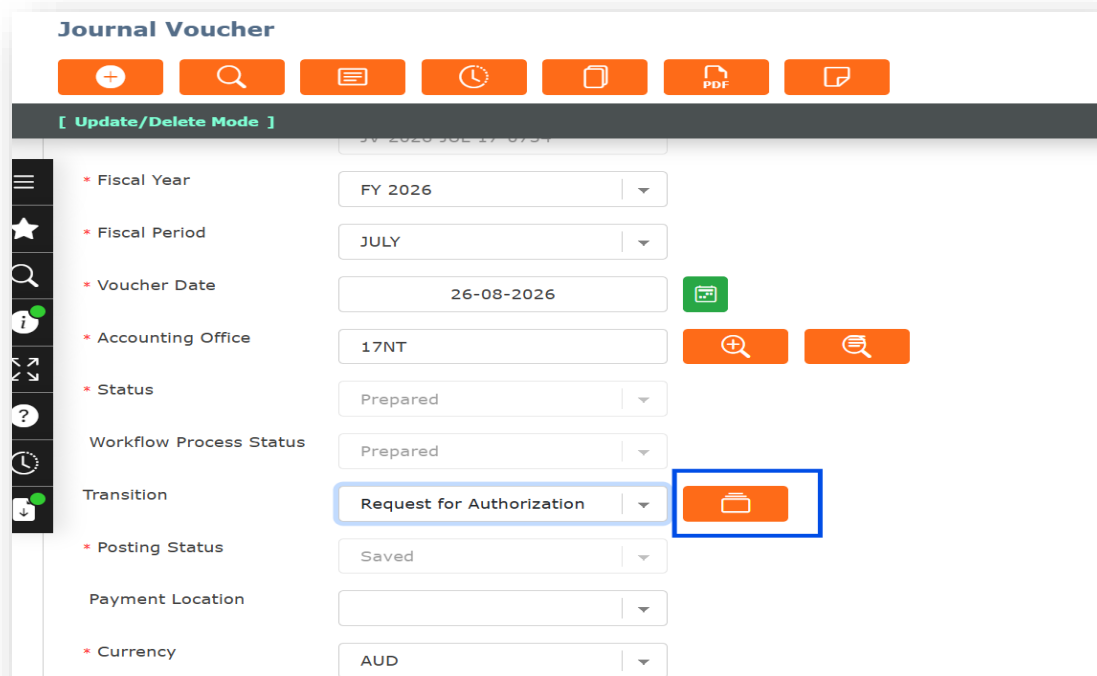
Transition: **Request for Authorization**

* Posting Status:

Payment Location:

* Currency: AUD

Step 16 Then Click the transition button



Journal Voucher

[Update/Delete Mode]

FY 2026 JUL 17 0734

* Fiscal Year: FY 2026

* Fiscal Period: JULY

* Voucher Date: 26-08-2026

* Accounting Office: 17NT

* Status: Prepared

Workflow Process Status: Prepared

Transition: **Request for Authorization**

* Posting Status: Saved

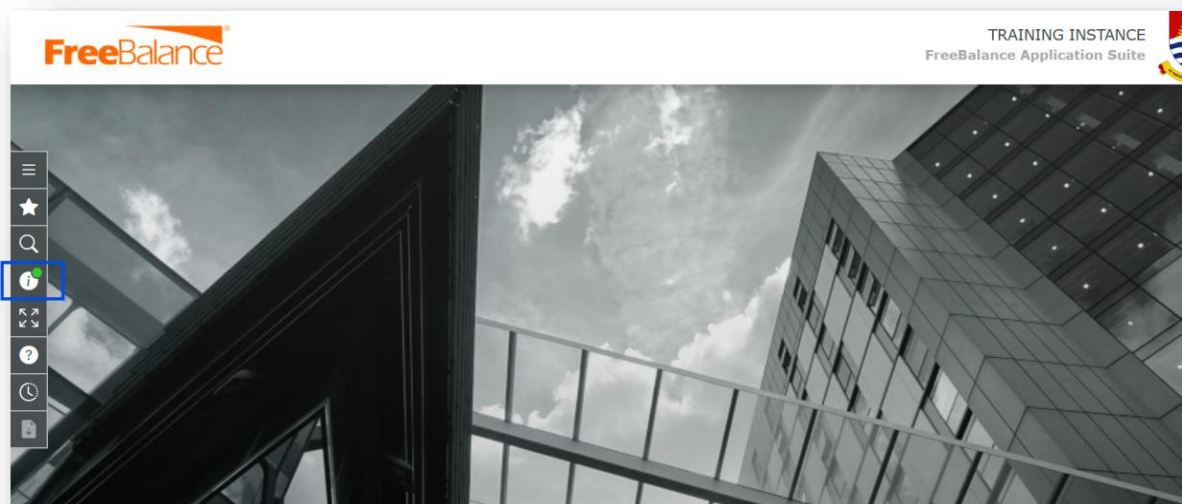
Payment Location:

* Currency: AUD

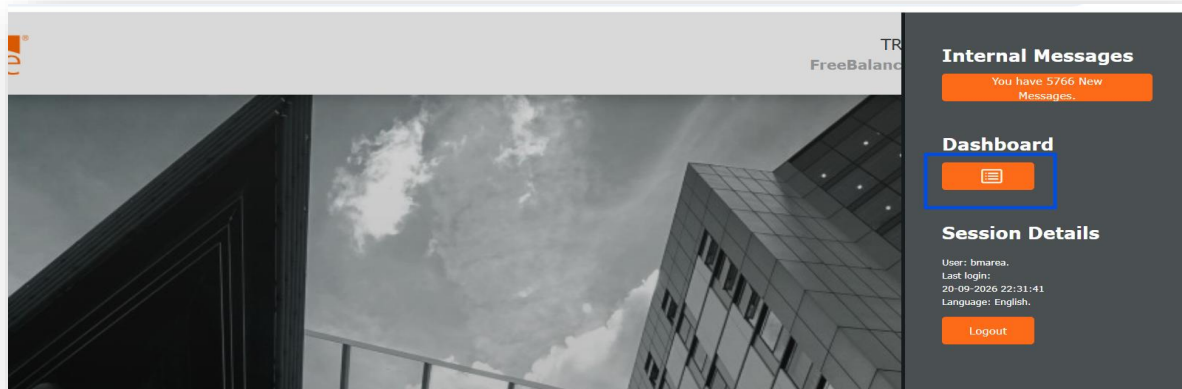
Step 17 Select your Island clerk Name from the list and then click the save button.

3.4.2 How to Authorize the Journal voucher.

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



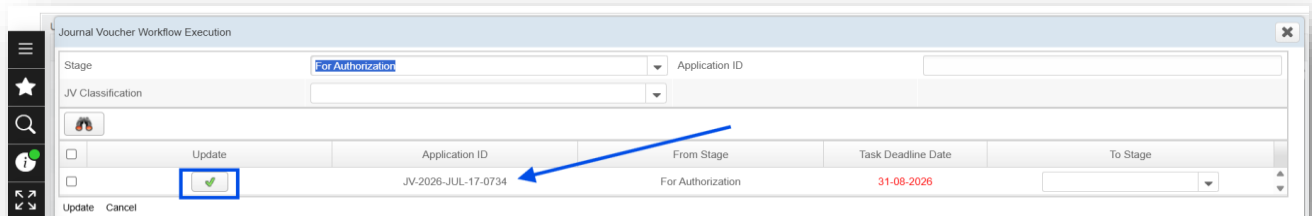
Step 2. The menu bar on the right side will appear, then **Click Dashboard button**.



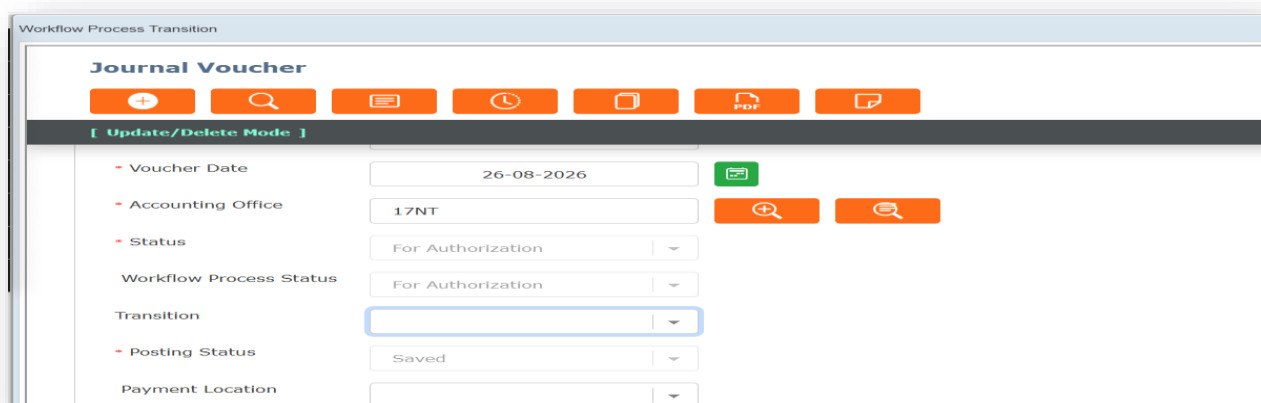
Step 3. User Dashboard will appear, Click **Journal Voucher**.

User Dashboard			
Transaction Type	Pending Tasks		Deadline Reached Tasks
Accountable Advance	2807		2807
Payment Voucher	321		319
Journal Voucher	116		116

Step 4. List of Journal vouchers you need to Authorise will be shown, click on the **update button** next to the JV number you want to Authorise.



Step 5. The **Journal voucher details** will open, allowing you to review and verify that all information is correct. Once you have completed the checking, click the **drop-down arrow** next to "Transition"



The screenshot shows the 'Journal Voucher' details form. It includes fields for Voucher Date (26-08-2026), Accounting Office (17NT), Status (For Authorization), Workflow Process Status (For Authorization), Transition (highlighted with a blue box and a drop-down arrow), Posting Status (Saved), and Payment Location. There are also buttons for '+', 'Q', 'P', 'C', 'D', 'PDF', and 'P' at the top.

Step 6. The three options will be shown up.

Note:

- Select **Authorize by Line Ministry** – If the JV is completed with no mistakes
- Select **Return for Modification** – if there are mistakes that need to be corrected by the Treasurer.

Workflow Process Transition

Journal Voucher

[Update/Delete Mode]

Status	For Authorization
Workflow Process Status	For Authorization
Transition	Authorize by Line Ministry Return for Modification
Posting Status	
Payment Location	
Currency	AUD
Exchange Rate	

Step 7. Then click the Transition button.

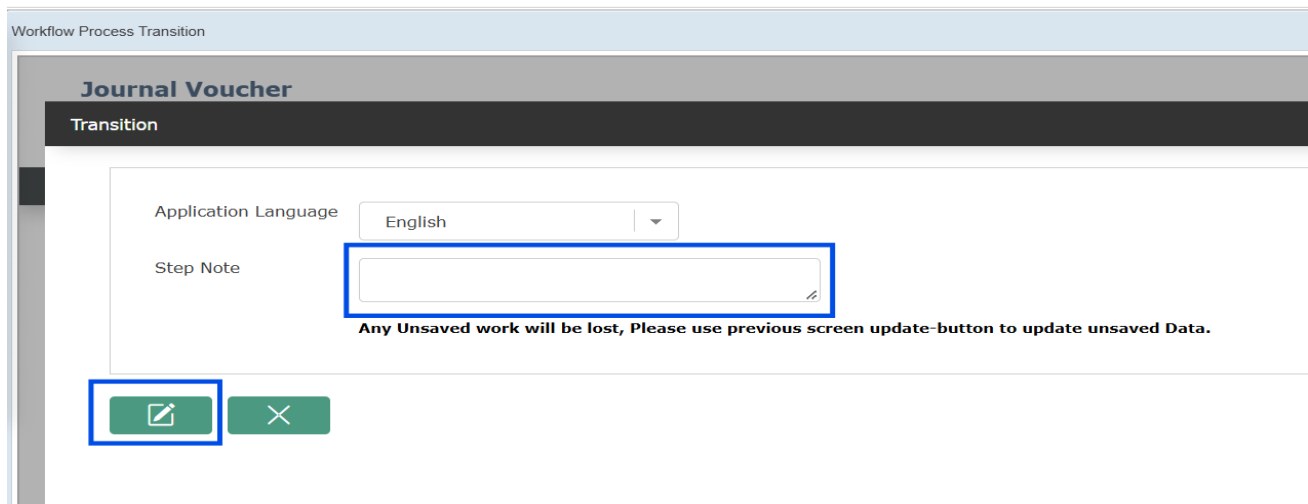
Workflow Process Transition

Journal Voucher

[Update/Delete Mode]

Status	For Authorization
Workflow Process Status	For Authorization
Transition	Authorize by Line Ministry
Posting Status	Saved
Payment Location	

Step 8. Then Enter a **step note** for the next approver and then click Finish.



Workflow Process Transition

Journal Voucher

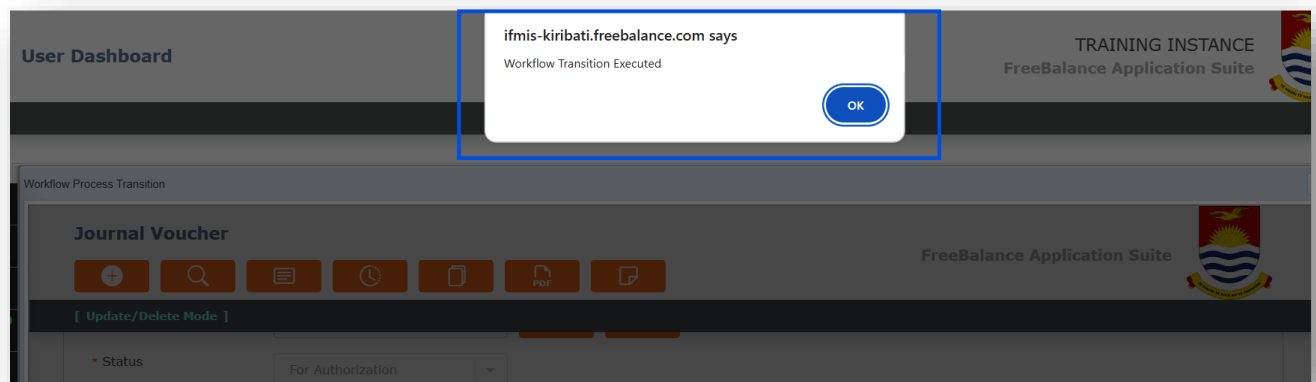
Transition

Application Language: English

Step Note:

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

Step 9. The **confirmation message** will appear, then click ok.

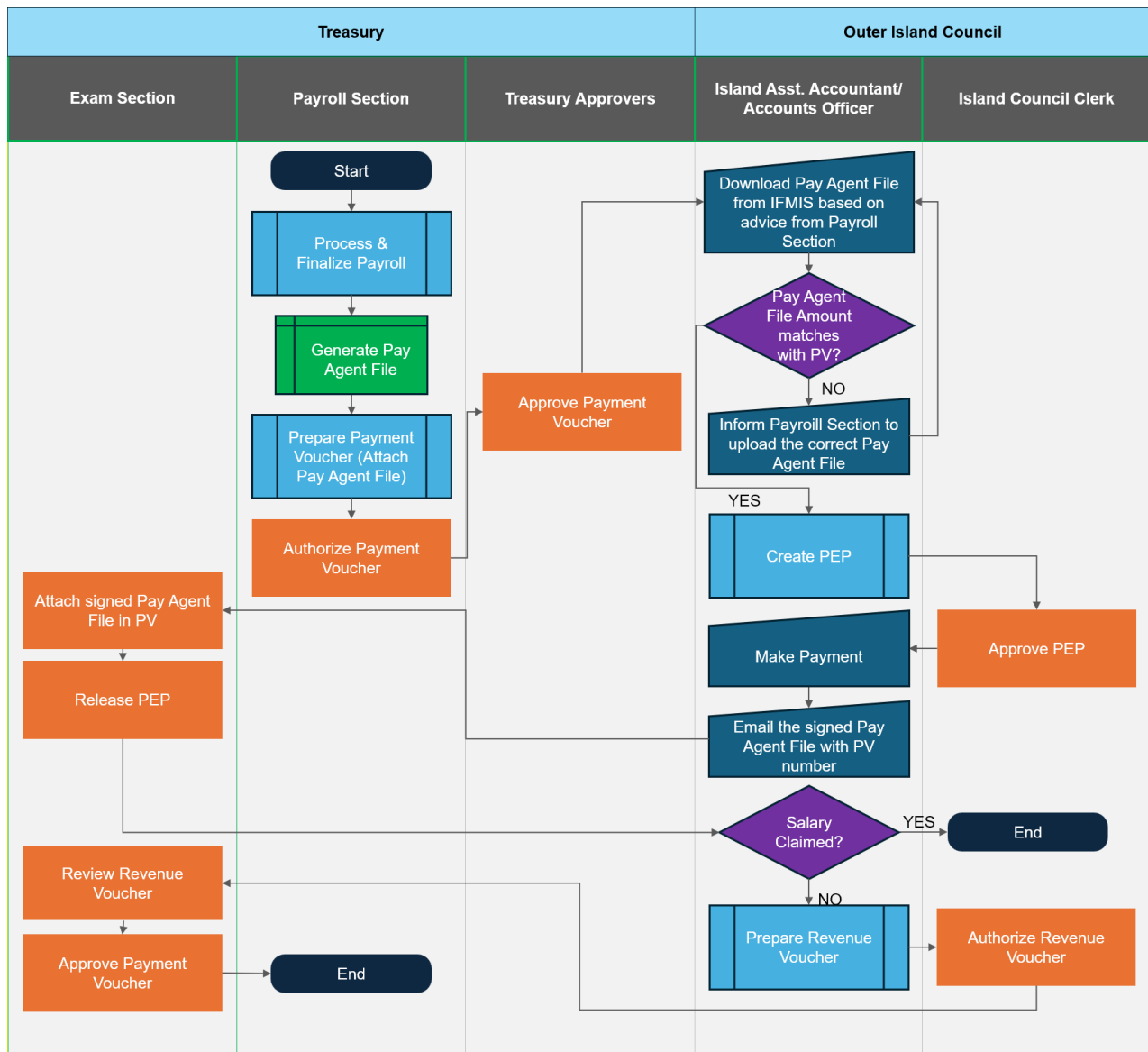


Note: Once the authorization completed, the Journal voucher will transition to Treasury for review and approval.

3.5 Processes related to Outer Island TELMO Salary

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

The process flow diagram is provided below:



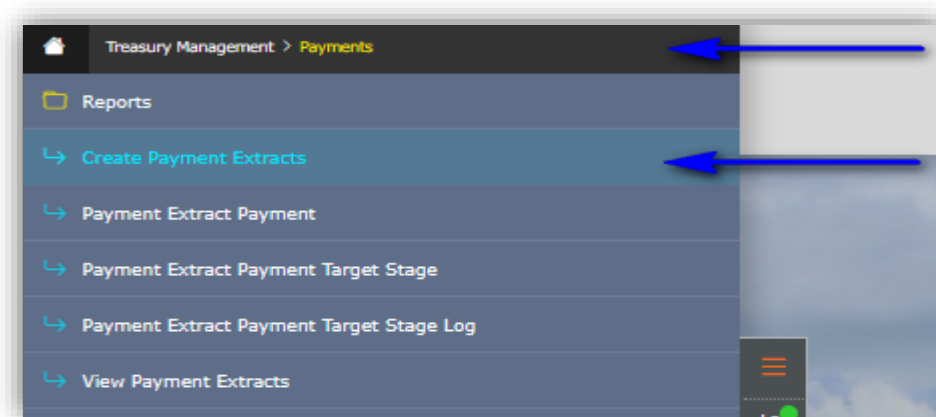
The process description for Outer Island TELMO Salary is as follows:

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

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

3.5.1 How to Create Payment Extract

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



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

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

* Fiscal Year: FY 2023
 Fiscal Period: MARCH
 Accounting Office: 17
 Is Include Child Accounting Office: ☒
 Is Accounting Payment: ☐




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

Filter Expense Voucher Payment Details

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

Select	Payment Voucher	Invoice/Claim Number	Vendor	Net Payment Amount AUD	Currency	Net Payment Amount FC	Payment Due Date	Schedule Date
☐	PV-26-17-0490	PAYROLL 2/26 BUTARITARI 260217102929144	27-Butaritari	297.16	AUD	0.00	17/2/2026	

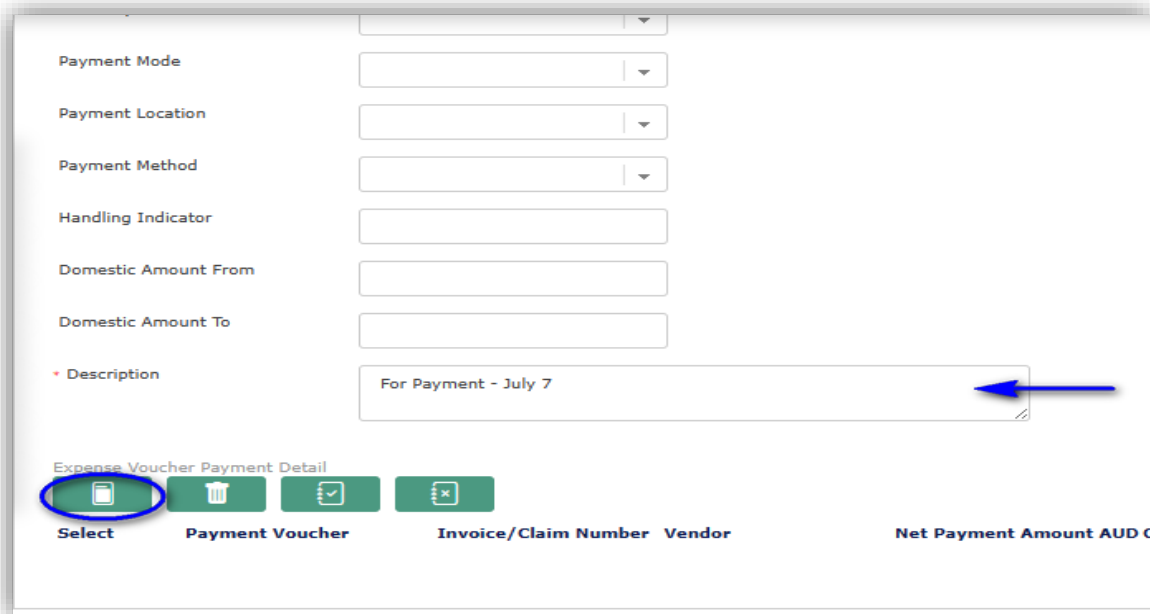


- **Payment Mode by Fund Type:** This is to filter the batch according to the Voucher Payment Mode by Fund type. To process Vouchers under recurrent budget, select **Recurrent Budget**.

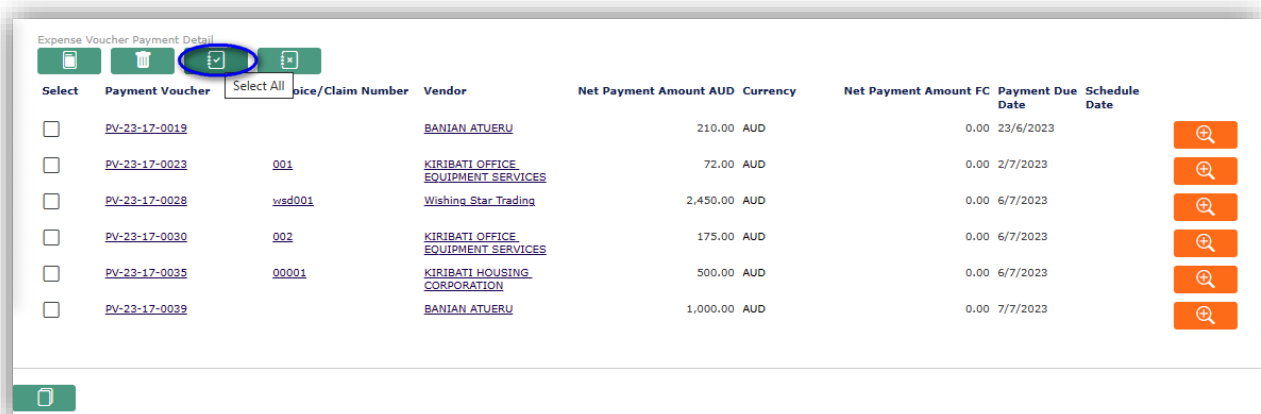
Payment Extract Generation

Financial Institution:
 Currency:
 Payment Mode:
 Payment Location:
 Payment Method:
 Development Budget
 Recurrent Budget

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

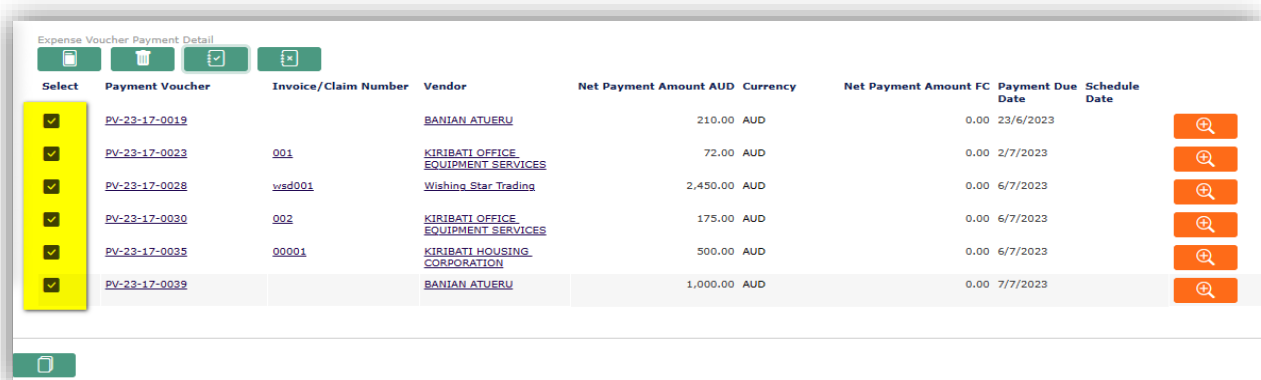


Step 4. The system will display all the approved PVs and ready for payment based on the filters provided. Click the Select All button to select all PVs for the batch.



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

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



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

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

Expense Voucher Payment Detail

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



Step 6. Transition the PEP

Payment Extract Payment



[Update/Delete Mode]

Application ID	409
Fiscal Year	FY 2026
Fiscal Period	FEBRUARY
* Voucher Date	3/2/2026
* Status	Created
Posting Status	Saved
Workflow Process Status	Created
Transition	
Payment Extract	
* Payment Method	
* Accounting Office	1702
* Treasury Bank Account	

Cancel
Request For Payment

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

Payment Extract Payment

Kiribati Training Instance

Transition

Application Language

English

Step Note

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

Transition

Approve for Payment

Application Users

Faioa Mikarite

Fakaua Botibita

James Ruatu Bweua

Maaman Ioakim

Tabaua Taoaba

Tabita Bateriki

Teniko Temake

Tiebane Merimeri

Toromon Metutera

Transition

Payment Extract

Approve for Payment

Cancel

Transition

Approve for Payment

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

3.5.2 How to record unclaimed TELMO salary.

If there is an unclaimed for telmo salary, the Treasurer need to raise an RV to record the amount.

- **Note: The Treasurer must raise one RV per Individual.**

Step 1 to 3 refer to Section 3.6.1 *How to record Revenue Voucher* step 1 to 3.

Step 4 Fill in the **Collection Classification Field**. Click the drop-down list arrow and select **State Fund Unclaimed Payment**.

The screenshot shows the 'Collection Classification' dropdown menu open. The menu lists several options: Standing Imprest Collection, State Fund EFTPOS Receipts, State Fund General Receipts, State Fund POSMO Receipt, State Fund RBC Receipt, State Fund SB25 Deposit, and State Fund Standing Imprest Co. The option 'State Fund Unclaimed Payment' is highlighted with a blue box. The form also includes fields for Fiscal Period, Voucher Date, Aging Date, Institution, Revenue Invoice Type (set to Cash), and Invoice Workflow Status (set to Prepared).

Step 5 to 6 refer to Section 3.6.1 *How to record Revenue Voucher* step 5 to 6.

Step 7 Select the **Recurrent Budget – Payments** as a **Collection Mode by Fund Type**.

The screenshot shows the 'Collection Mode by Fund Type' dropdown menu open. The menu lists two options: 'Recurrent Budget - Payments' and 'Development Budget - Payments'. The option 'Recurrent Budget - Payments' is highlighted with a blue box. The form also includes fields for Journal Voucher, Sales Payment Type (set to Cash), Paid Status (set to Yes), Receipt Method (set to Cash), Receiving Location (set to Outer Islands), Bank Account, Offset Code, and Receipt Term (set to Immediate).

Step 8 to 11 refer to Section 3.6.1 *How to record Revenue Voucher* step 8 to 11

Step 12 Fill in the **coding blocks** field as follows;

Subhead – 9901 (if not work use 1702)

Funding Agency – 1101

Projects code – 00000

NAC – 631212

COFOG - 000

Step 13 to 23 refer to Section 3.6.1 *How to record Revenue Voucher* step 13 to 23.

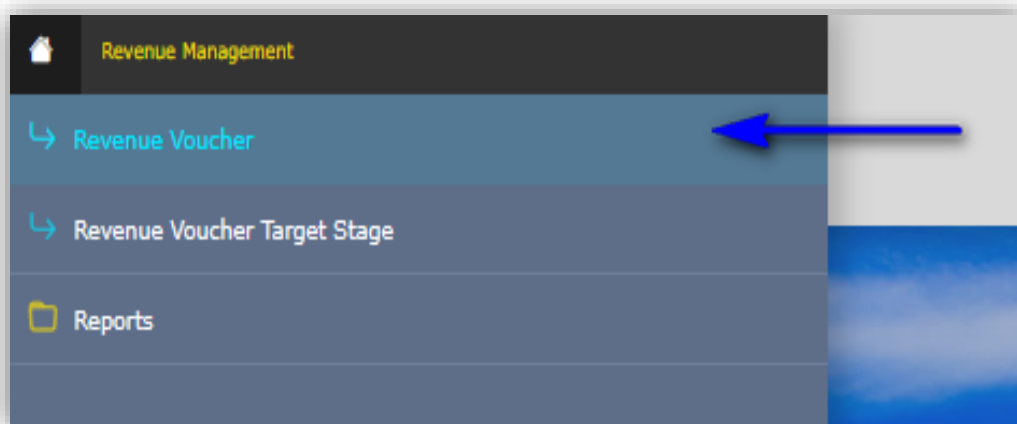
Notes:

- **RV Narration** – The Narration must include; **PV number** and the **Island Name**.
- **Attachment** – The Attachment should be the **Signed lists** (Full name of Individuals, Date and the Amount).
- The RV will transition to the Island Clerk for Authorization, refer to section 3.7.1 *How to authorize Payment Voucher* to complete the process.
- Once the RV authorized it will transition to Treasury for Review and approval.

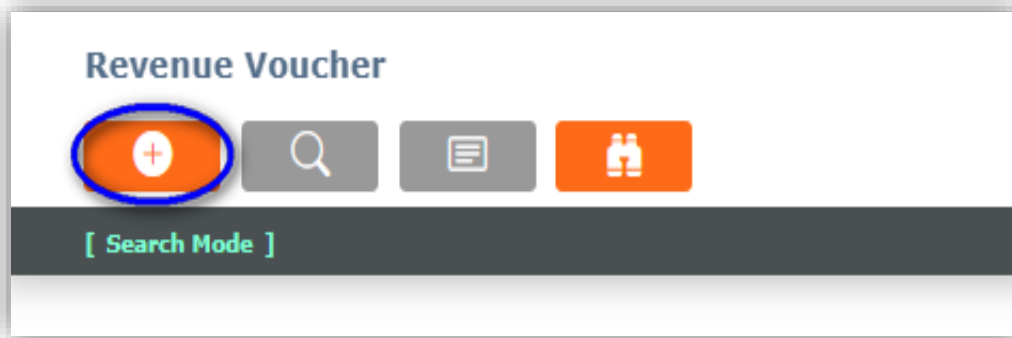
3.6 Processes related to collections or unclaimed payments

3.6.1 How to record Revenue Voucher

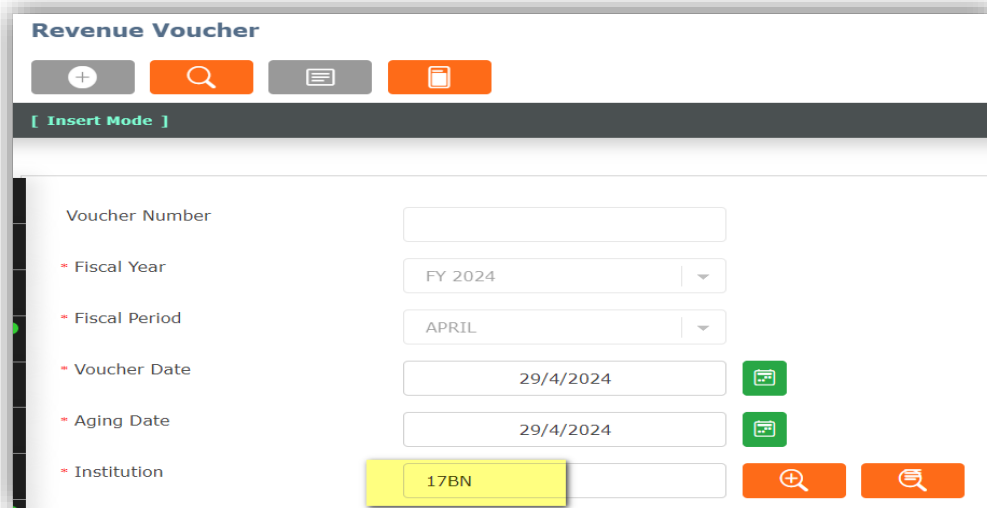
Step 1. Navigate the Menu > Revenue Management > Revenue Voucher. The Revenue Voucher is displayed by default at Search Mode.



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



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

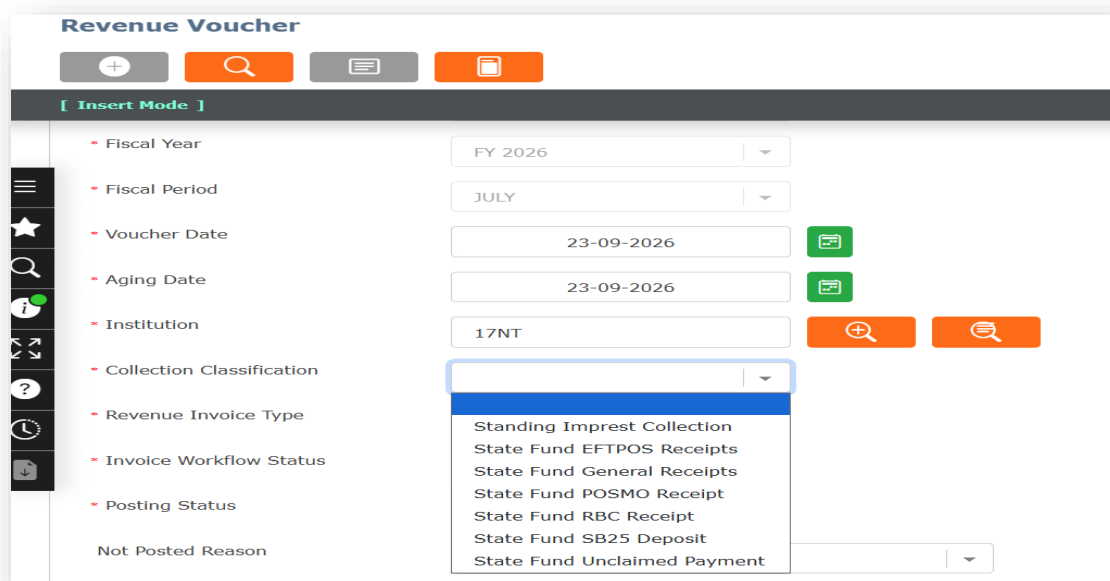


The screenshot shows the 'Revenue Voucher' interface in 'Insert Mode'. The form includes the following fields:

- Voucher Number:
- Fiscal Year:
- Fiscal Period:
- Voucher Date:
- Aging Date:
- Institution:

There are green calendar icons next to the date fields and orange search icons at the bottom right.

Step 4. Select the applicable **Collection Classification** from the dropdown list.



The screenshot shows the 'Revenue Voucher' interface in 'Insert Mode'. The form includes the following fields:

- Fiscal Year:
- Fiscal Period:
- Voucher Date:
- Aging Date:
- Institution:
- Collection Classification:
- Revenue Invoice Type:
- Invoice Workflow Status:
- Posting Status:
- Not Posted Reason:

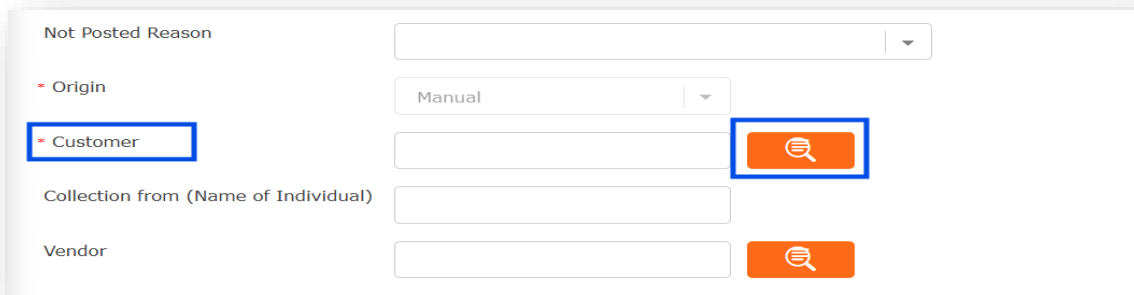
The 'Collection Classification' dropdown menu is open, showing the following options:

- Standing Imprest Collection
- State Fund EFTPOS Receipts
- State Fund General Receipts
- State Fund POSMO Receipt
- State Fund RBC Receipt
- State Fund SB25 Deposit
- State Fund Unclaimed Payment

There are orange search icons at the bottom right.

Step 5. Fill in **Customer Field**.

a) Click the **lookup button**.



Not Posted Reason

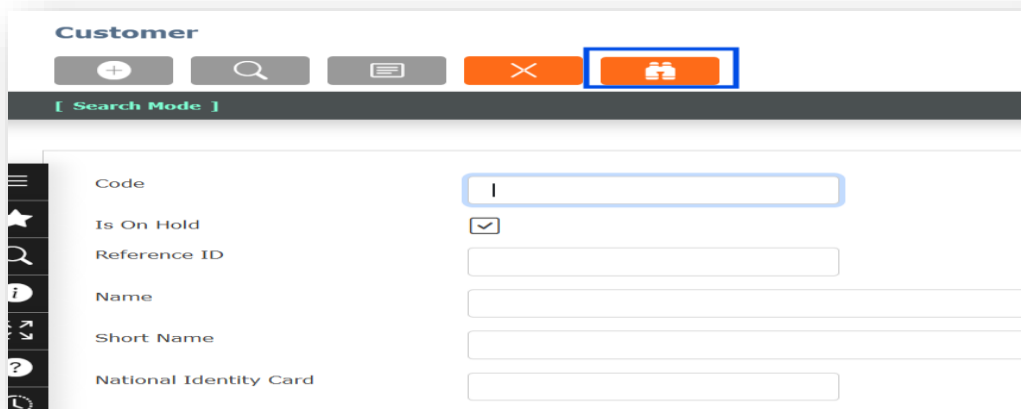
* Origin: Manual

* Customer: [lookup button]

Collection from (Name of Individual):

Vendor: [lookup button]

b) Click the **Find button**.



Customer

[Search Mode]

Code: [input field]

Is On Hold: ☒

Reference ID: [input field]

Name: [input field]

Short Name: [input field]

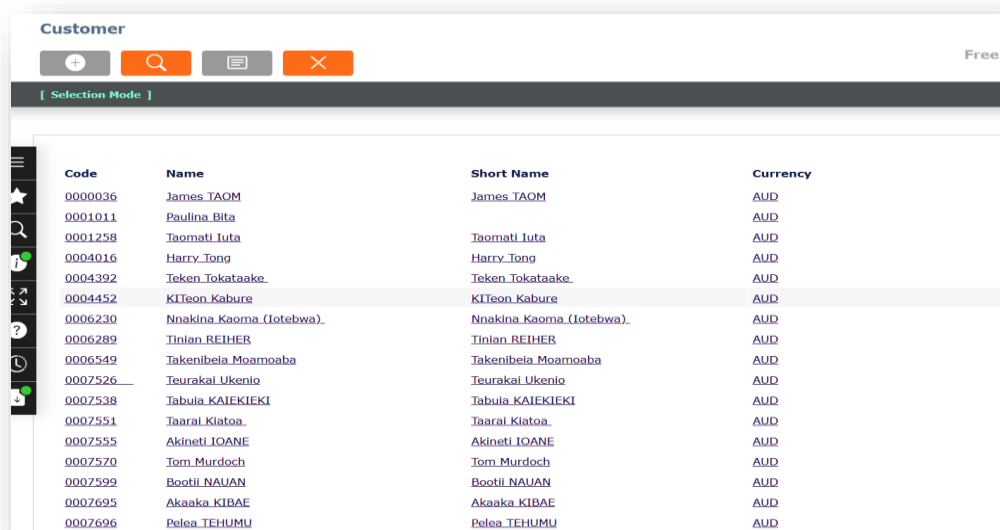
National Identity Card: [input field]

c) Click on the applicable vendor code from the list.

Note:

General Collections – Select General Public (GP).

Unclaimed - The vendor code should be the same as in the PV.



Customer

[Selection Mode]

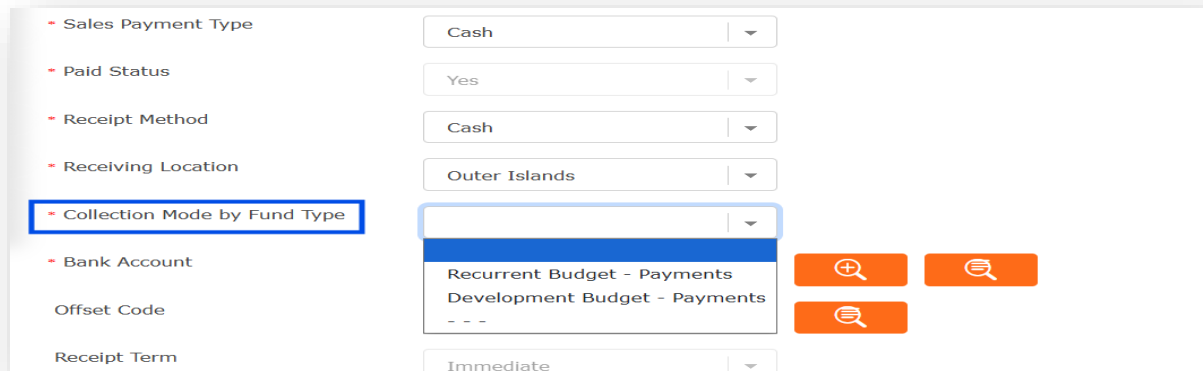
Code	Name	Short Name	Currency
0000036	James TAOM	James TAOM	AUD
0001011	Paulina Bita		AUD
0001258	Taomati Juta	Taomati Juta	AUD
0004016	Harry Tong	Harry Tong	AUD
0004392	Teken Tokataake	Teken Tokataake	AUD
0004452	KITeon Kabure	KITeon Kabure	AUD
0006230	Nnakina Kaoma (Iotebwa)	Nnakina Kaoma (Iotebwa)	AUD
0006289	Tinian REIHER	Tinian REIHER	AUD
0006549	Takenibeia Moamoaba	Takenibeia Moamoaba	AUD
0007526	Teurakai Ukenio	Teurakai Ukenio	AUD
0007538	Tabuia KAIEKIEKI	Tabuia KAIEKIEKI	AUD
0007551	Taarai Kiatoo	Taarai Kiatoo	AUD
0007555	Akineti IOANE	Akineti IOANE	AUD
0007570	Tom Murdoch	Tom Murdoch	AUD
0007599	Bootii NAUAN	Bootii NAUAN	AUD
0007695	Akaaka KIBAE	Akaaka KIBAE	AUD
0007696	Pelea TEHUMU	Pelea TEHUMU	AUD

Step 6. Fill in the **Collection from (Name of Individual)** field as follows;

For Collection – Name of the Customer.

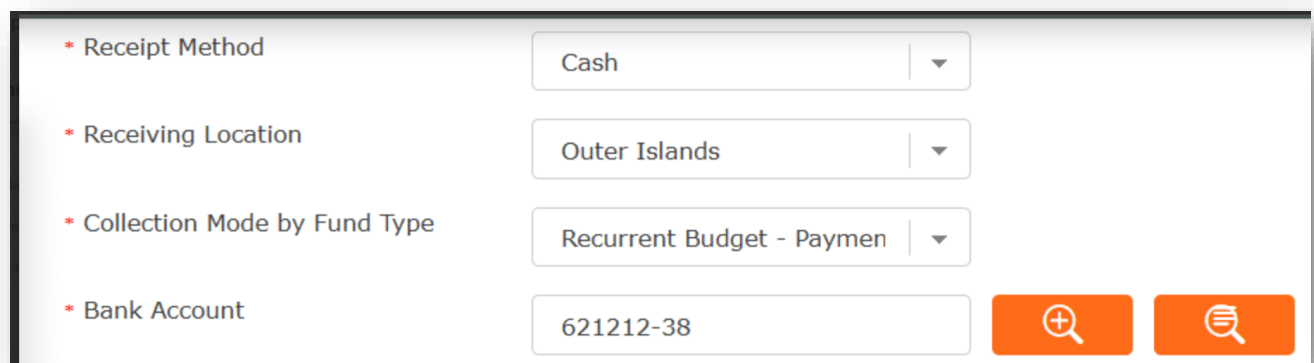
For Unclaimed – Name of the Individual.

Step 7. Select the applicable **Collection Mode by Fund Type**.



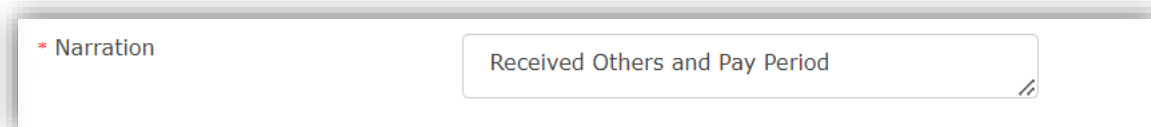
A screenshot of a form with several dropdown menus. The 'Collection Mode by Fund Type' dropdown is open, showing options: 'Recurrent Budget - Payments', 'Development Budget - Payments', and '---'. To the right of the dropdown are three orange buttons with magnifying glass icons.

Step 8. Make sure that the **Bank account** is the correct **State fund & Island Code**. For example, **621212- 38**



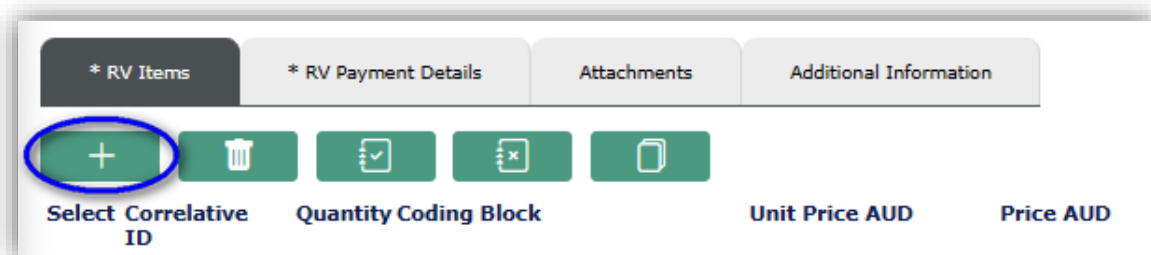
A screenshot of a form showing the 'Bank Account' field with the value '621212-38'. Above it are fields for 'Receipt Method' (Cash), 'Receiving Location' (Outer Islands), and 'Collection Mode by Fund Type' (Recurrent Budget - Paymen). To the right of the 'Bank Account' field are two orange buttons with magnifying glass icons.

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



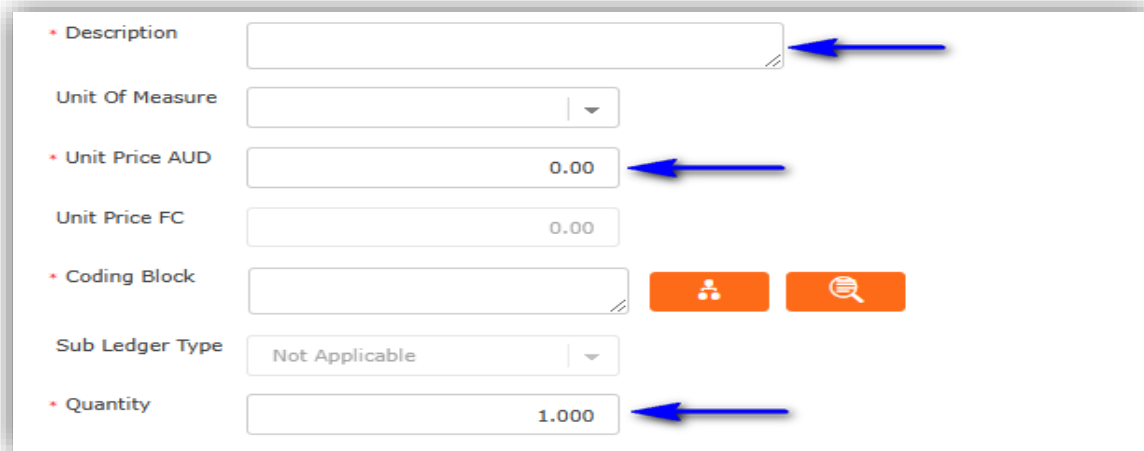
A screenshot of a form showing the 'Narration' field with the text 'Received Others and Pay Period'.

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



A screenshot of a form with four tabs: '* RV Items', '* RV Payment Details', 'Attachments', and 'Additional Information'. The '* RV Items' tab is active. Below the tabs are five green buttons: a plus sign (+), a trash can, a checkmark, a cross, and a document icon. Below these buttons are labels: 'Select Correlative ID', 'Quantity Coding Block', 'Unit Price AUD', and 'Price AUD'.

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



The screenshot shows a form with the following fields and values:

- Description:** [Empty text box]
- Unit Of Measure:** [Dropdown menu]
- Unit Price AUD:** 0.00
- Unit Price FC:** 0.00
- Coding Block:** [Empty text box]
- Sub Ledger Type:** Not Applicable
- Quantity:** 1.000

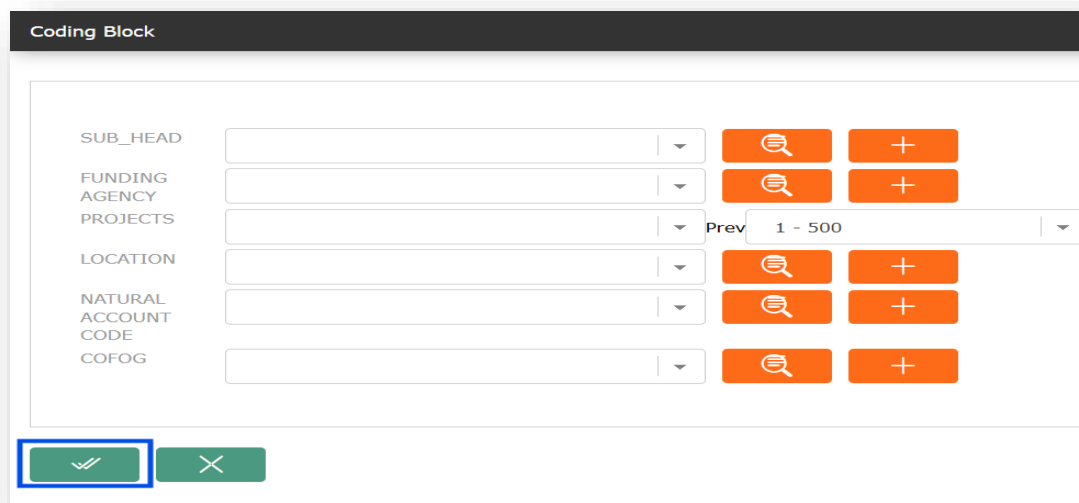
Blue arrows point to the Description, Unit Price AUD, and Quantity fields.

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.



The screenshot shows the Coding Block section with a text box and two buttons: a blue 'Elements View' button (circled in blue) and a magnifying glass search button.

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



The screenshot shows the 'Coding Block' dialog box with the following fields:

- SUB_HEAD:** [Dropdown menu]
- FUNDING AGENCY:** [Dropdown menu]
- PROJECTS:** [Dropdown menu]
- LOCATION:** [Dropdown menu]
- NATURAL ACCOUNT CODE:** [Dropdown menu]
- COFOG:** [Dropdown menu]

Each field has a magnifying glass search button and a '+' button. A 'Prev' button and a '1 - 500' dropdown are also present. At the bottom, there is a green checkmark button (highlighted with a blue box) and a green 'X' button.

SUB HEAD:

- *For General Collections:* Select the appropriate Ministry and Division code from the dropdown list. (If you are unsure which code to select, contact the relevant Ministry associated with the collection or the Treasury Division for clarification).
- *For unclaimed* – should be match with Sub head code in the coding block as the Payment Voucher

FUND AGENCY:

- *For General Collections* – Recurrent – 1101, Project – Select the relevant project funding source. (If you are unsure which code to select, contact the relevant Ministry associated with the collection or the Treasury Division for clarification).
- *For Unclaimed* – Should be match with the Funding Agency in the Coding block as per the Payment Voucher.

PROJECT:

- *For General Collections* – Recurrent – 00000, Project – Select the relevant project code. (If you are unsure which code to select, contact the relevant Ministry associated with the collection or the Treasury Division for clarification).
- *For Unclaimed* – Should be match with the Projects code in the coding block as per the Payment voucher.

LOCATION: Select from the list. This should only display the Location of the Island Council.

NAC:

- *For General Collections* - Select the relevant NAC. (If you are unsure which code to select, contact the relevant Ministry associated with the collection or the Treasury Division for clarification)
- *For Unclaimed* – Same with the NAC in the coding block as per the Payment voucher.

COFOG:

- *For General Collections* - Remember for revenue items COFOG code will always be **000**
- *For Unclaimed* – Same with the COFOG code in the coding block as per the Payment voucher.

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

* Correlative ID	
* Description	-Court fee
Unit Of Measure	Each
* Unit Price AUD	3.00
Unit Price FC	0.00
* Coding Block	2203/1101/00000/25/142256/013   
Sub Ledger Type	Not Applicable
* Quantity	1.000
* Price AUD	3.00
* Price FC	0.00

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

+ 🗑️ 📅 📄 📱							
Select	Correlative ID	Quantity	Coding Block	Unit Price AUD	Price AUD	Price FC	Description
☒		1.000	2203/1101/00000/25/142256/013	3.00	3.00	0.00	-Court 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

+

🗑️

📅

📄

Select	Correlative ID	Payment Due Date	
☒		1/2/2024	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

* Correlative ID

* Payment Due Date

1/2/2024

📅

* Payment Amount AUD

3.00

Payment Amount FC

Reference Number

01-0224

Cheque/Collection Date

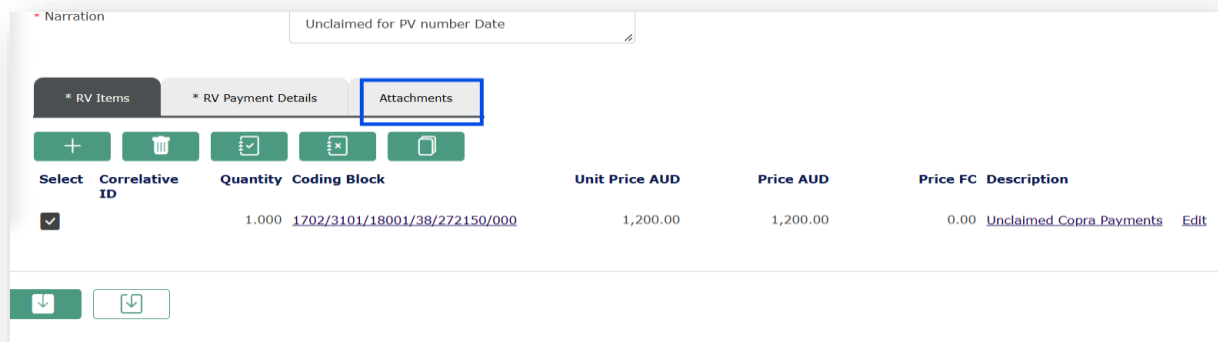
📅

✓

✕

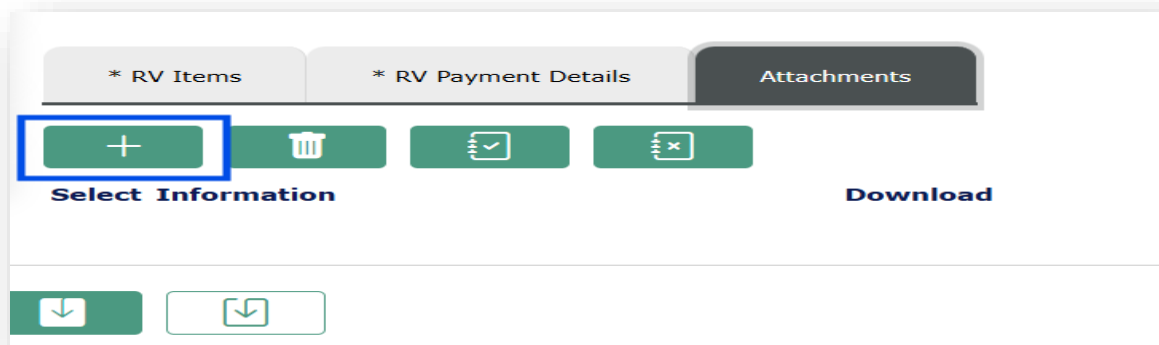
Step 18 **Attach supporting documents.** (Especially for Unclaimed)

a) Click on **Attachments**.



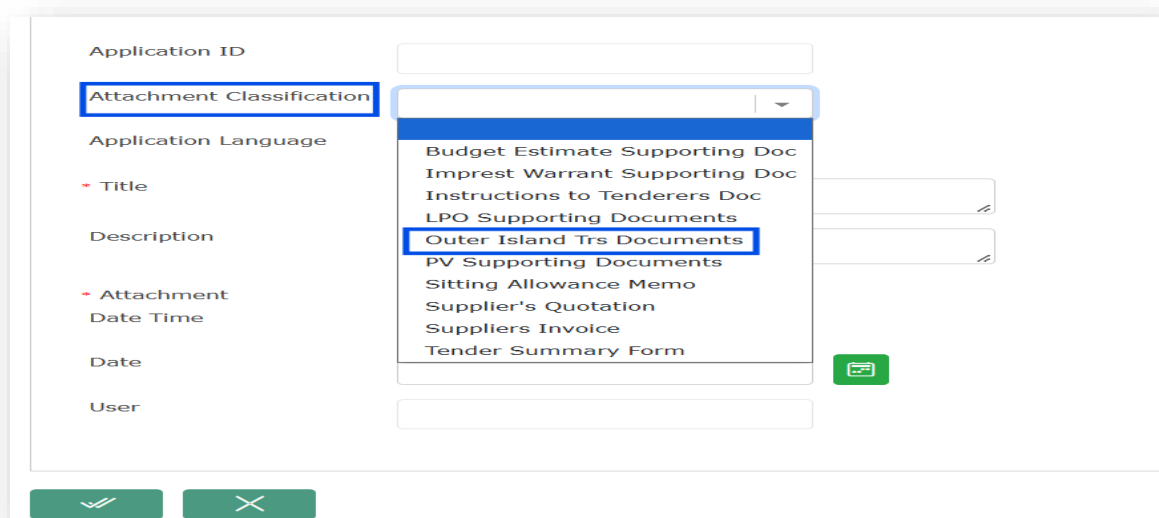
The screenshot shows the 'Attachments' tab selected in the top navigation bar. Below the tabs, there is a table with the following columns: Select, Correlative ID, Quantity, Coding Block, Unit Price AUD, Price AUD, Price FC, and Description. The table contains one row with the following data: Select (checked), Correlative ID (empty), Quantity (1.000), Coding Block (1702/3101/18001/38/272150/000), Unit Price AUD (1,200.00), Price AUD (1,200.00), Price FC (0.00), and Description (Unclaimed Copra Payments). There are also buttons for '+', '-', and a download icon at the bottom left.

b) Click new button.



The screenshot shows the 'Attachments' tab selected. Below the tabs, there is a row of buttons: '+', '-', and a download icon. The '+' button is highlighted with a blue box. Below the buttons, there is a 'Select Information' button and a 'Download' button. At the bottom, there are two download icons.

c) Fill in the **Attachment Classification**, click the drop-down button and select – **Outer Island Trs Documents**



The screenshot shows the 'Attachment Classification' dropdown menu open. The menu lists the following options: Budget Estimate Supporting Doc, Imprest Warrant Supporting Doc, Instructions to Tenderers Doc, LPO Supporting Documents, Outer Island Trs Documents (highlighted with a blue box), PV Supporting Documents, Sitting Allowance Memo, Supplier's Quotation, Suppliers Invoice, and Tender Summary Form. There are also input fields for Application ID, Application Language, Title, Description, Attachment Date Time, Date, and User. At the bottom, there are two buttons: a checkmark and a close button.

d) Enter the **Title and Description**, then click the **choose file** button to upload the file.

The screenshot shows a form with the following fields and controls:

- Application ID: Text input field.
- Attachment Classification: Dropdown menu with "Outer Island Trs Documents" selected.
- Application Language: Dropdown menu with "English" selected.
- Title: Text input field, highlighted with a blue border.
- Description: Text input field, highlighted with a blue border.
- Attachment: Section containing a "Choose file" button (highlighted with a blue border) and the text "No file chosen".
- Date Time: Text input field.
- Date: Text input field with a calendar icon to its right.
- User: Text input field.
- Bottom navigation: Two green buttons, one with a checkmark and one with an 'X'.

e) After the attachment uploaded click the save and return button.

The screenshot shows the bottom portion of the form:

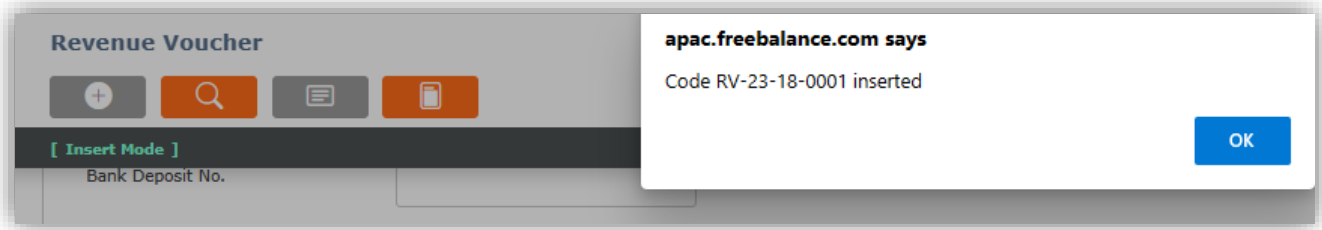
- Date Time: Text input field.
- Date: Text input field with a calendar icon to its right.
- User: Text input field.
- Bottom navigation: Two green buttons, one with a checkmark (highlighted with a blue border) and one with an 'X'.

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

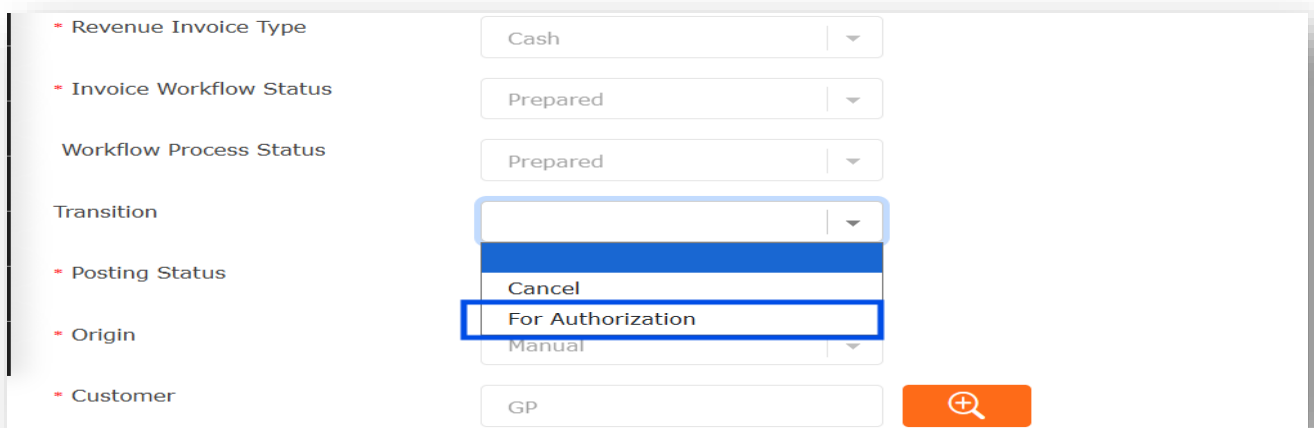
The screenshot shows the "RV Payment Details" section of the application:

- Navigation tabs: "* RV Items", "* RV Payment Details" (active), and "Attachments".
- Action buttons: Four green buttons with icons for adding (+), deleting (trash), saving (checkmark), and canceling (X).
- Table header:
 - Select: Column with a checkbox.
 - Correlative ID: Column header.
 - Payment Due Date: Column header.
- Table data:
 - Row 1: ☒ (under Select), ID (under Correlative ID), 1/2/2024 (under Payment Due Date), and an [Edit](#) link.
- Bottom navigation: Two green buttons with download icons; the first one is highlighted with a blue circle.

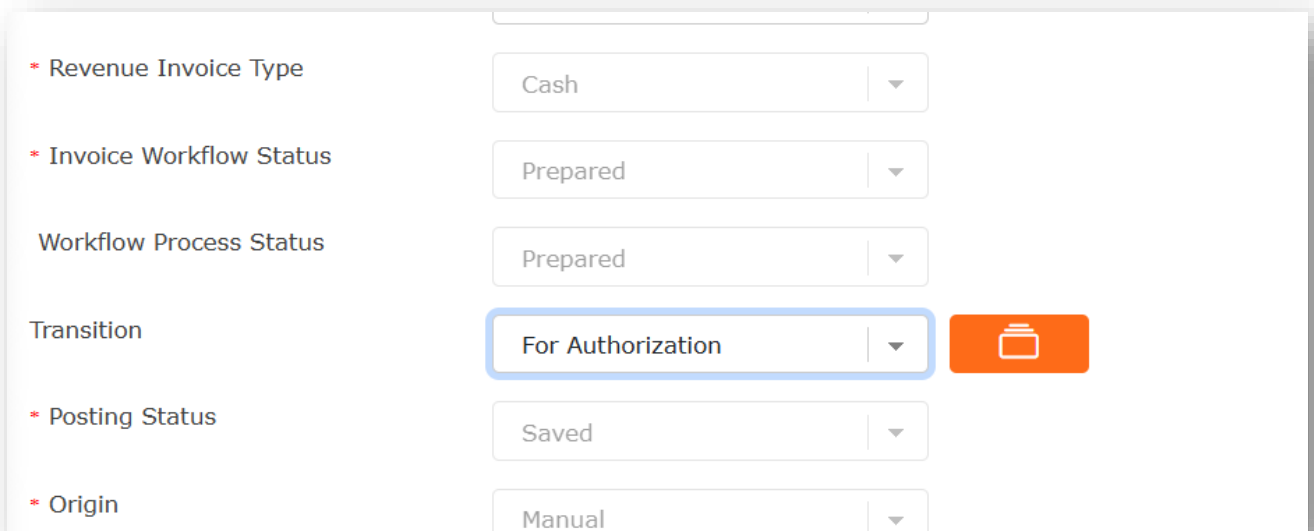
Step 20. Click ok on the message displayed.



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



Step 22. Click the Transition button.



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

Transition

Application Language: English

Step Note:

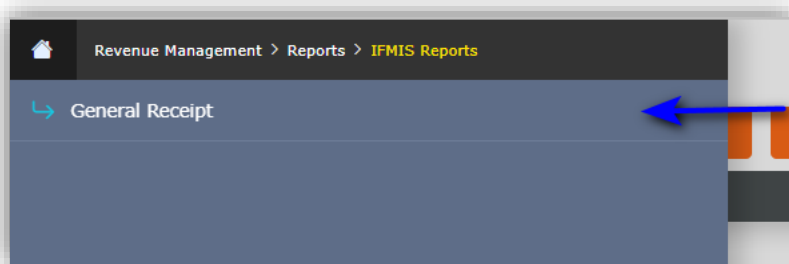
Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

3.6.2 How to print General Receipt

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

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



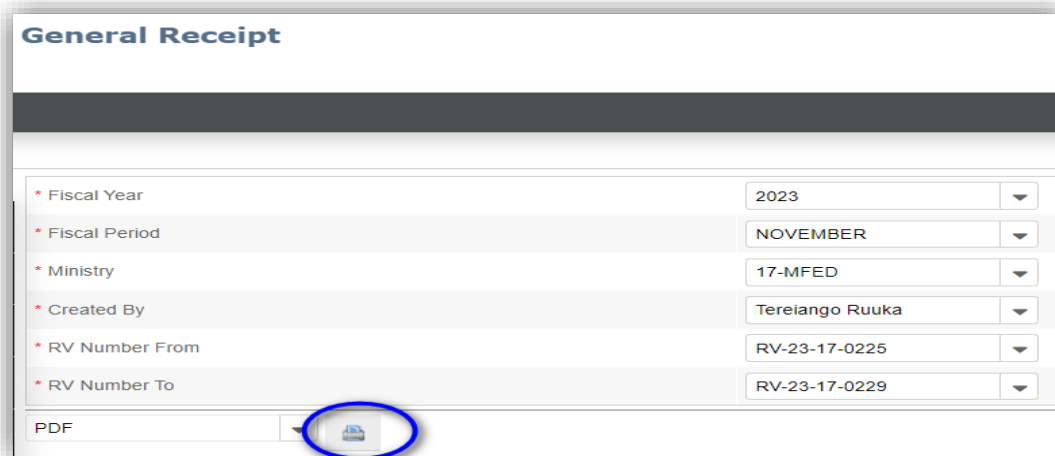
Step 2. Provide the details as follows.

General Receipt

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

PDF 

Step 3. Click the Generate Report button.

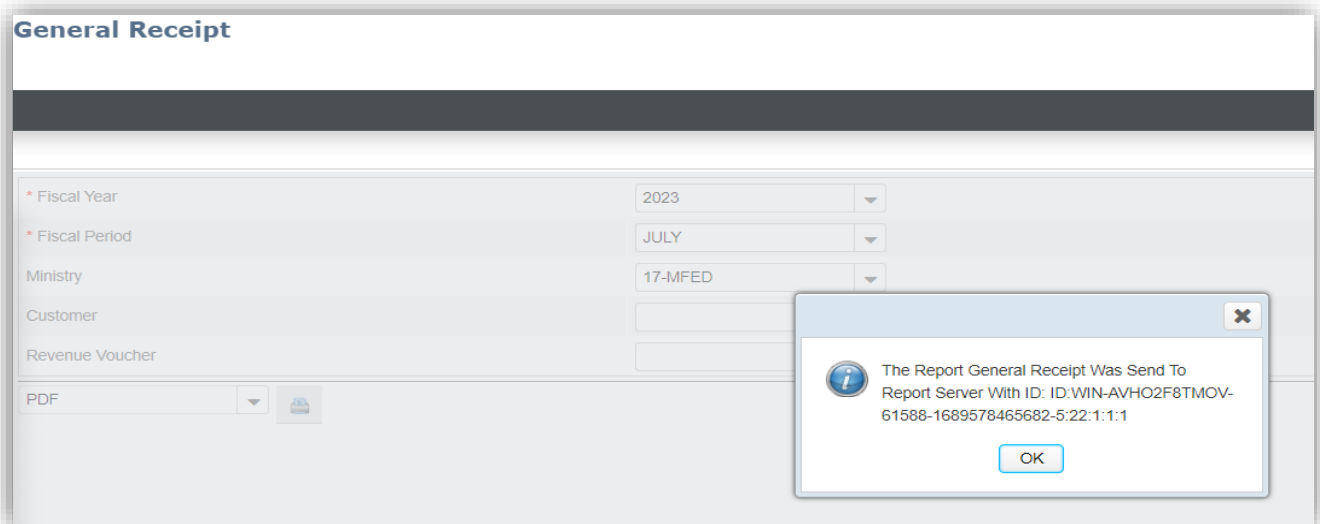


General Receipt

* Fiscal Year	2023
* Fiscal Period	NOVEMBER
* Ministry	17-MFED
* Created By	Tereango 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

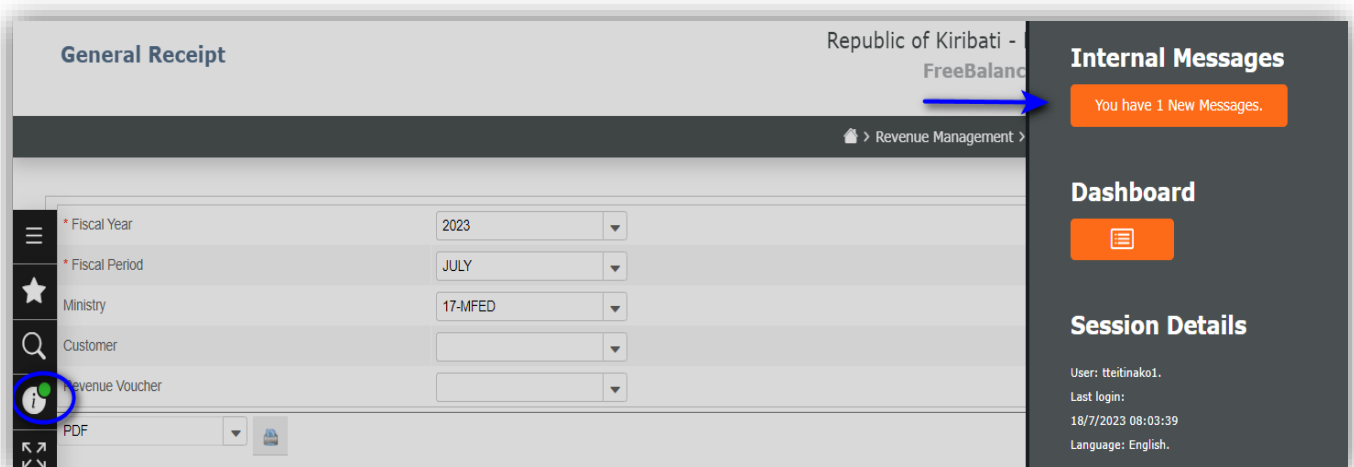
* Fiscal Year	2023
* Fiscal Period	JULY
Ministry	17-MFED
Customer	
Revenue Voucher	

PDF 

The Report General Receipt Was Send To Report Server With ID: ID:WIN-AVHO2F8TMOV-61588-1689578465682-5.22:1:1:1

OK

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



General Receipt

Republic of Kiribati - FreeBalance

Revenue Management >

* Fiscal Year	2023
* Fiscal Period	JULY
Ministry	17-MFED
Customer	
Revenue Voucher	

PDF 

Menu

Star

Search



Internal Messages

You have 1 New Messages.

Dashboard



Session Details

User: tteitinao1.

Last login: 18/7/2023 08:03:39

Language: English.

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

Internal Message						
     						
Select	Status	From	ID	Subject	Posting Date	
☐	●	Taunteang Teitinako	<u>23779</u>	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: Taunteang Teitinako	Size: 1.3 KB

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

 Republic of Kiribati GENERAL RECEIPT	
Ministry/Department : <u>MOE/ Primary (1502)</u>	No. B : <u>RV-23-15-0003</u>
Station : <u>Bikenibeu (14)</u>	Date : <u>03 Aug 23</u>
Received From : <u>Sieruka Karee and Evelyn Karee</u>	
the sum of : ** ONE HUNDRED AND EIGHTY Dollars**	
in settlement of : <u>Rurubao school fee class 4 and class 2 term 2</u>	
Amount \$: <u>\$ 180.00</u> Cash/Cheque No: <u>-</u>	<u>Mareta Tanoua</u>
<i>General Purpose Form 14</i>	Accountable Officer

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

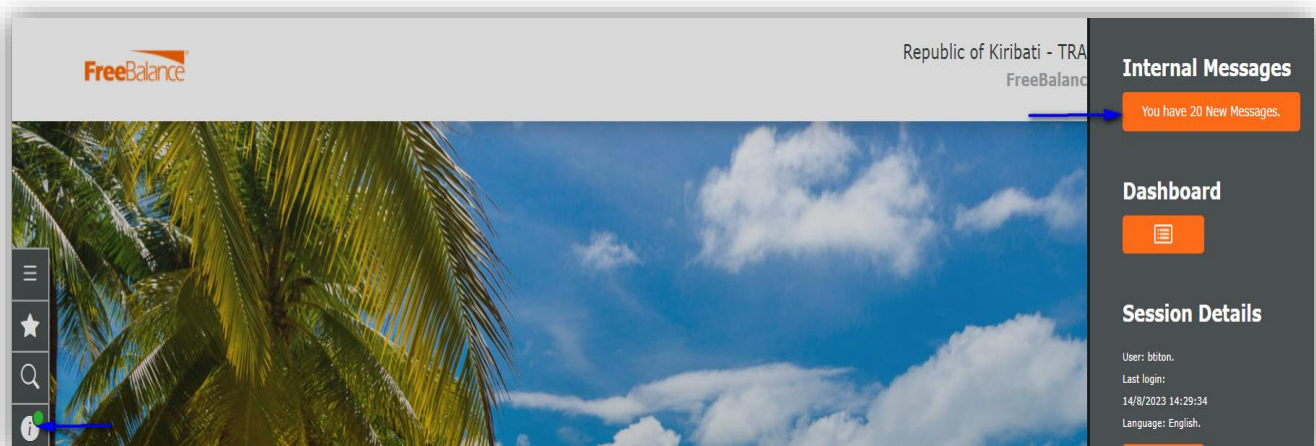
3.6.3 How to Authorize the Revenue Voucher

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

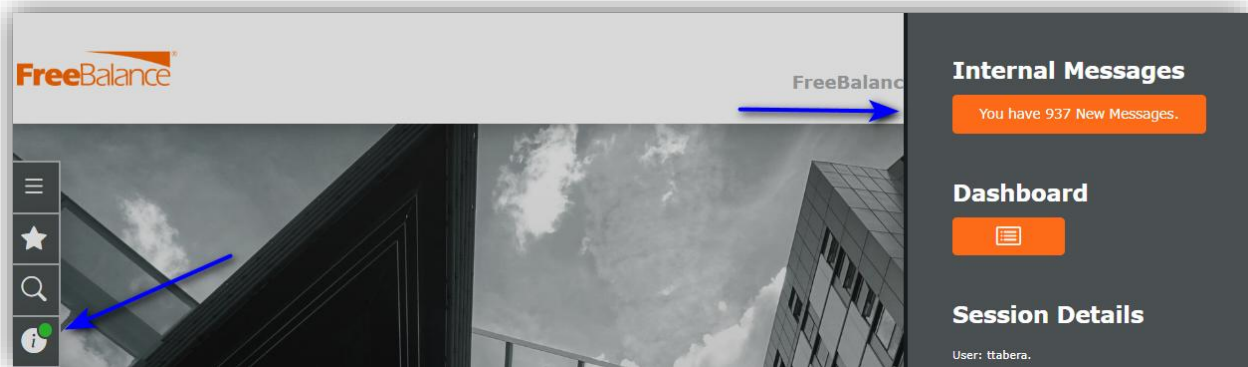
The initial authorization and approval of the Revenue Voucher will be coming from the Line Ministry SROs. To approve the RV, follow the steps defined below:

3.6.3.1 Transition using the Internal Message

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



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



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

Internal Message									
     									
Select	Status	From	ID	Subject	Posting Date	Reading Date	Due Date	Select All Select None Action Date	
☐	●	Annette Lafai	25544	There is a new Revenue Voucher (Code = RV-23-15-0001) transition assigned to you	14/8/2023 14:28:48				
☐		ttavera	22282	Estimated time for Purchase Requisition (Code = PR-23-15-0003) has expired	5/7/2023				

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 assigned to you

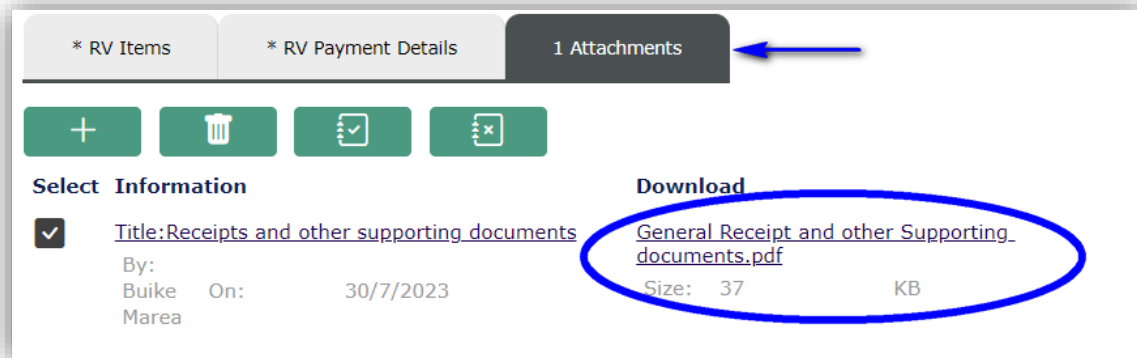
Body

Transaction = Revenue Voucher
 Transaction Id = 36
 Code = RV-23-15-0001
 Description = Library Fine - Aug 3
 Options Available: Prepared, Ministry Authorized

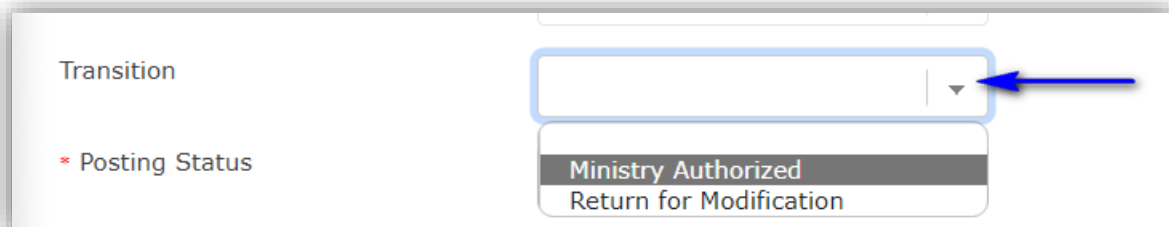
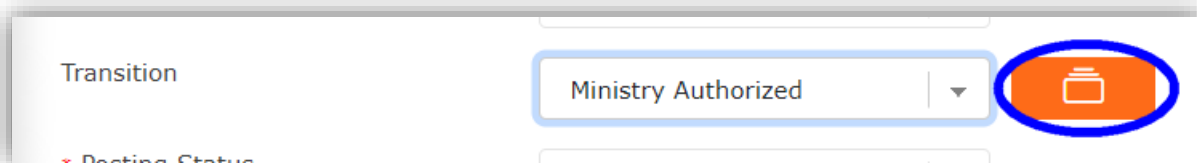
Entity

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.

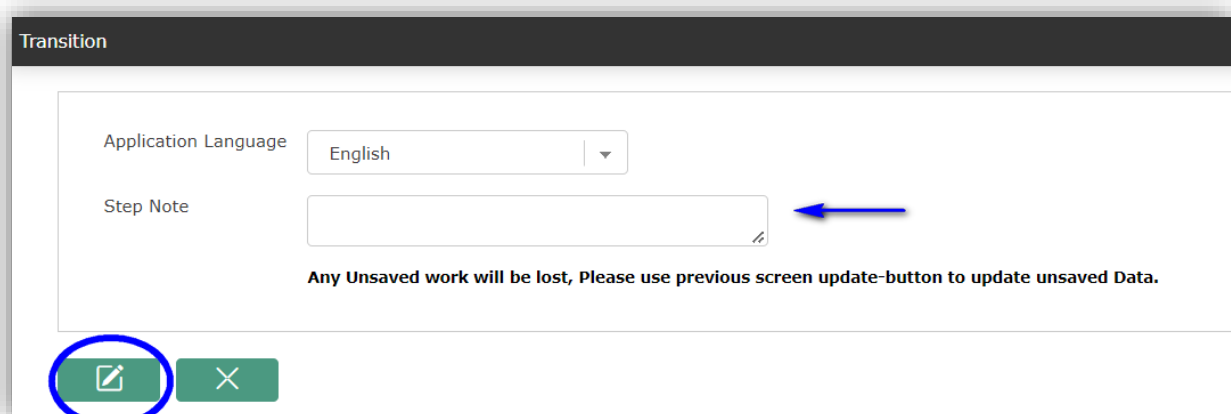


Step 6. After the review, go up to the Transition field and select the “**Ministry Authorized**” from the dropdown list. The Transition  button is displayed. Click on it to proceed.

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

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



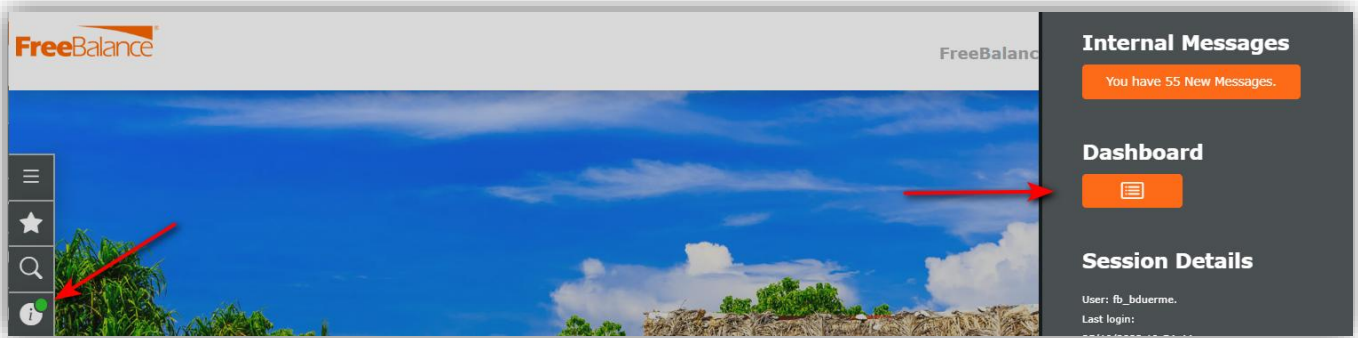
3.6.3.2 Transition using the Dashboard

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

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

To use the dashboard, follow these steps.

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



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

User Dashboard

FreeBalance Application Suite

User Dashboard

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

Step 3. Click the Transaction to process.

User Dashboard FreeBalance Application Suite

User Dashboard

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

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

User Dashboard FreeBalance Application Suite

Commitment Workflow Execution

Stage: Application ID:

☐	Update	Application ID	From Stage	Task Deadline Date	To Stage
☐	☒	COMM-23-17-0238	For Endorsement	8/9/2023	
☐	☒	COMM-23-17-0258	For Endorsement	12/9/2023	
☐	☒	COMM-23-17-0263	For Endorsement	13/9/2023	
☐	☒	COMM-23-17-0291	For Endorsement	20/9/2023	
☐	☒	COMM-23-17-0324	For Endorsement	13/10/2023	

Update Cancel

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

User Dashboard

FreeBalance Application Suite

Workflow Process Transition

Commitment

FreeBalance Application Suite

+

Q

PDF

[Update/Delete Mode]

Fiscal Year

FY 2023

Fiscal Period

OCTOBER

Issue Date

7/9/2023

Budget Office

1702

Q

Q

Workflow Status

Approval Requested

Workflow Process Status

For Endorsement

Transition

Commitment Type

Endorse

Return for Modification

Step 6. Click the Transition button.

User Dashboard

FreeBalance Application Suite

Workflow Process Transition

Commitment

FreeBalance Application Suite

+

Q

PDF

[Update/Delete Mode]

Fiscal Year

FY 2023

Fiscal Period

OCTOBER

Issue Date

7/9/2023

Budget Office

1702

Q

Q

Workflow Status

Approval Requested

Workflow Process Status

For Endorsement

Transition

Endorse

Commitment Type

PO and Non PO Commitmer

Step 7. Click the finish button.

Catalogue Item Republic of Kir

Transition

Application Language

Step Note

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

Finish

Step 8. Click Ok on the displayed message.

User Dashboard FreeBalance Application Suite

apac.freebalance.com says
Workflow Transition Executed

OK

Workflow Process Transition

Commitment

[Update/Delete Mode]

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

User Dashboard FreeBalance Application Suite

Workflow Process Transition

Commitment

[View Mode]

Commitment Number

Fiscal Year

Fiscal Period

Issue Date 

Budget Office 

Workflow Status

Workflow Process Status 



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

User Dashboard FreeBalance Application Suite

Commitment Workflow Execution ✕

Stage:

Application ID:



☐	Update	Application ID	From Stage	Task Deadline Date	To Stage
☐		COMM-23-17-0238	Endorsed	26/10/2023	
☐		COMM-23-17-0258	For Endorsement	12/9/2023	
☐		COMM-23-17-0263	For Endorsement	13/9/2023	
☐		COMM-23-17-0291	For Endorsement	20/9/2023	
☐		COMM-23-17-0324	For Endorsement	13/10/2023	

Update Cancel

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

User Dashboard FreeBalance Application Suite

Commitment Workflow Execution ✕

Stage:

Application ID:



☐	Update	Application ID	From Stage	Task Deadline Date	To Stage
☐		COMM-23-17-0238	Endorsed	26/10/2023	
☐		COMM-23-17-0258	For Endorsement	12/9/2023	
☐		COMM-23-17-0263	For Endorsement	13/9/2023	
☐		COMM-23-17-0291	For Endorsement	20/9/2023	
☐		COMM-23-17-0324	For Endorsement	13/10/2023	

Update Cancel

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

User Dashboard FreeBalance Application Suite

User Dashboard

Transaction Type	Pending Tasks	Deadline Reached Tasks
Payment Voucher	337	336
Commitment	4	4
Purchase Order	3	3
 Purchase Requisition	2	2
Cost Item Per Period	3	3
Deduction Per Period	3	3

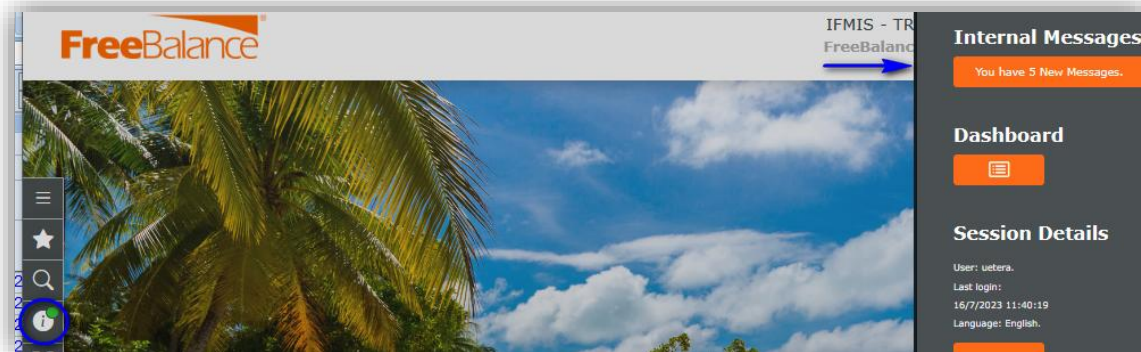
3.7 Common processes to Outer Island Transactions

3.7.1 How to authorize Payment Voucher

The Island Clerk are designated to authorize the Payment Vouchers prepared from the Island Council.

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

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



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

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 assigned to you

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.

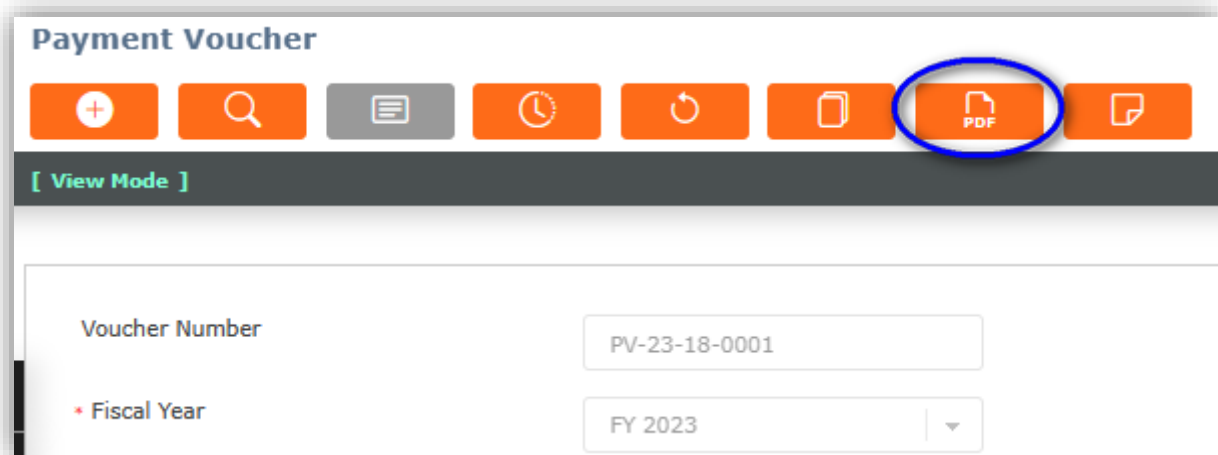
Note: Review and Approval of Payment Vouchers are specified and details in the Users Manual for Treasury Document.

3.7.2 How to print PV report

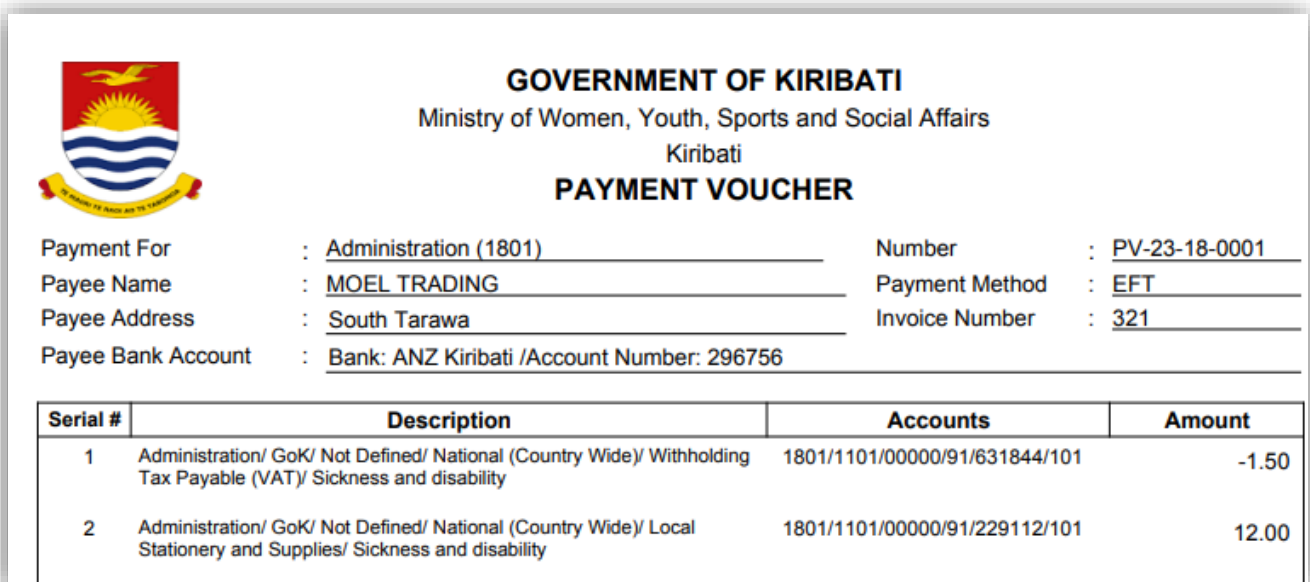
Once the PV is created and posted, generating, and downloading the report is already enabled. This will be printable all through every PV stages.

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

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



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



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

3.8 Processes Payments related to Copra transactions.

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

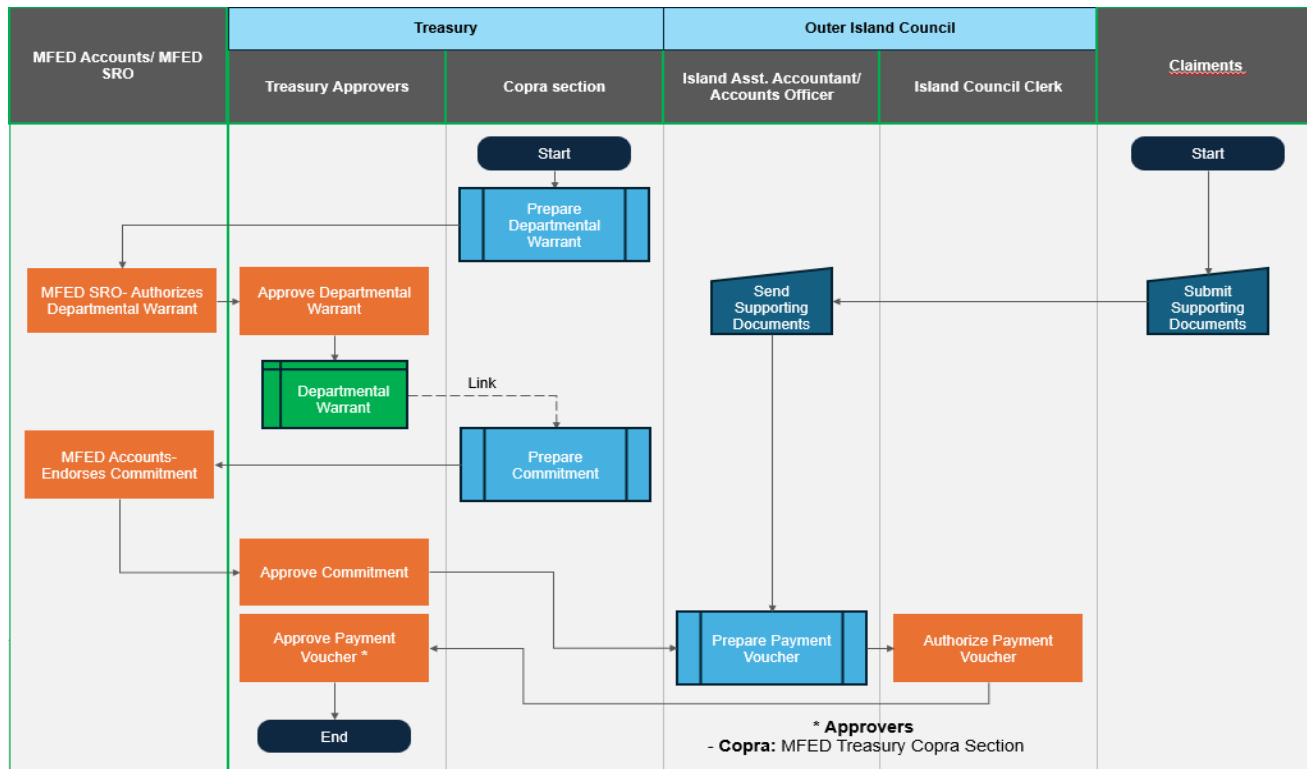
Note: Copra payments made in two ways, one in the **mainland** and the other in the **islets**.

3.8.1 How to record Copra Payments in the Mainland.

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

1. Original Tally Form
2. Original Copra Purchase Return

The process flow diagram is provided below:

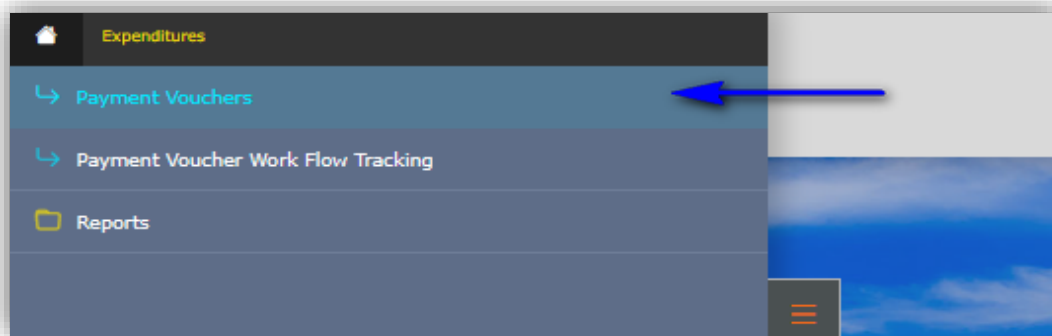


The process description for Copra Payments is as follows:

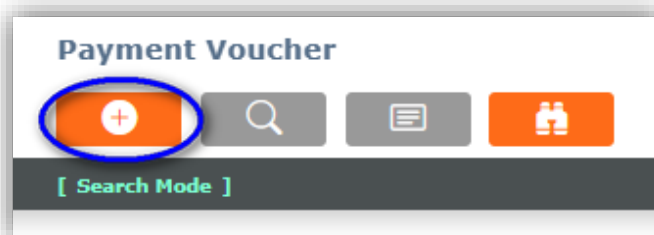
1. Copra Section prepares DW for Copra Payments
2. MFED Accounts/ MFED SRO authorizes the DW
3. Treasury Approvers approves the DW
4. DW generated in IFMIS
5. Copra Section prepare Commitment
6. MFED Accounts endorse commitment
7. Treasury Approvers approve commitment
8. Commitment generated in IFMIS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

3.8.1.1 How to record the payment Voucher for Copra Payments in the Mainland.

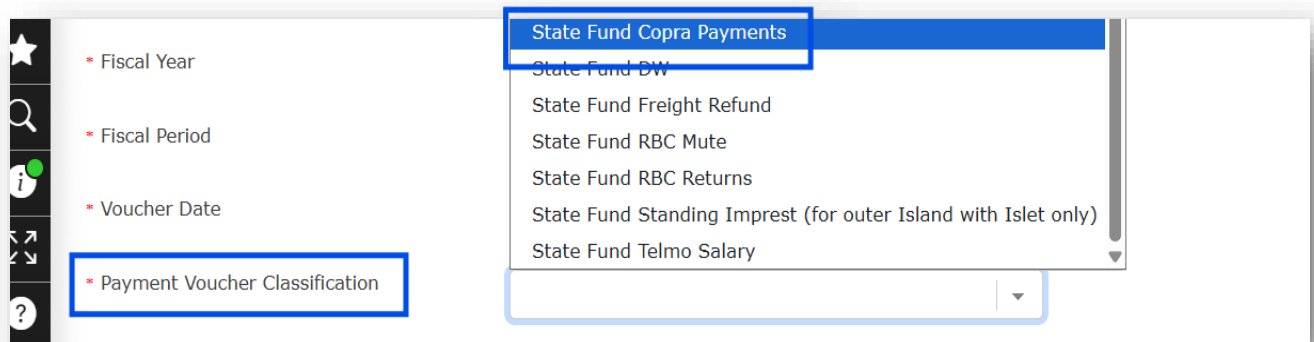
Step 1. Navigate the Menu > Expenditures > Payment Voucher. The Payment Voucher is displayed by default at Search Mode.



Step 2. Click the New  button.



Step 3. Select the **Payment Voucher classification** as "State Fund Copra Payments" from the dropdown list.



Step 4. Fill in the **Accounting Office Field**.

- a) Click the look up button

Voucher Number

- Fiscal Year

- Fiscal Period

- Voucher Date

- Payment Voucher Classification

- Accounting Office

- Payment Voucher Status

- Posting Status

b) Click the **find button**

Institution

[Search Mode]

Code

Workflow Status

Workflow Process Status

Institution Code

Is Active ☒

Institution Type

Is Central Government ☒

Organization Start Date

c) Select your **Island Name** from the list

Institution

1710	MFED-KFSU
17AB	Abalang
17AE	Arorae
17AM	Abemama
17AR	Aranuka
17BN	Banaba
17BR	Beru
17BT	Butaritari
17KT	Kanton
17KU	Kuria
17MA	Malana
17MK	Makin
17MR	Marakei
17NK	Nikunau
17NN	Nonouti
17NT	North Tarawa
17ON	Onotoa
17TE	Tabuaeran (Fanning)
17TM	Tamana
17TN	Tab North
17TS	Tab South
17TW	Toraina (Washington)

Step 5. Fill in the **Vendor Field**.

a) Click the lookup button

Payment Voucher

[Insert Mode]

Origin: Manual

Currency: AUD

Exchange Rate: 1.0000000000

Total Amount AUD: 0.00

Total Amount FC: 0.00

Is Purchase Order Related Payment Voucher: ☐

Is Prepaid: ☒

Paid Status: Yes

Vendor:

Bank Account:

Invoice/Claim Number:



b) Click the find button

Vendor

[Search Mode]

Code:

Eligibility Status:

Workflow Process Status:

Name:

Short Name:

Vendor Classification Type:



c) Select the vendor from the list.

Vendor

[Selection Mode]

Code	Vendor Name	Vendor Name
23938	North Tarawa Multiple	NTM
23939	North Tarawa Freight refund	North Tarawa freight
2394	Rotebwa Store	Rotebwa Store
23940	North Tarawa Posmo	Nt Posmo
23941	North Tarawa Copra Vendor	NT copra
23942	North Tarawa EFTPOS	North Tarawa EFTPOS
23943	Eutan Tarawaleta Council	ETC Council
23944	Alma	A
23945	North Tarawa Posmo Vendor	NT Posmo
23946	Uketi	u
23947	Grev	Tee
23948	Teeta	Tee
23949	teeta xx	xx
2395	Taabora Store	Taabora Store
23950	Grayshawn	Gra
23952	Tee Too	Tee
23953	Beru Copra	Beru Copra
23954	Beru Freight	Beru Freight
23955	Beru Multiples	Beru Multiples
23956	Beru SB25	Beru SB25
23957	Beru Posmo	Beru Posmo
23958	Beru EFTPOS	Beru EFTPOS

Step 5. Correct the **Treasury Bank Account** to **621212-Island code**.

a) Click the look up button.

* Invoice Receipt Date 

* Payment Location 

* Payment Mode by Fund Type 

* Treasury Bank Account  

Offset Code  

Payment Term 

* Is Payment On Hold ☐

b) Click the Find button

Treasury Bank Account

[Search Mode]

Application ID

Currency 

Length Of Cheque ID With leading Zeros

IBAN Of Bank Account

Abbreviation

Description

Bank Account

c) Click the Treasury Bank Account related to your island.

Treasury Bank Account

[Selection Mode]

ID	State Fund
621212	State Fund
621212-21	State Fund Abaiang
621212-22	State Fund Abemama
621212-23	State Fund Aranuka
621212-24	State Fund Arorae
621212-25	State Fund Banaba
621212-26	State Fund Beru
621212-27	State Fund Butaritari
621212-28	State Fund Kuria
621212-29	State Fund Maiana
621212-30	State Fund Makin
621212-31	State Fund Marakei
621212-32	State Fund Nikunau
621212-33	State Fund Nonouti
621212-34	State Fund Onotoa
621212-35	State Fund Tab North
621212-36	State Fund Tab South
621212-37	State Fund Tamana
621212-38	State Fund North Tarawa
621212-51	State Fund Kanton
621212-52	State Fund Taka

Step 6. Select the **Payment Mode by Fund Type** as “Development Budget – Payments”

Payment Voucher

[Insert Mode]

Bank: ANZ Kiribati

Invoice/Claim Number:

Invoice/Claim Date:

Invoice Receipt Date: 20-09-2026

Payment Location: Outer Islands

Payment Mode by Fund Type: **Development Budget - Payments**

Treasury Bank Account:

Offset Code: - - -

Payment Term: Immediate

Is Payment On Hold: ☐

Step 7. Enter the **Narration** as Copra Payments, Island Name, Date, Commitment number.

Payment Term: Immediate

Is Payment On Hold: ☐

Created By: ttointarawa

Created Date:

Approved By:

Approved Date:

Narration: Copra Payment - Island Name, Date Commitment number.

Step 8. **Linked the commitment** with the Payment voucher.

a) Click the Import commitment item button.

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

Additional Information

Import commitment item button (highlighted)

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

Download button

Refresh button

b) Click the **find button**

Commitment Item

[Search Mode]

Serial Number

Status

Coding Block

Commitment

Commitment

Commitment Item

Close Remaining Commitment Item ☒

Tolerance Percentage

Tolerance Amount

c) Find the **commitment number to be used**, click the **tick box** then the click the return button.

Commitment Item

TRAINING INSTANCE
FreeBalance Application Suite

[Selection Mode]

Expenditures > Payment Vouchers

Select	Commitment	Created On	Serial Number	Coding Block	Amount Domestic	Description
☒	COMM-26-17-0948	20.08.2026_23:09:38	1	1702/3101/18001/26/272150/011	30,000.00	Beru Copra topup on WSVV-2026-17-0437
☐	COMM-26-17-0949	20.08.2026_23:13:23	1	1702/3101/18001/26/272150/011	10,000.00	Beru copra topup on WSVV-2026-17-0438

Step 9. Fill in the **Payment Voucher Payment Details**.

a) Click on **Payment Voucher Payment Details**.

Narration: Copra Payments - Island Name, Date,

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

Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD	Amount FC
☒	1		1702/3101/18001/26/272150/011	Beru Copra topup on WSVV-2026-17-0437	30,000.00	0.00	30,000.00	0.00

b) Click on the **linked commitment**.

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

Additional Information

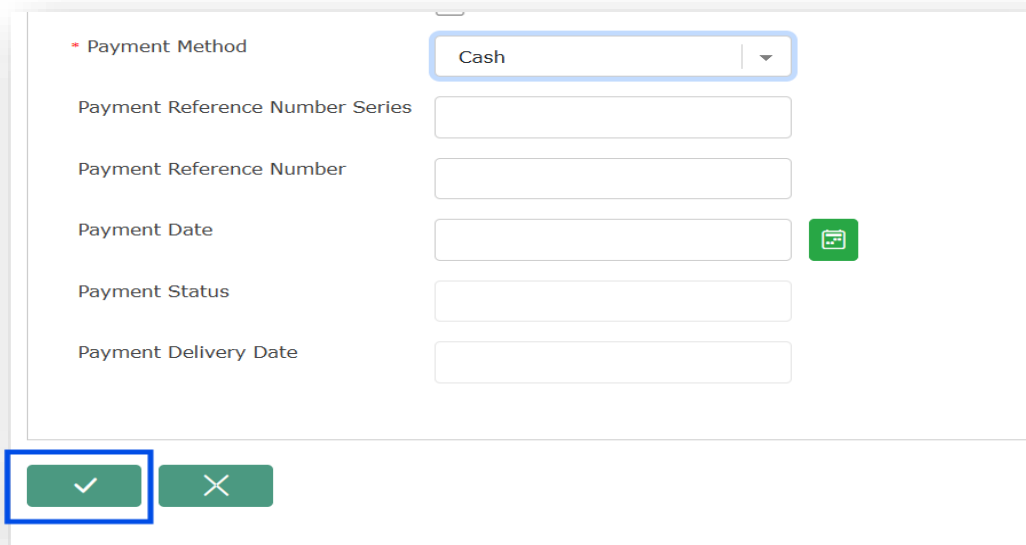
c) Correct the **payment due date**.

Serial Number	1
* Payment Due Date	21-09-2026 
Payee Bank Code	
Payee Branch Code	
Payee Account Number	
Payee Name	Beru Copra
Payee Address	Beru
* Payment Amount AUD	

d) Fill in the **Payment Method**, Click the drop-list button, then Select "**Cash**".

Paid	☐
Is Deduction Retention Payment	☐
* Vendor	Cash
Name	
* Net Payment Amount AUD	
Net Payment Amount FC	
Is Extracted Payment	☐
* Payment Method	Transactive Payment
Payment Reference Number Series	
* Payment Reference Number	

e) Then click the **save and return button**.



Payment Method: Cash

Payment Reference Number Series:

Payment Reference Number:

Payment Date:

Payment Status:

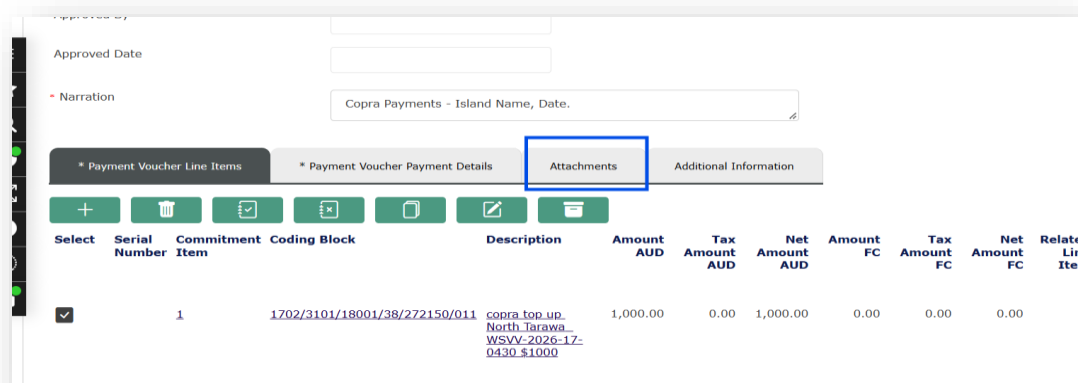
Payment Delivery Date:

Buttons: [Checkmark] [X]

Step 10. **Attach supporting documents.**

NOTE: Attachments are the **CPR** and **tally form** (only for islands that have copra monitors).

a) Click attachments



Approved by:

Approved Date:

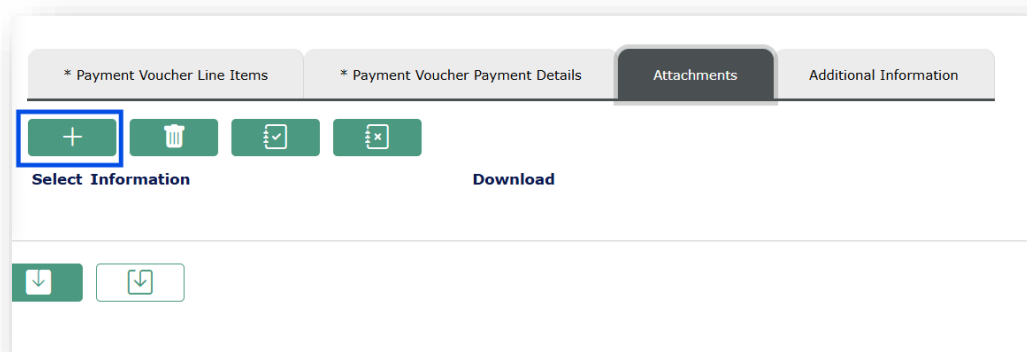
Narration: Copra Payments - Island Name, Date.

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

Buttons: [Add] [Delete] [Duplicate] [Print] [Download] [Refresh]

Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD	Amount FC	Tax Amount FC	Net Amount FC	Related Line Item
☒	1	1702/3101/18001/38/272150/011		copra top up, North Tarawa, WSVV-2026-17-0430 \$1000	1,000.00	0.00	1,000.00	0.00	0.00	0.00	

b) Click **new button**

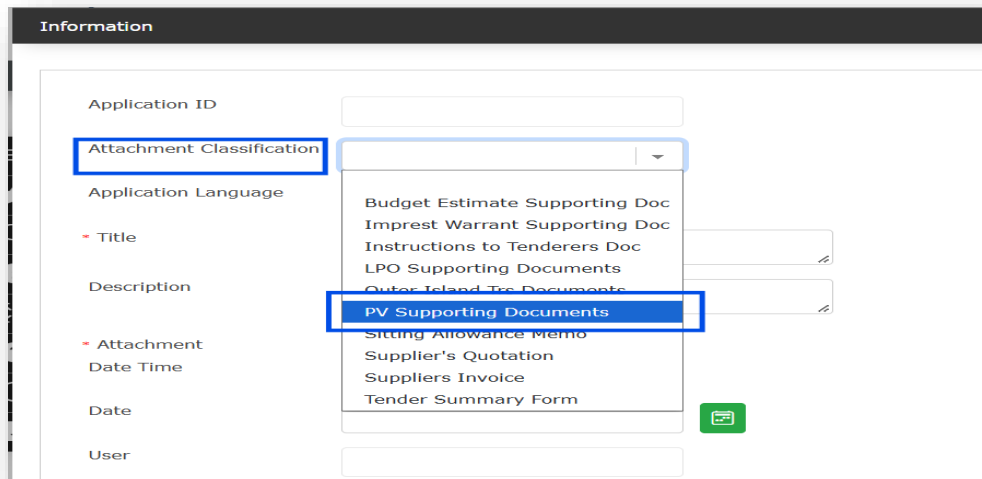


Tabs: * Payment Voucher Line Items | * Payment Voucher Payment Details | **Attachments** | Additional Information

Buttons: [Add] [Delete] [Duplicate] [Print]

Select Information: [Download] [Refresh]

c) Click the dropdown list to select the **Attachment classification** as "PV Supporting Documents".



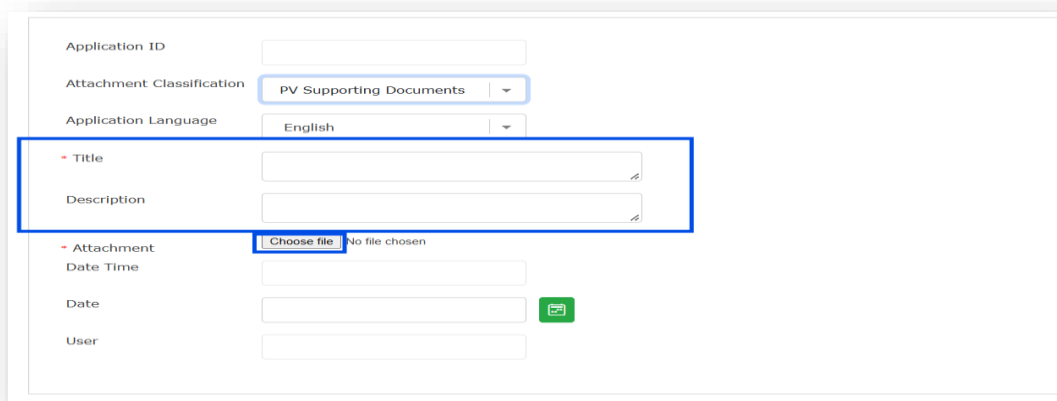
The screenshot shows the 'Information' form with the following fields and values:

- Application ID: [Empty]
- Attachment Classification: **PV Supporting Documents** (selected from a dropdown menu)
- Application Language: [Empty]
- Title: [Empty]
- Description: [Empty]
- Attachment Date Time: [Empty]
- Date: [Empty]
- User: [Empty]

The dropdown menu for 'Attachment Classification' is open, showing the following options:

- Budget Estimate Supporting Doc
- Imprest Warrant Supporting Doc
- Instructions to Tenderers Doc
- LPO Supporting Documents
- Outer Island Tre Documents
- PV Supporting Documents** (highlighted)
- Sitting Allowance Memo
- Supplier's Quotation
- Suppliers Invoice
- Tender Summary Form

- d) Enter the **Title and Description** of your attachment. Then click the **choose file button** to upload the file.

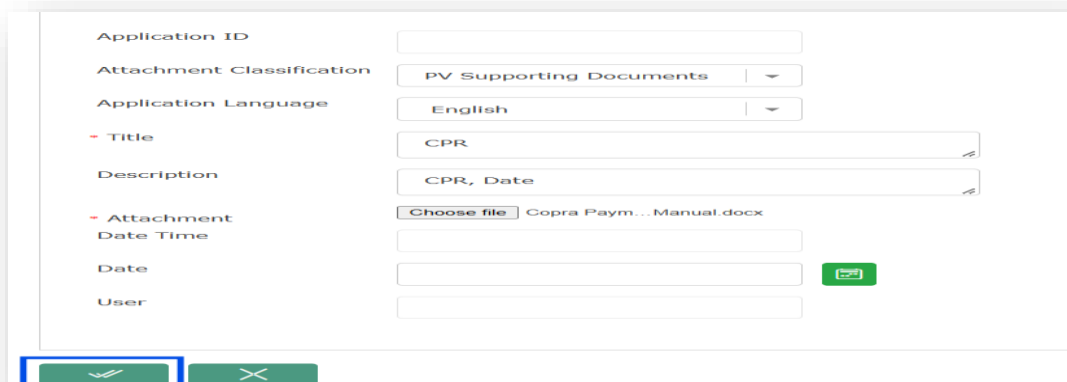


The screenshot shows the 'Information' form with the following fields and values:

- Application ID: [Empty]
- Attachment Classification: **PV Supporting Documents** (selected from a dropdown menu)
- Application Language: **English** (selected from a dropdown menu)
- Title: [Empty]
- Description: [Empty]
- Attachment Date Time: [Empty]
- Date: [Empty]
- User: [Empty]

The 'Choose file' button is highlighted, and the text 'No file chosen' is visible next to it.

- e) After uploading the file click the **save and return button**.



The screenshot shows the 'Information' form with the following fields and values:

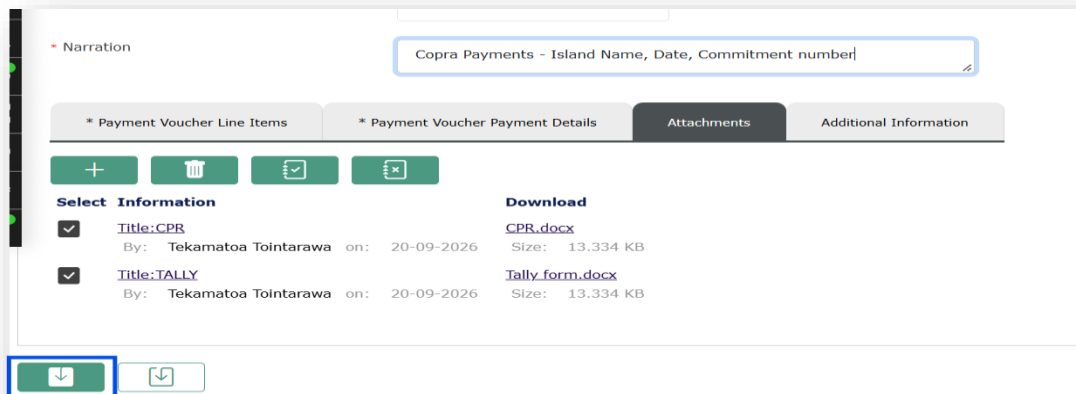
- Application ID: [Empty]
- Attachment Classification: **PV Supporting Documents** (selected from a dropdown menu)
- Application Language: **English** (selected from a dropdown menu)
- Title: **CPR**
- Description: **CPR, Date**
- Attachment Date Time: [Empty]
- Date: [Empty]
- User: [Empty]

The 'Choose file' button is highlighted, and the text 'Cupra Paym... Manual.docx' is visible next to it. The 'save and return' button (a green button with a checkmark) is highlighted at the bottom left.

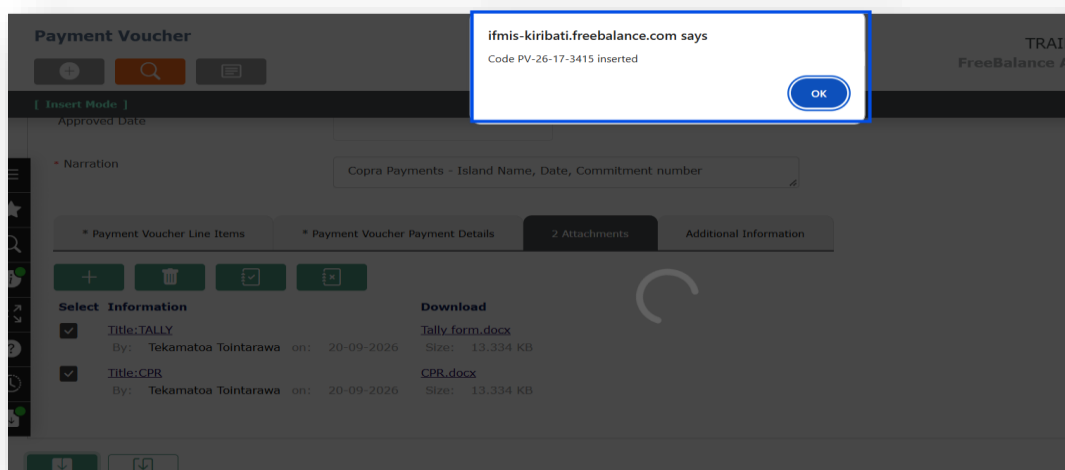
Note: For 2 or more attachments, please repeat sub steps **b** to **e** in this step (step 10).

Step 11 After all attachments uploaded. You need to save the Payment voucher to generate the PV number.

- a) Click the **save button**.

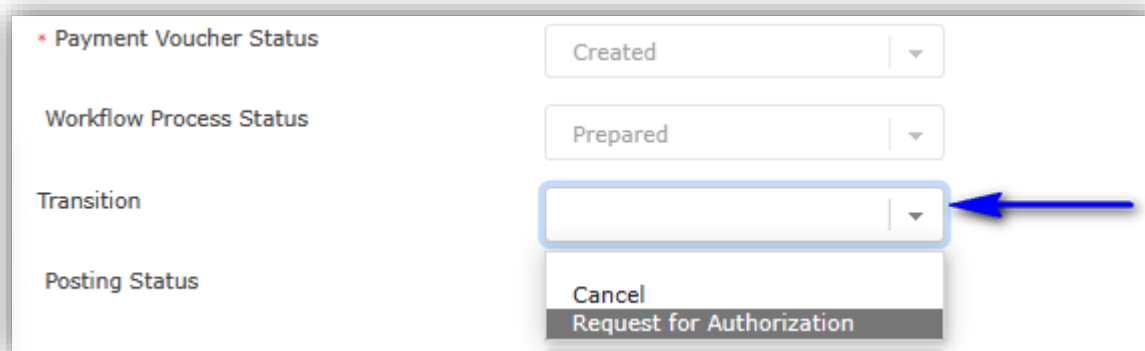


- b) The pop-up message indicates that the Payment Voucher was successfully generated. Then click **ok**.

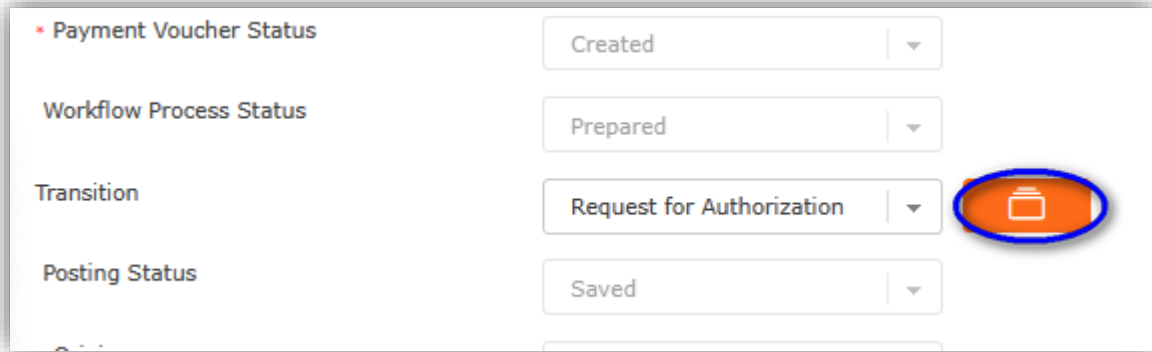


Step 12. **Transition** the payment voucher.

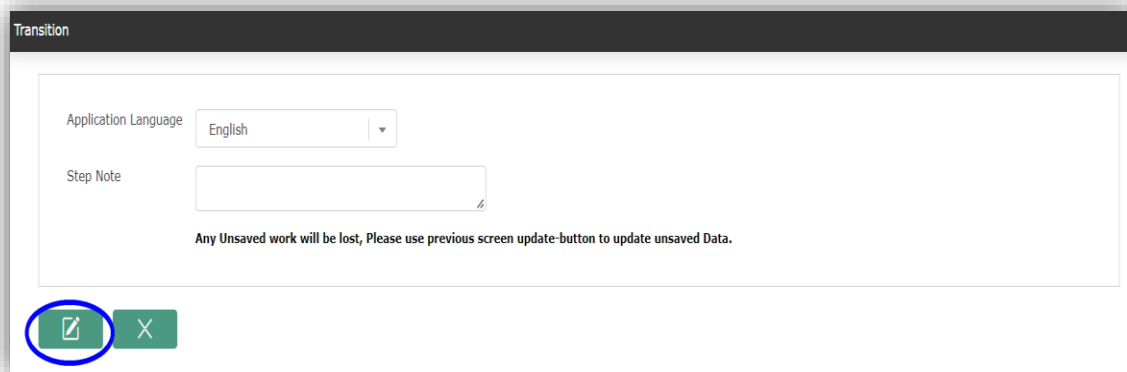
- a) Navigate to the Transition field of the screen and select the **"Request for Authorization"** from the dropdown list then.



b) Click the Transition  button.



c) **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.



Note:

- The Payment voucher will transition to the Island Clerk for authorization.
 - The Island Clerk must follow steps outlined in 3.7.1 *How to authorize Payment Voucher* to complete the authorization process.
- Once Authorized, the Payment voucher will transition to Treasury for Review and Approval.
 - The Assistant Accountant/Account Officer can do disbursement to farmers.
 - Once disbursement completed, the Assistant Accountant/Account Officer must update the Payment voucher to attach the signed CPR.

3.8.1.2 How to record Revenue Voucher for Unclaimed Copra Payments in the Mainland.

If the Payment voucher is Unclaimed, The Treasurer need to **raise the Revenue voucher** to reverse the expenditure.

Step 1 to 3 refer to section 3.6.1 (How to record Revenue Voucher), step 1 to 3.

Step 4 Fill in the **Collection Classification Field**. Click the drop-down list button and click “**State Fund Unclaimed Payment**”

The screenshot shows a form with the following fields and values:

- * Aging Date:** 23-09-2026
- * Institution:** 17NT
- * Collection Classification:** A dropdown menu is open, showing the following options:
 - Standing Imprest Collection
 - State Fund EFTPOS Receipts
 - State Fund General Receipts
 - State Fund POSMO Receipt
 - State Fund RBC Receipt
 - State Fund SB25 Deposit
 - State Fund Unclaimed Payment** (highlighted with a blue box)
- * Revenue Invoice Type:**
- * Invoice Workflow Status:**
- * Posting Status:**
- Not Posted Reason:**
- * Origin:** Manual

Step 5 and 6. (refer to section 3.6.1 How to record Revenue Voucher step 5 and 6).

Step 7 Fill in the **Collection Mode by Fund Type**, Click the drop-down button and select **Development Budget – Payments**.

The screenshot shows a form with the following fields and values:

- * Receiving Location:** Outer Islands
- * Collection Mode by Fund Type:** A dropdown menu is open, showing the following options:
 - Recurrent Budget - Payments
 - Development Budget - Payments** (highlighted with a blue box)
 -
- * Bank Account:**
- Offset Code:**
- Receipt Term:** Immediate
- Bank Deposit No.:**

Step 8 to 12 refer to Section 3.6.1 How to record Revenue Voucher step 8 to 12.

Step 13 Fill in the **Coding block**. Then click the **save and return button**.

Subhead – **1702**

Funding Agency – **3101**

Projects – **18001**

Location – **Island code**

NAC – **272150**

COFOG - **000**

Revenue Voucher Item

Coding Block

SUB_HEAD: 1702 - MFED- Treasury

FUNDING AGENCY: 3101 - Dev. Fund - GoK

PROJECTS: 18001 - Copra Price Scheme

LOCATION: (Empty)

NATURAL ACCOUNT CODE: 272150 - Copra Price Subsidy

COFOG: 000 - Not Defined

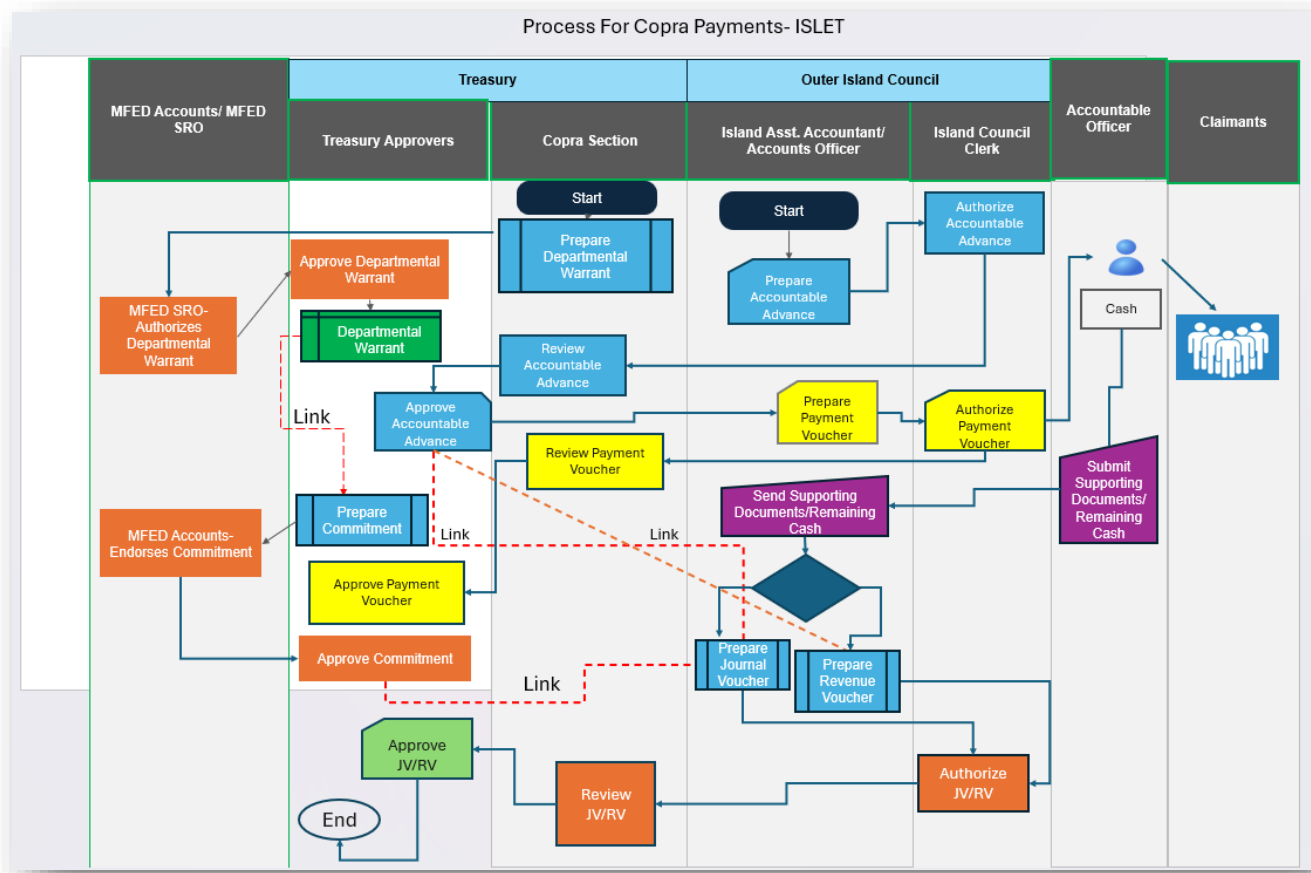
Buttons: Save (checkmark), Cancel (X)

Step 14 to 23 refer to *Section 3.6.1 How to record Revenue Voucher 14 to 23* to complete the process of the RV.

Notes:

- Attachment should be the **CPR, Cash summary and the Tally form (only for islands that have Copra monitors)**
- The Treasurer must raise one RV per farmer (Repeat steps from 1 to 23 in this section)
- Once transitioned the RV will transition to the Island Clerk to complete the Authorization process. Therefore, the Island must follow steps in section (3.6.3 How to Authorize the Revenue Voucher) to complete the authorization process.
- Once Authorized the RV will transition to Treasury for Review and Approval.

3.8.2 How to record Payment for Copra Payments in the islet(s).



Note: This process only applicable to islands that have islet(s). In this process there are four steps;

Step 1 Prepare the Accountable Advance for the Accountable Officer.

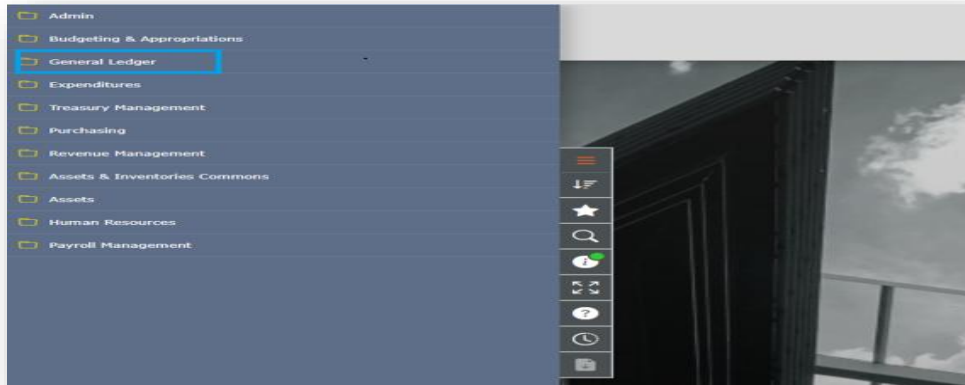
Step 2 Prepare the Payment voucher based on the Accountable Advance (AA).

Step 3 Once the Payment Voucher authorized, the Treasurer handed the amount of advance to the Accountable officer.

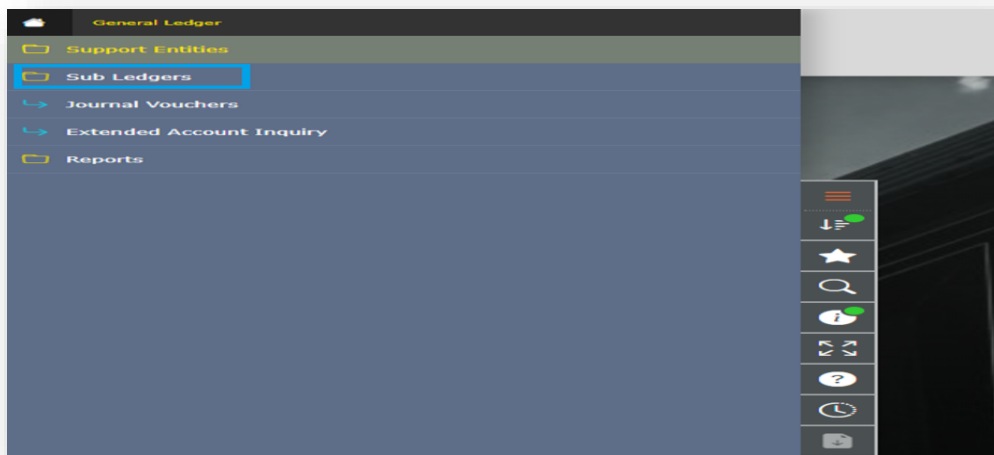
Step 4 Recording the unclaimed amount and the retirement of the Standing Imprest.

Step 1: Prepare the Accountable Advance for the Accountable Officer.

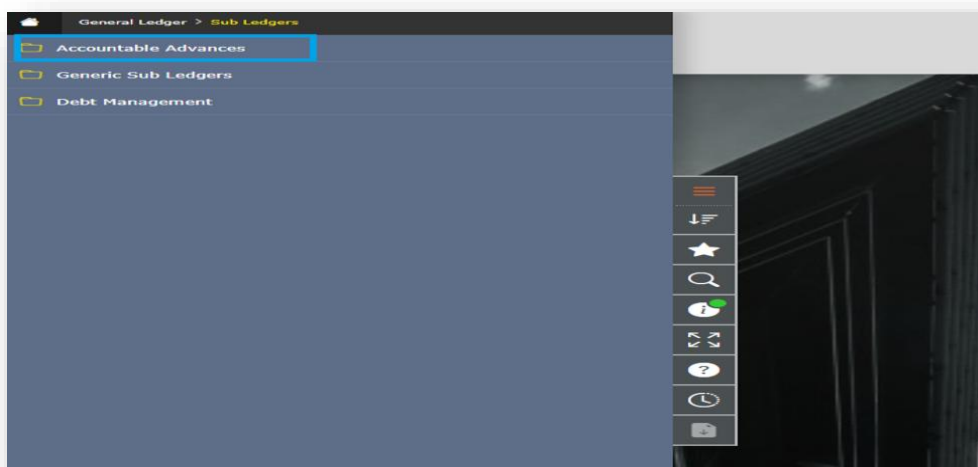
1.1: Open the General Ledger Module Log in to your account and click General Ledger Module.



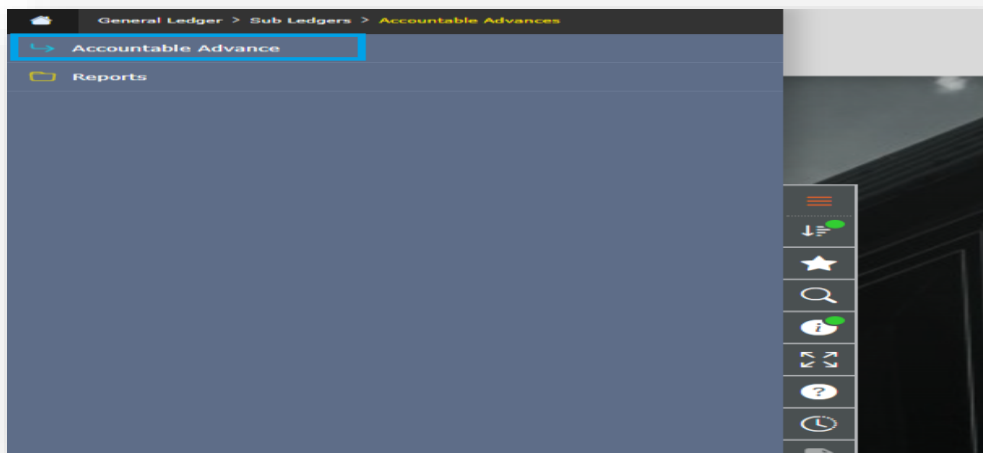
1.2 Click Sub Ledger



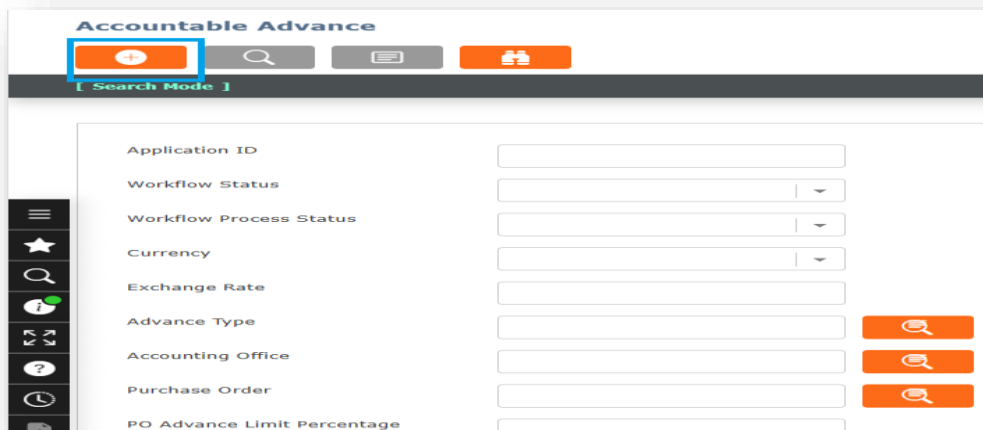
1.3 Click Accountable Advance



1.4 Then click Accountable Advance again to open required screen

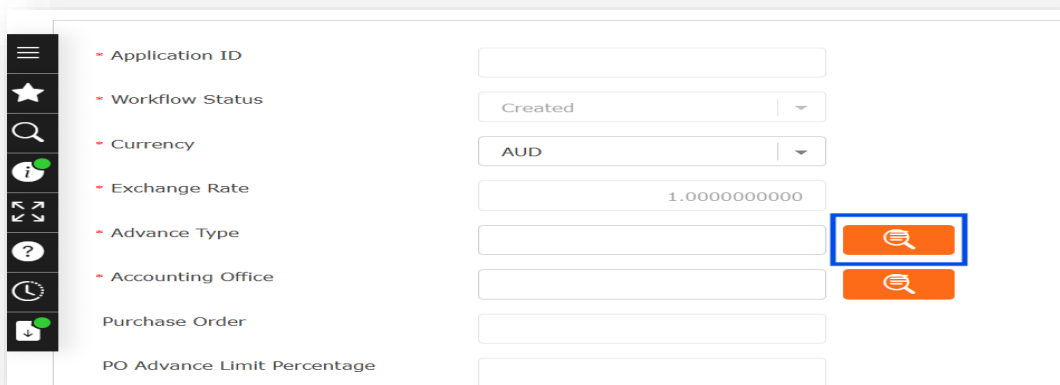


1.5 click add  to create a new posting document

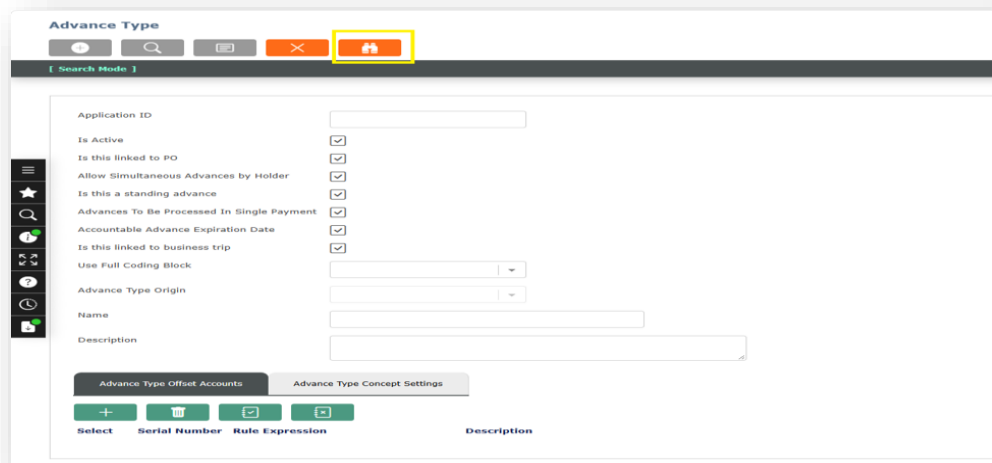


1.6 Fill in the **Advance type**,

a) click the look up button 



b) Click the **find** button.



Advance Type

[Search Mode]

Application ID:

Is Active: ☒

Is this linked to PO: ☒

Allow Simultaneous Advances by Holder: ☒

Is this a standing advance: ☒

Advances To Be Processed In Single Payment: ☒

Accountable Advance Expiration Date: ☒

Is this linked to business trip: ☒

Use Full Coding Block:

Advance Type Origin:

Name:

Description:

Advance Type Offset Accounts:

Advance Type Concept Settings:

+ - [] []

Select Serial Number Rule Expression Description

c) Select **"Standing Imprest (Outer Island)"**



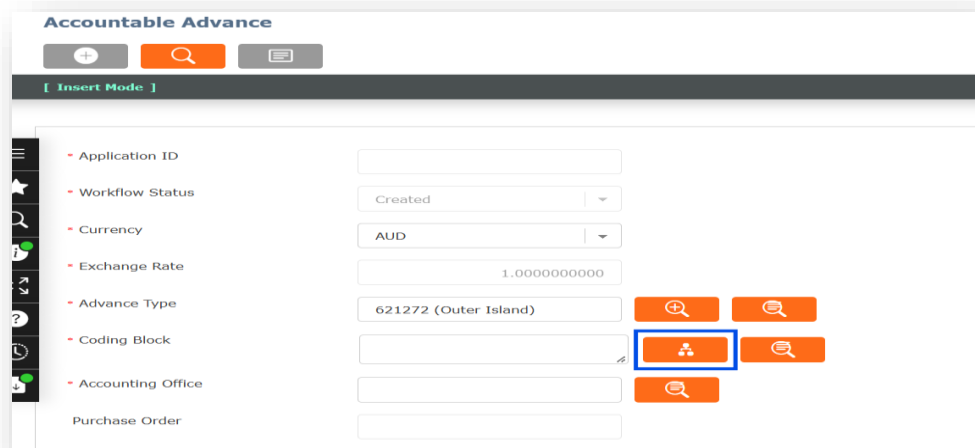
Advance Type

[Selection Mode]

Application ID	Name
621271	Special Imprest
621211	Petty Cash
621271	Special Imprest (PLEASE DO NOT USE starting OCT 30)
621272	Standing Imprest
621272 (Outer Island)	Standing Imprest (Outer Island)

1.7 Then fill in the **coding block**,

a) click the **Element view** button



Accountable Advance

[Insert Mode]

Application ID:

Workflow Status:

Currency:

Exchange Rate:

Advance Type:

Coding Block:

Accounting Office:

Purchase Order:

+ - [] [] [] []

b) Fill in the **coding block** as follows; Then click the save and return button.

Subhead – **1702**

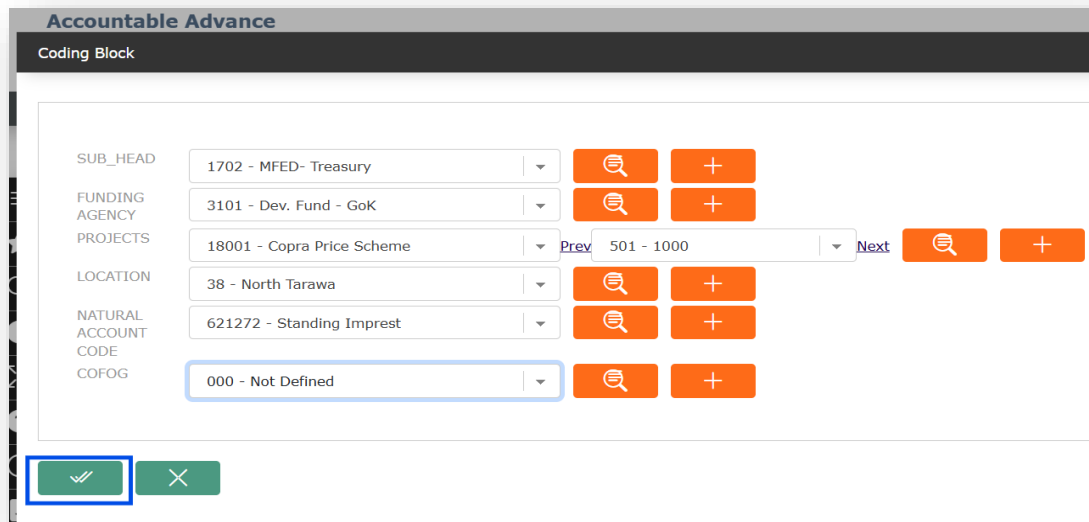
Funding Agency – **3101**

Projects code – **18001**

Location – **Island code**

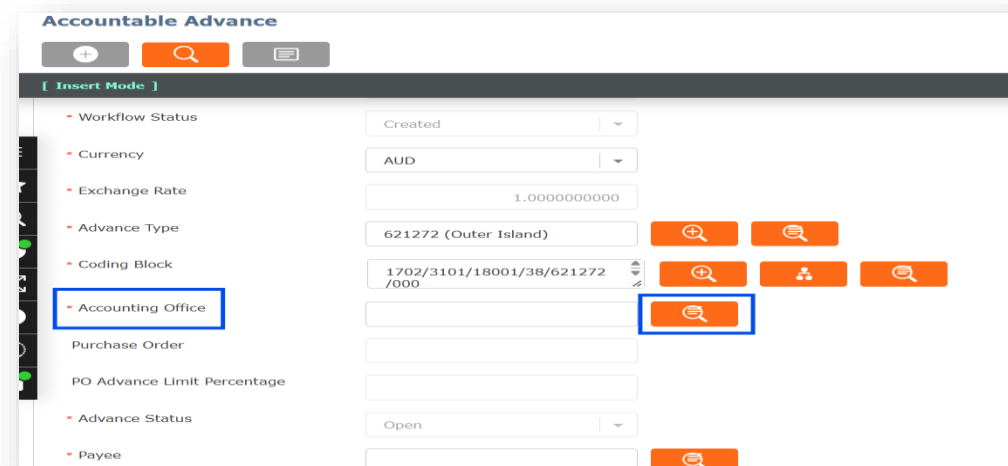
NAC – **621272**

COFOG – **000**

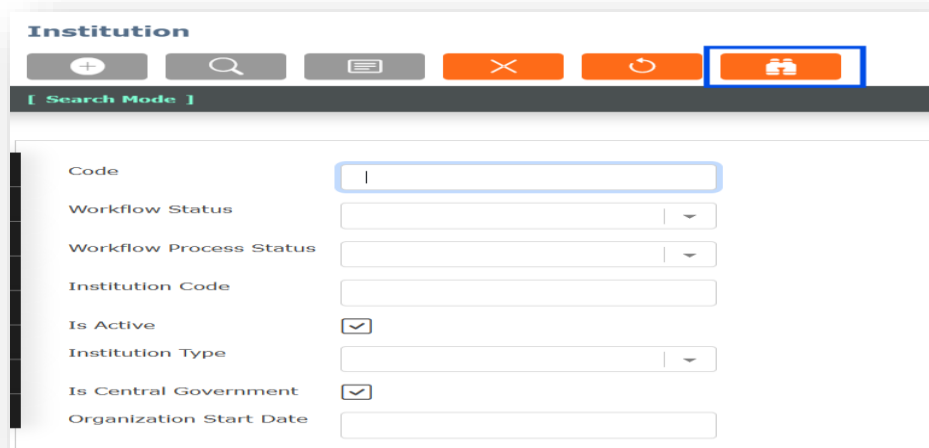


1.8 Fill in the Accounting Office

a) Click the **lookup button**



b) Click the **Find** button



Institution

[Search Mode]

Code:

Workflow Status:

Workflow Process Status:

Institution Code:

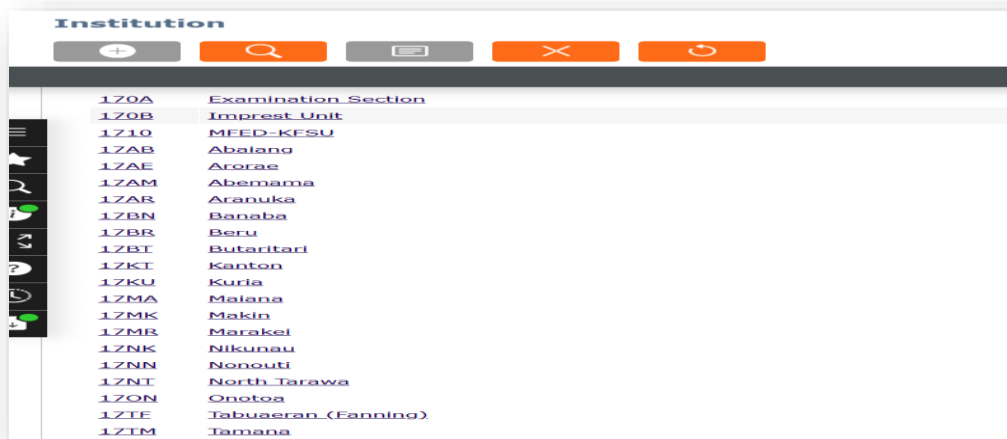
Is Active: ☒

Institution Type:

Is Central Government: ☒

Organization Start Date:

c) Select your **Island Name** from the list.



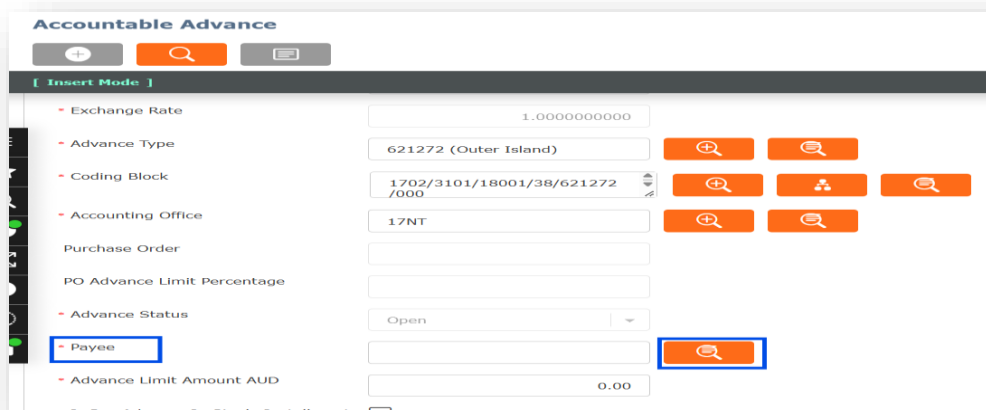
Institution

[Search Mode]

170A	Examination Section
170B	Imprest Unit
1710	MEED-KESU
17AB	Abalang
17AE	Acrae
17AM	Abemama
17AR	Aranuka
17BN	Banaba
17BR	Beru
17BT	Butaritari
17KT	Kanton
17KU	Kuria
17MA	Malana
17MK	Makin
17MB	Marakei
17NK	Nikunau
17NN	Nonouti
17NT	North Tarawa
17ON	Onotoa
17TE	Tabuaeran (Fanning)
17TM	Tamana

1.9 Fill in the **payee** field,

a) click the **lookup** button



Accountable Advance

[Insert Mode]

Exchange Rate:

Advance Type:

Coding Block:

Accounting Office:

Purchase Order:

PO Advance Limit Percentage:

Advance Status:

Payee:

Advance Limit Amount AUD:

Is Pay Advance To Single Installment: ☐

b) Then click the **find button**

Vendor

[Search Mode]

Code

Eligibility Status

Workflow Process Status

Name

Short Name

Vendor Classification Type 

Bank Account

Vendor Type

Payment Method

c) Select the **Name of the accountable officer** from the lists.

Note: If you cannot find the name in the list, create the new vendor for the employee (refer to 3.2.3.1 How to create/enroll New Vendor)

Vendor

[Selection Mode]

Code	Name	Short Name
0000033	Jeremia TABAI	Jeremia TABAI
0000036	James TAOM	James TAOM
0000040	Jacob TEEM	Jacob TEEM
0000046	Pinto KATIA	Pinto KATIA
0000050	Boutu BATERIKI	Boutu BATERIKI
0001001	Harold Telaro Koa	Harold Telaro Koa
0001002	Mwakurete Karebwa	Mwakurete Karebwa
0001009	Kaetaeta Teataa	Kaetaeta Teataa
0001011	Paulina Bita	Paulina Bita
0001012	Turutana Tekaa	Turutana Tekaa
0001014	Mweetu Etuati	Mweetu Etuati
0001016	Louisa Kamariera	Louisa Kamariera
0001018	Tokannabiri Taati	Tokannabiri Taati
0001019	Tamwatti Barekiau	Tamwatti Barekiau
0001020	Teeananiman Boota	Teeananiman Boota
0001022	Kamaua Enari	Kamaua Enari
0001258	Taomati Luta	Taomati Luta
0001602	Kristen Atanteora	Kristen Atanteora

1.10 Enter the Amount that should be handed to the Accountable officer.

Amount: The total CPR amount.

* Advance Status

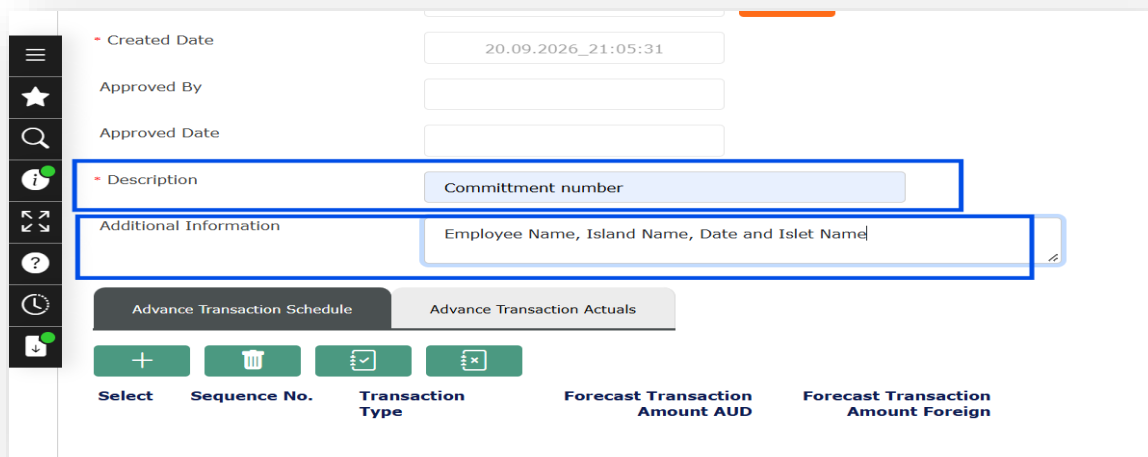
* Payee 

* Advance Limit Amount AUD

1.11 Complete the Description and Additional Information

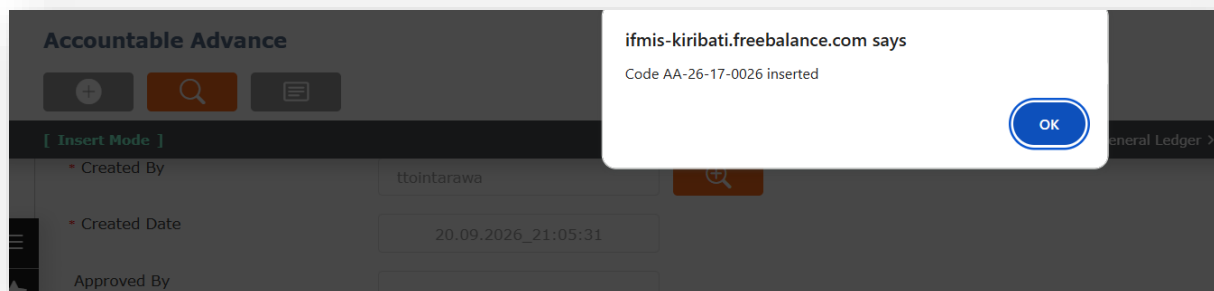
Complete the fields as follows: Then click the Save button 

- **Description:** Enter the Commitment Number only.
- **Additional Information:** Enter the Employee Name, Island Name and the Islet Name.



The screenshot shows the 'Accountable Advance' form. The 'Description' field contains 'Committment number' and the 'Additional Information' field contains 'Employee Name, Island Name, Date and Islet Name'. The form includes a sidebar with navigation icons, a top bar with 'Created Date' (20.09.2026_21:05:31), 'Approved By', and 'Approved Date'. Below the form fields are buttons for 'Advance Transaction Schedule' and 'Advance Transaction Actuals', and a row of action buttons: '+', trash, checkmark, and 'x'. At the bottom, there are columns for 'Select', 'Sequence No.', 'Transaction Type', 'Forecast Transaction Amount AUD', and 'Forecast Transaction Amount Foreign'.

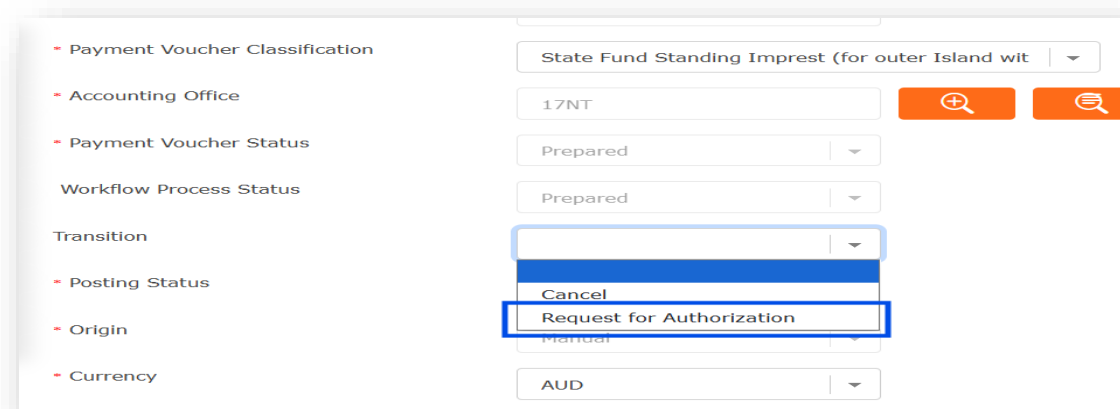
1.12 A confirmation message displaying the AA number will appear, then click ok



The screenshot shows a confirmation message box over the 'Accountable Advance' form. The message box says 'ifmis-kiribati.freebalance.com says Code AA-26-17-0026 inserted' and has an 'OK' button. The background form shows 'Created By' (ttointarawa) and 'Created Date' (20.09.2026_21:05:31).

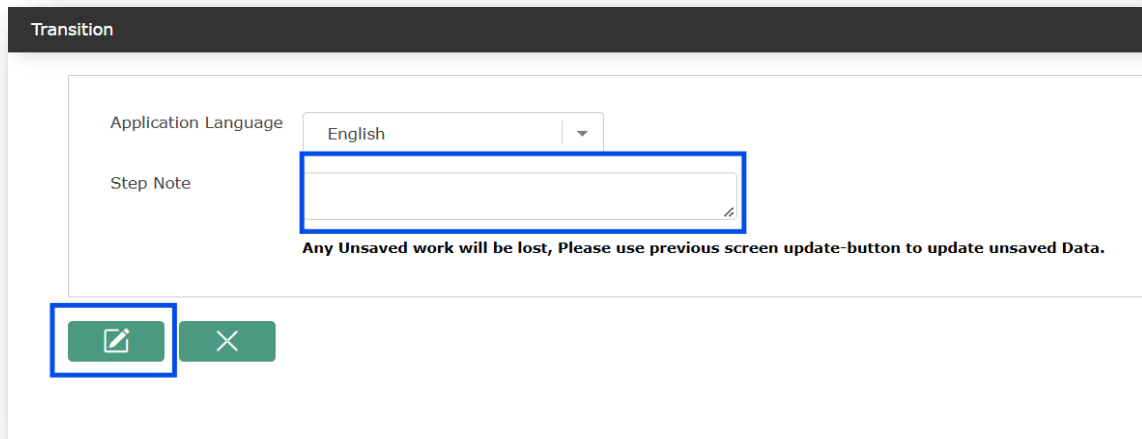
1.13 Transitioning the Accountable Advance.

- Navigate to the Transition field and click on the dropdown list. Select the "Request for Approval" from the list. Then click the Transition button.



The screenshot shows the 'Transition' dropdown menu open. The menu options are 'Cancel' and 'Request for Authorization'. The 'Request for Authorization' option is highlighted. The background form shows 'Payment Voucher Classification' (State Fund Standing Imprest (for outer Island wit), 'Accounting Office' (17NT), 'Payment Voucher Status' (Prepared), 'Workflow Process Status' (Prepared), 'Posting Status', 'Origin' (Manual), and 'Currency' (AUD).

b) Enter the remarks on the step note for the next approver then click the Finish button.

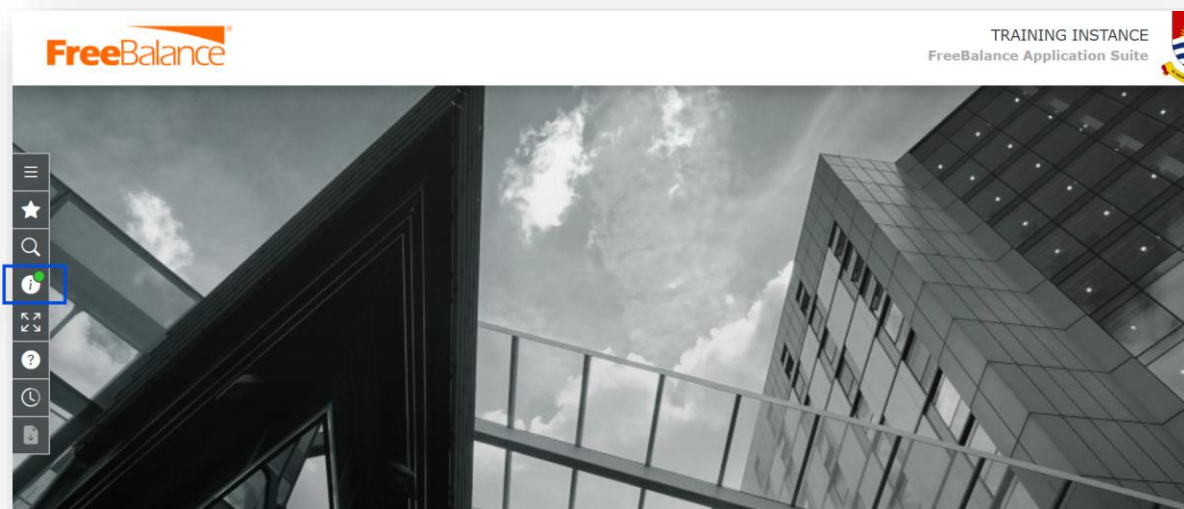


The screenshot shows a 'Transition' window. At the top, there's a header bar with the word 'Transition'. Below it, on the left, is the label 'Application Language' with a dropdown menu showing 'English'. To the right of this is a 'Step Note' label followed by a large text input area. A blue box highlights this input area. Below the input area, a warning message reads: 'Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.' At the bottom left, there are two green buttons: one with a pencil icon (highlighted with a blue box) and another with an 'X' icon.

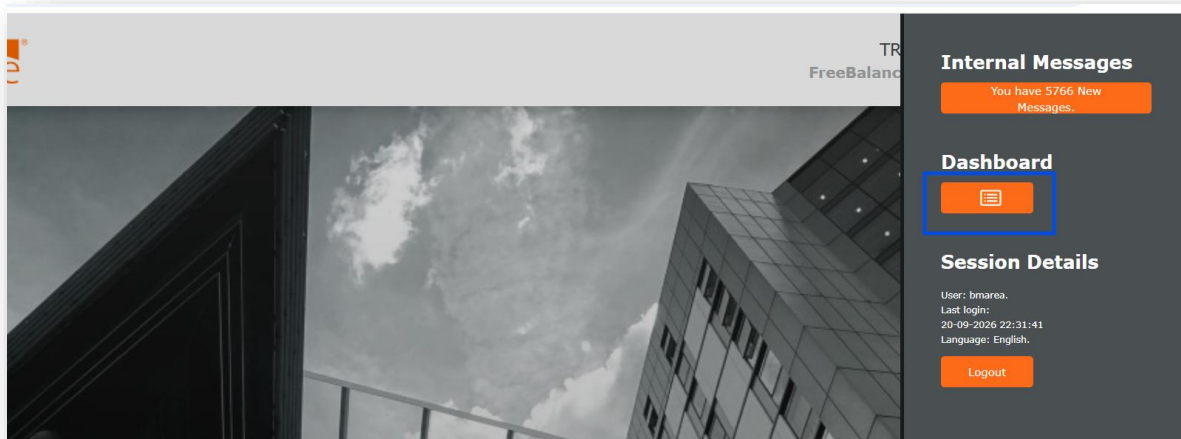
Note:

- The Accountable Advance (AA) will transition to the Island Clerk for authorization.
- The **Island Clerk** must follow next **steps 1.14 to 1.22** to complete the authorization process.

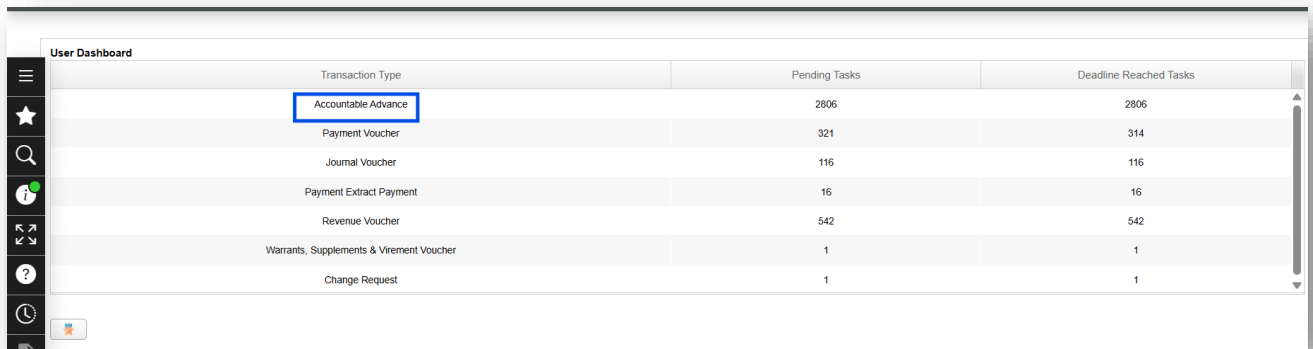
1.14 The Authorization of the Accountable Advance (AA). **Login into IFMIS**. Then click Information icon highlighted below.



1.15 The menu bar on the right side will appear, then **Click Dashboard button**.



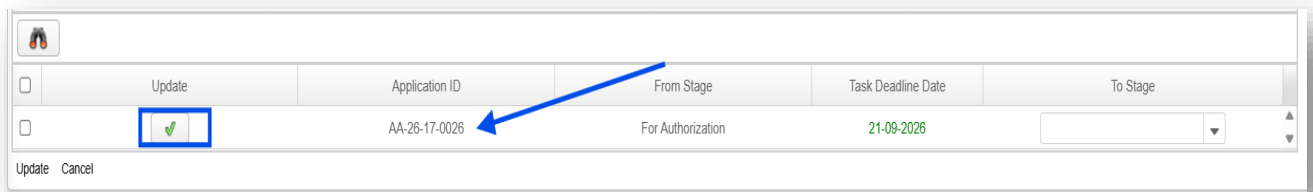
1.16 User Dashboard will appear, Click **Accountable Advance**.



The screenshot shows the 'User Dashboard' with a table of transaction types and pending tasks. The 'Accountable Advance' row is highlighted with a blue box.

Transaction Type	Pending Tasks	Deadline Reached Tasks
Accountable Advance	2806	2806
Payment Voucher	321	314
Journal Voucher	116	116
Payment Extract Payment	16	16
Revenue Voucher	542	542
Warrants, Supplements & Virement Voucher	1	1
Change Request	1	1

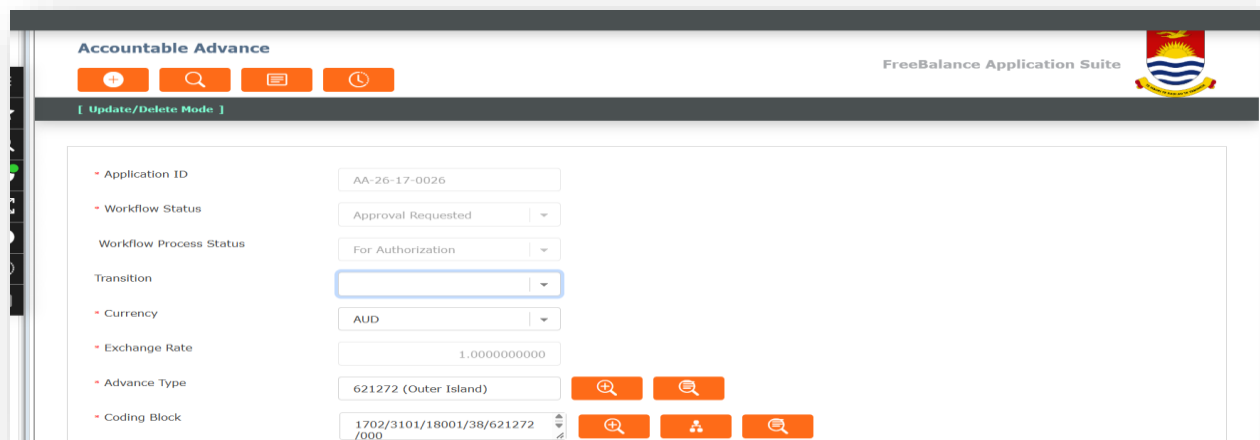
1.17 Accountable Advance you need to Authorise will be shown, click on the **update button** highlighted under update column.



The screenshot shows the 'Accountable Advance' update form. The 'Update' button is highlighted with a blue box. A blue arrow points to the 'Application ID' field.

Update	Application ID	From Stage	Task Deadline Date	To Stage
☒	AA-26-17-0026	For Authorization	21-09-2026	

1.18 The **Accountable Advance (AA) details** will open, allowing the Island Clerk to review and verify that all information is correct. Once the checking is completed, click the **drop-down arrow** next to **"Transition"**



Accountable Advance FreeBalance Application Suite

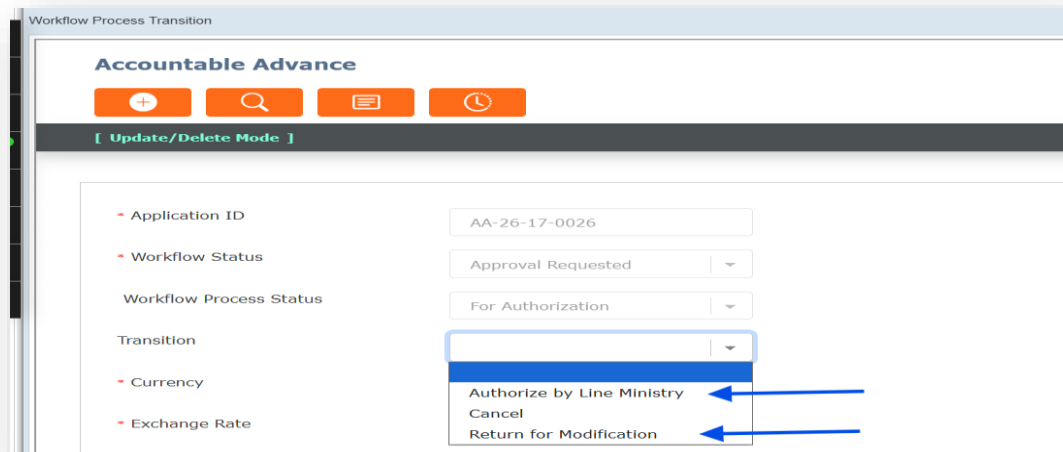
[Update/Delete Mode]

- Application ID: AA-26-17-0026
- Workflow Status: Approval Requested
- Workflow Process Status: For Authorization
- Transition: ▼
- Currency: AUD
- Exchange Rate: 1.0000000000
- Advance Type: 621272 (Outer Island)
- Coding Block: 1702/3101/18001/38/621272 /000

1.19 The three options will be shown up.

Note:

- Select **Authorize by Line Ministry** – If the AA is completed with no mistakes
- Select **Cancel** – to cancel the AA.
- Select **Return for Modification** – if there are mistakes that need to be corrected by the Treasurer.



Workflow Process Transition

Accountable Advance

[Update/Delete Mode]

- Application ID: AA-26-17-0026
- Workflow Status: Approval Requested
- Workflow Process Status: For Authorization
- Transition: ▼
 - Authorize by Line Ministry
 - Cancel
 - Return for Modification
- Currency: AUD
- Exchange Rate: 1.0000000000

1.20 Then click the Transition button.

The screenshot shows the 'Accountable Advance' form with the following fields and values:

- Application ID: AA-26-17-0026
- Workflow Status: Approval Requested
- Workflow Process Status: For Authorization
- Transition: Authorize by Line Ministry
- Currency: AUD
- Exchange Rate: 1.00000000

The 'Transition' dropdown menu is open, and the 'Authorize by Line Ministry' option is selected. The 'Transition' button, represented by a folder icon, is highlighted with a blue box.

1.21 Then Enter a **step note** for the next approver and then click Finish.

The screenshot shows the 'Workflow Process Transition' dialog box with the following fields and values:

- Application Language: English
- Step Note: (Empty text area)

The 'Step Note' text area is highlighted with a blue box. Below the text area, a warning message reads: 'Any Unsavd work will be lost, Please use previous screen update-button to update unsavd Data.'

At the bottom of the dialog, there are two buttons: a green 'Finish' button (highlighted with a blue box) and a grey 'Cancel' button.

1.22 The **confirmation message** will appear, then click ok.

The screenshot shows the 'Accountable Advance' form with the following fields and values:

- Application ID: AA-26-17-0026
- Workflow Status: Approval Requested
- Workflow Process Status: For Authorization
- Transition: Authorize by Line Ministry
- Currency: AUD

A confirmation message overlay is displayed at the top of the form, stating: 'ifmis-kiribati.freebalance.com says Workflow Transition Executed'. The 'OK' button on the message is highlighted with a blue box.

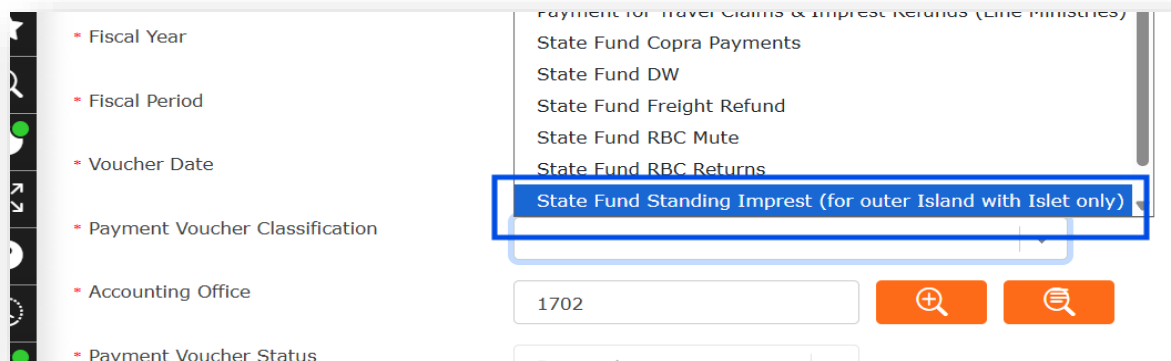
Notes:

- The AA will transition to Treasury for review and approval.
- Once the AA Approved, the Treasurer can proceed to **step 2 Prepare the Payment Voucher based on the Accountable Advance (AA)**.
- The Treasurer must ensure the Accountable Advance approved **2 days** before the Accountable officer visit the islet(s) to pay farmers.

Step 2 Prepare the Payment voucher based on the Accountable Advance (AA).

2.1 Refer to section 3.8.1.1 How to record Voucher for Copra Payments in the Mainland step 1 and step 2

2.2 Select Payment voucher classification as – **State fund standing Imprest (for outer island with Islet only)**



The screenshot shows the 'Payment Voucher' form. The 'Payment Voucher Classification' dropdown menu is open, displaying a list of options. The option 'State Fund Standing Imprest (for outer Island with Islet only)' is highlighted with a blue box. Other visible options include 'State Fund Copra Payments', 'State Fund DW', 'State Fund Freight Refund', 'State Fund RBC Mute', and 'State Fund RBC Returns'. The 'Accounting Office' field is set to '1702'.

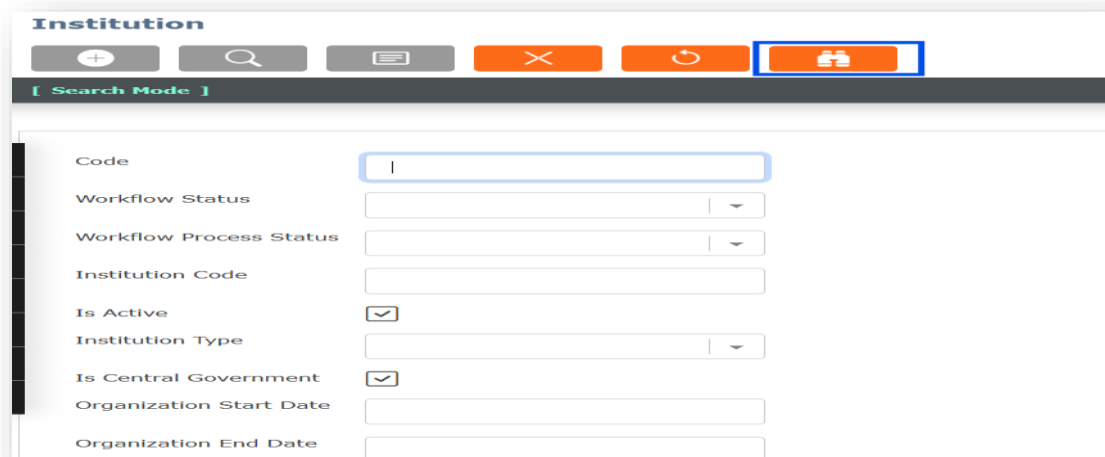
2.3 Fill in the **Accounting Office**.

a) Click the **lookup** button.



The screenshot shows the 'Payment Voucher' form with the following fields filled: 'Voucher Number' (empty), 'Fiscal Year' (FY 2026), 'Fiscal Period' (SEPTEMBER), 'Voucher Date' (17-09-2026), 'Payment Voucher Classification' (State Fund Standing Imprest (for outer Island with Islet only)), 'Accounting Office' (empty), 'Payment Voucher Status' (Prepared), 'Posting Status' (empty), 'Not Posted Reason' (empty), and 'Origin' (Manual). The 'lookup' button (magnifying glass icon) next to the 'Accounting Office' field is highlighted with a blue box.

b) Click the **find** button.



Institution

[Search Mode]

Code

Workflow Status

Workflow Process Status

Institution Code

Is Active ☒

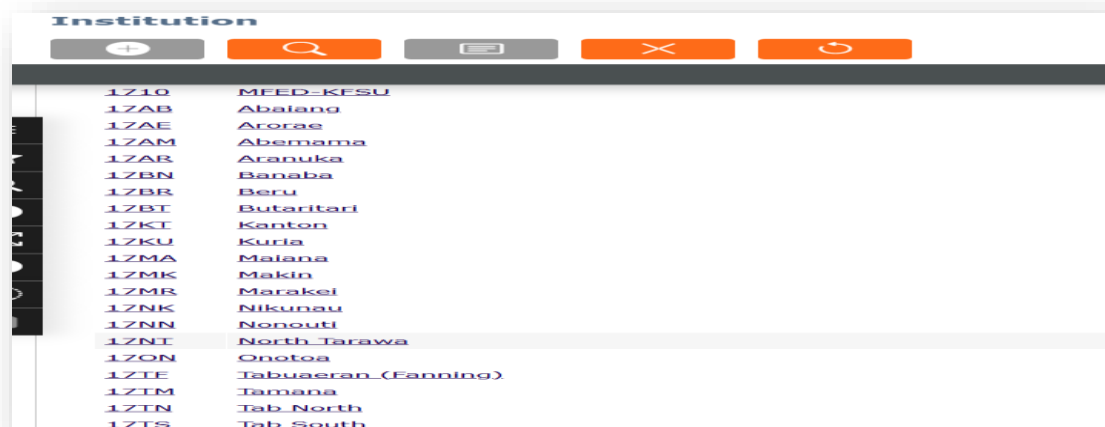
Institution Type

Is Central Government ☒

Organization Start Date

Organization End Date

c) Select your **respective Island Accounting Office** from the list.

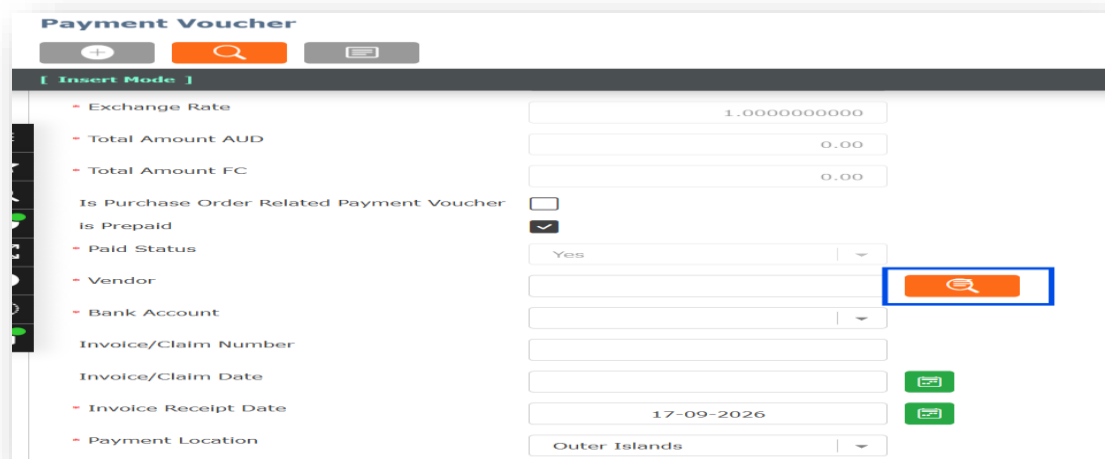


Institution

1710	MFED-KFSU
17AB	Abalangi
17AE	Arorae
17AM	Abemama
17AR	Aranuka
17BN	Banaba
17BR	Beru
17BT	Butaritari
17KT	Kanton
17KU	Kuria
17MA	Malana
17MK	Makin
17MR	Marakei
17NK	Nikunau
17NN	Nonouti
17NT	North Tarawa
17ON	Onotoa
17IE	Tabuaeran (Fanning)
17IM	Tamana
17IN	Tab North
17IS	Tab South

2.4 Fill in the **Vendor Field**,

a) click the look up button along side to Vendor Field.



Payment Voucher

[Insert Mode]

Exchange Rate

Total Amount AUD

Total Amount FC

Is Purchase Order Related Payment Voucher ☐

Is Prepaid ☒

Paid Status

Vendor

Bank Account

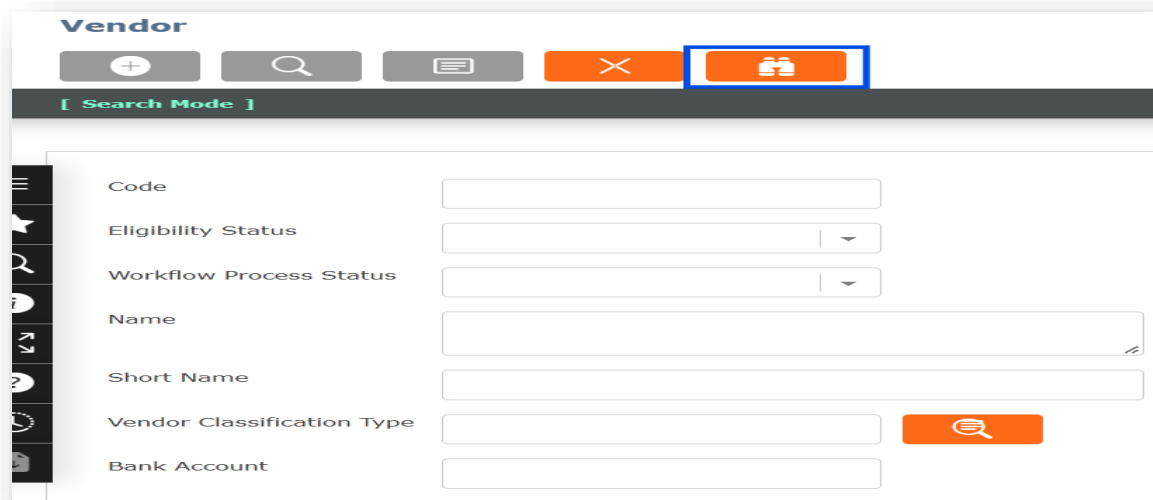
Invoice/Claim Number

Invoice/Claim Date

Invoice Receipt Date

Payment Location

- b) Fill in the Name of the Accountable officer in the Name field and include the * sign at the beginning and at the end of the name. Then click the find button.



Vendor

[Search Mode]

Code

Eligibility Status

Workflow Process Status

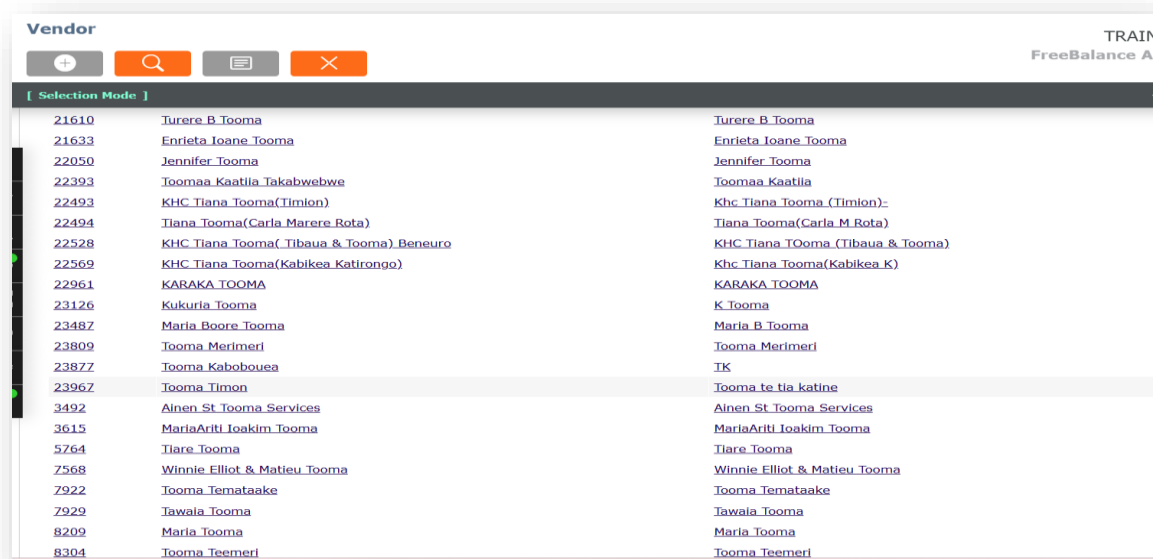
Name

Short Name

Vendor Classification Type

Bank Account

- c) Select the Name of the Accountable officer from the list.



Vendor

[Selection Mode]

21610	Turere B Tooma	Turere B Tooma
21633	Enrieta Joane Tooma	Enrieta Joane Tooma
22050	Jennifer Tooma	Jennifer Tooma
22393	Toomaa Kaatila Takabwebe	Toomaa Kaatila
22493	KHC Tiana Tooma (Timlon)	Khc Tiana Tooma (Timlon)-
22494	Tiana Tooma (Carla Marere Rota)	Tiana Tooma (Carla M Rota)
22528	KHC Tiana Tooma (Tibaua & Tooma) Beneuro	KHC Tiana Tooma (Tibaua & Tooma)
22569	KHC Tiana Tooma (Kabikea Katirongo)	Khc Tiana Tooma (Kabikea K)
22961	KARAKA TOOMA	KARAKA TOOMA
23126	Kukuria Tooma	K Tooma
23487	Maria Boore Tooma	Maria B Tooma
23809	Tooma Merimeri	Tooma Merimeri
23877	Tooma Kabobouea	TK
23967	Tooma Timon	Tooma te tia katine
3492	Ainen St Tooma Services	Ainen St Tooma Services
3615	MariaAriti Joakim Tooma	MariaAriti Joakim Tooma
5764	Tiare Tooma	Tiare Tooma
7568	Winnie Elliot & Matieu Tooma	Winnie Elliot & Matieu Tooma
7922	Tooma Temataake	Tooma Temataake
7929	Tawala Tooma	Tawala Tooma
8209	Maria Tooma	Maria Tooma
8304	Tooma Teemer	Tooma Teemer

2.5 Fill in the **Treasury Bank Account**.

a) Click the lookup button.

Invoice/Claim Date

* Invoice Receipt Date 20-09-2026

* Payment Location Outer Islands

* Payment Mode by Fund Type Development Budget - Payments

* Treasury Bank Account

Offset Code 631811

Payment Term

b) Click the Find button

Treasury Bank Account

[Search Mode]

Application ID

Currency

Length Of Cheque ID With leading Zeros

IBAN Of Bank Account

Abbreviation

Description

Bank Account

Opened From Date

c) Select the treasury bank account related to your Island from the list.

Treasury Bank Account

[Selection Mode]

ID

621212 State Fund

621212-21 State Fund Abaiang

621212-22 State Fund Abemama

621212-23 State Fund Aranuka

621212-24 State Fund Arorae

621212-25 State Fund Banaba

621212-26 State Fund Beru

621212-27 State Fund Butaritari

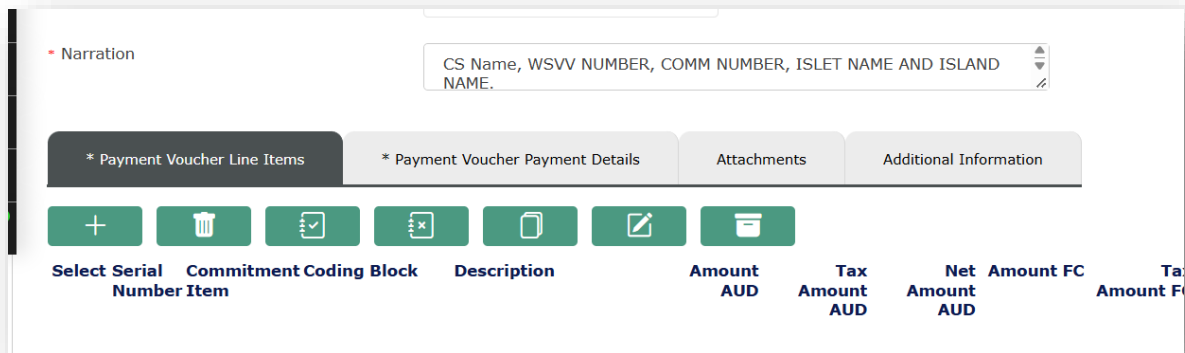
621212-28 State Fund Kuria

621212-29 State Fund Maiana

621212-30 State Fund Makin

2.6 Fill in the **Narration** as follows:

Copra Society Name, WSVV number, Commitment number, islet name and the Island name.



* Narration

CS Name, WSVV NUMBER, COMM NUMBER, ISLET NAME AND ISLAND NAME.

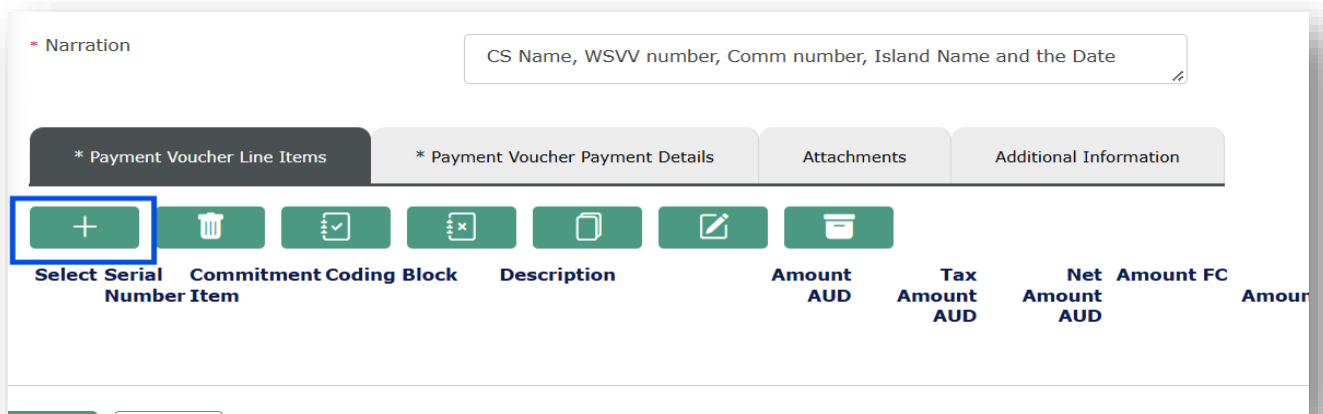
* Payment Voucher Line Items * Payment Voucher Payment Details Attachments Additional Information

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

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

2.7 Complete the **Payment voucher Line Items**.

a) Click the new button.



* Narration

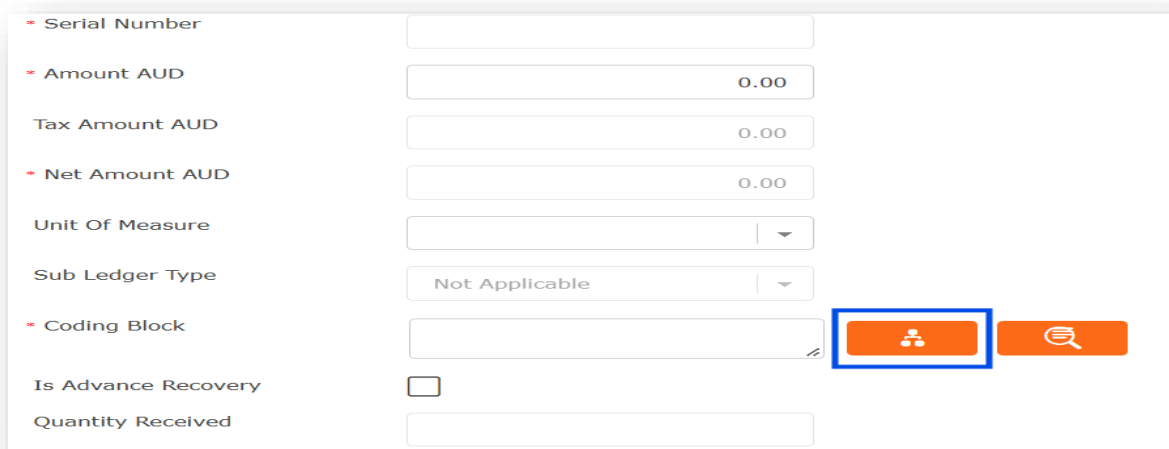
CS Name, WSVV number, Comm number, Island Name and the Date

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

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

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

b) Click the Element view to fill in the Coding block



* Serial Number

* Amount AUD 0.00

Tax Amount AUD 0.00

* Net Amount AUD 0.00

Unit Of Measure

Sub Ledger Type Not Applicable

* Coding Block

Is Advance Recovery

Quantity Received

[Icon] [Icon]

- c) Other field automatically filled, Click the drop-down button in the location field and then select your island code. Then click the save and return button.

Coding block:

Sub Head – 1702

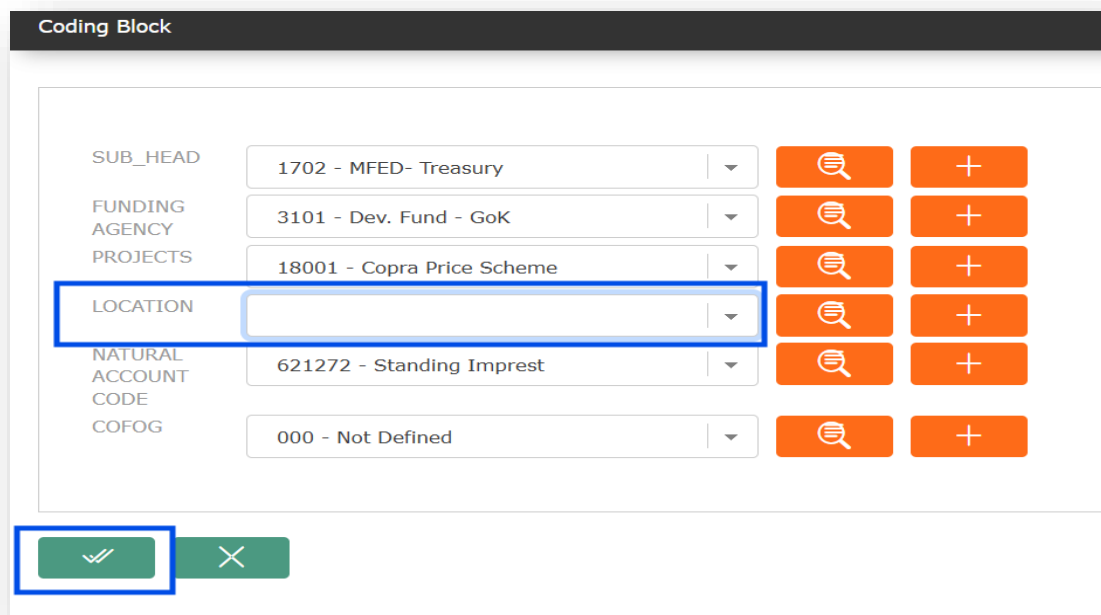
Funding Agency – 3101

Projects – 18001

Location – island code

NAC – 621272

COFOG – 000



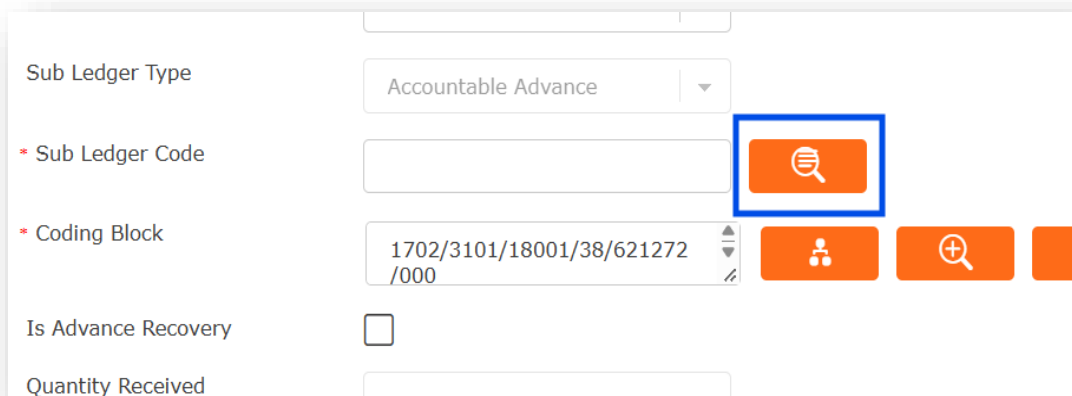
The screenshot shows a 'Coding Block' form with the following fields and values:

Field	Value	Search Icon	Plus Icon
SUB_HEAD	1702 - MFED- Treasury	Yes	Yes
FUNDING AGENCY	3101 - Dev. Fund - GoK	Yes	Yes
PROJECTS	18001 - Copra Price Scheme	Yes	Yes
LOCATION	[Empty]	Yes	Yes
NATURAL ACCOUNT CODE	621272 - Standing Imprest	Yes	Yes
COFOG	000 - Not Defined	Yes	Yes

At the bottom, there are two buttons: a green 'Save' button with a checkmark icon and a green 'Cancel' button with an 'X' icon. The 'Save' button is highlighted with a blue box.

Note: The coding block must match the coding block used for the Accountable Advance.

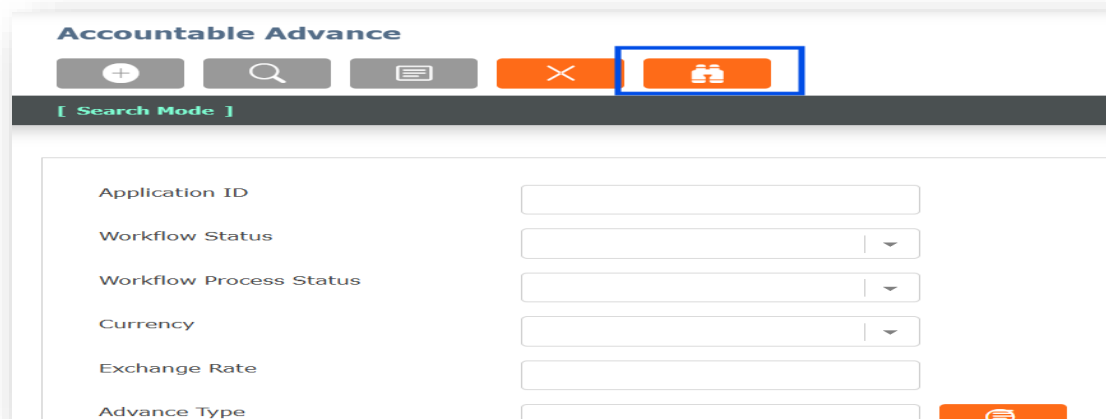
- d) linked the Accountable Advance you have created, click the look up button.



The screenshot shows an 'Accountable Advance' form with the following fields and values:

Field	Value	Look Up Icon	Other Icons
Sub Ledger Type	Accountable Advance	No	No
* Sub Ledger Code	[Empty]	Yes (highlighted with blue box)	No
* Coding Block	1702/3101/18001/38/621272 /000	No	Yes (plus, search, and other icons)
Is Advance Recovery	☐	No	No
Quantity Received	[Empty]	No	No

e) Click the find button



Accountable Advance

[Search Mode]

Application ID

Workflow Status

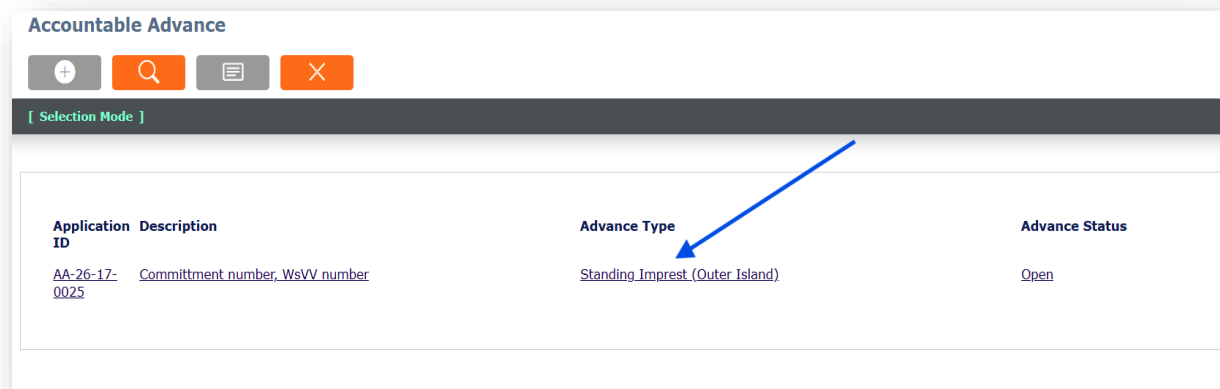
Workflow Process Status

Currency

Exchange Rate

Advance Type

f) The accountable advance number will appear, then click on it.

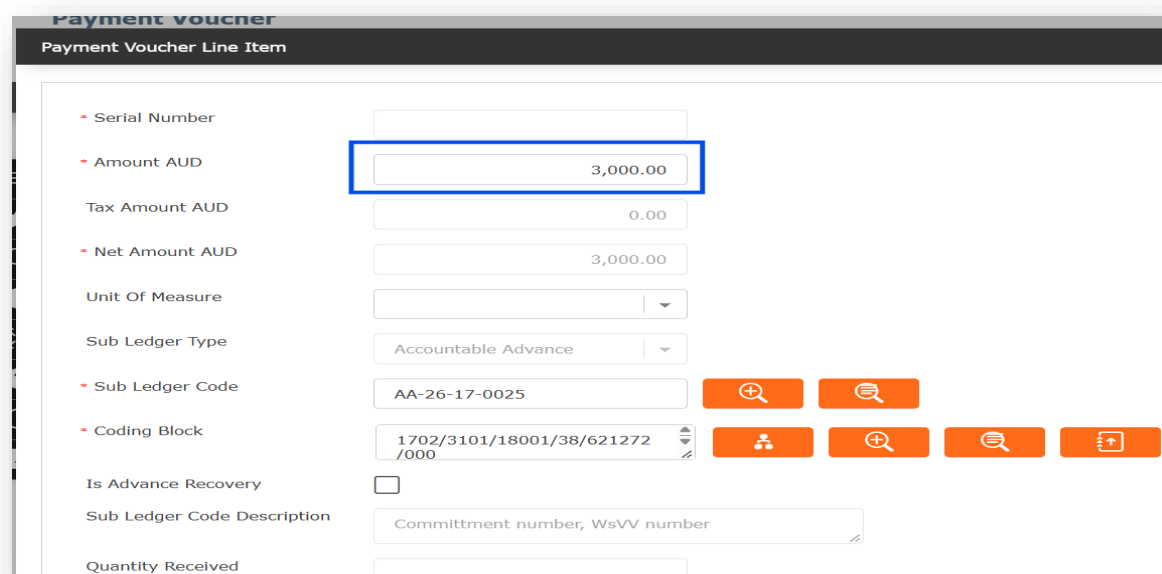


Accountable Advance

[Selection Mode]

Application ID	Description	Advance Type	Advance Status
AA-26-17-0025	Commitment number, WsVV number	Standing Imprest (Outer Island)	Open

g) Enter the Amount same as in Accountable Advance (AA). Then click the save button.



Payment Voucher

Payment Voucher Line Item

* Serial Number

* Amount AUD

Tax Amount AUD

* Net Amount AUD

Unit Of Measure

Sub Ledger Type

* Sub Ledger Code

* Coding Block

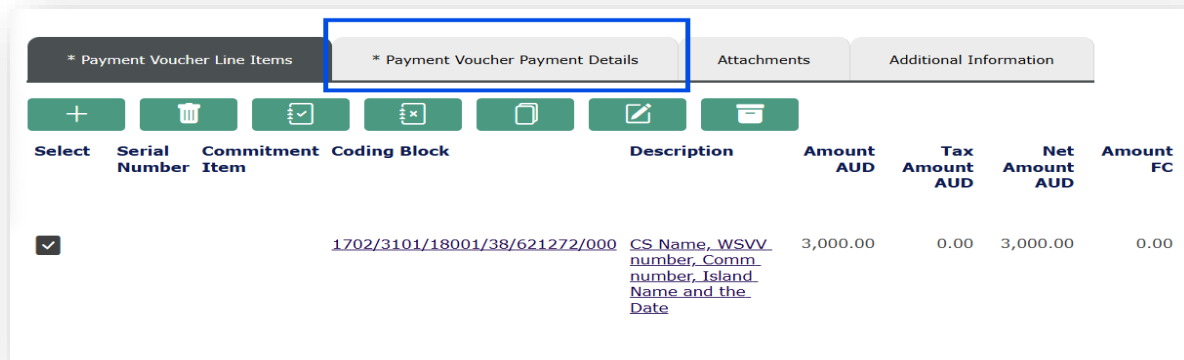
Is Advance Recovery ☐

Sub Ledger Code Description

Quantity Received

2.6 Complete the **Payment voucher Payment Details**.

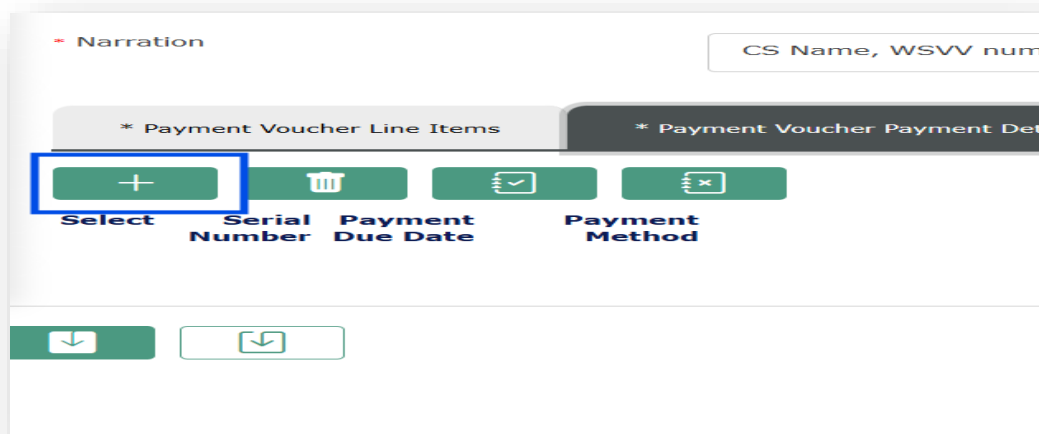
a) Click the Payment Voucher Payment Details.



The screenshot shows the 'Payment Voucher Payment Details' tab selected. Below the tab are several icons: a plus sign, a trash can, a checkmark, a calendar, a document, a pencil, and a folder. Below these icons is a table with the following columns: Select, Serial Number, Commitment Item, Coding Block, Description, Amount AUD, Tax Amount AUD, Net Amount AUD, and Amount FC.

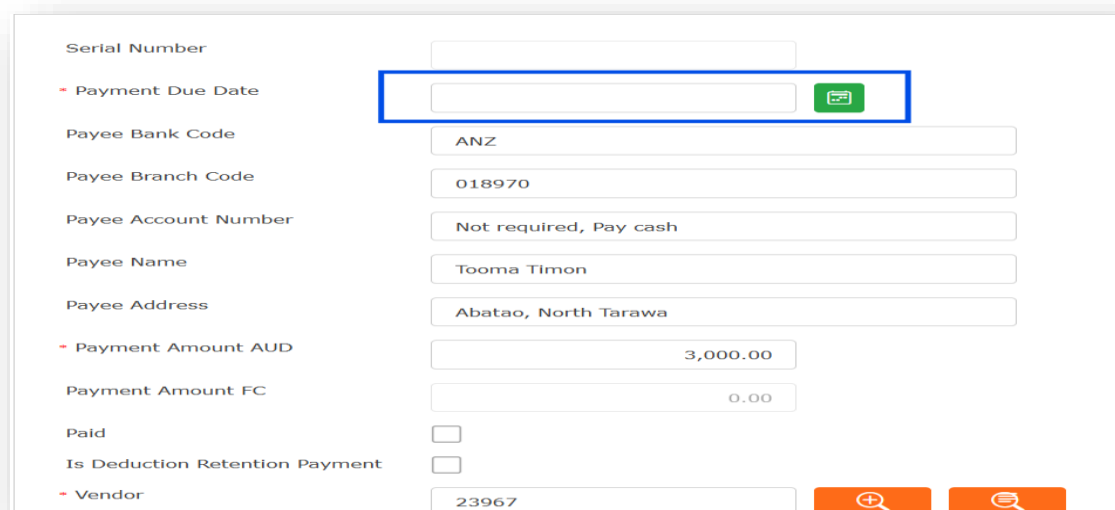
Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD	Amount FC
☒			1702/3101/18001/38/621272/000	CS Name, WSVV number, Comm number, Island Name and the Date	3,000.00	0.00	3,000.00	0.00

b) Click the new button



The screenshot shows the 'Payment Voucher Payment Details' tab selected. Below the tab are several icons: a plus sign, a trash can, a checkmark, a calendar, a document, a pencil, and a folder. The plus sign icon is highlighted with a blue box.

c) Most fields will be automatically populated. You only need to enter the **Payment Due Date**. Click the **calendar icon** shown below, select the required date, and then click the **Save** button.



The screenshot shows the 'Payment Voucher Payment Details' form. The 'Payment Due Date' field is highlighted with a blue box, and a calendar icon is visible next to it. The form contains the following fields:

- Serial Number
- Payment Due Date
- Payee Bank Code: ANZ
- Payee Branch Code: 018970
- Payee Account Number: Not required, Pay cash
- Payee Name: Tooma Timon
- Payee Address: Abatao, North Tarawa
- Payment Amount AUD: 3,000.00
- Payment Amount FC: 0.00
- Paid: ☐
- Is Deduction Retention Payment: ☐
- Vendor: 23967

2.21 Upload **Supporting Documents**. (Refer to section "3.1.2 How to record RBC Mute/ or RBC Return step 13".

Notes;

The attachment should be

- CPR,
- Tally form (only for island that have Copra Monitors), and
- Schedule for Payment in the islet(s).

The **Title and Description** for the attachment should be related to the uploaded file.

2.22 **Transition the Payment Voucher**. Please refer to section "3.1.2 How to record RBC Mute/ or RBC Return step 14 to 17 in".

Notes:

- The Payment voucher will transition to the Island Clerk for Authorization. Therefore, the Island Clerk must follow steps outlined section 3.1.2 *How to approve PV* to complete the Authorization process.
- Once the PV authorized, Treasurer can proceed with the payment, and PV will transition to Treasury for Review Approval.

Step 3 Once the Payment Voucher authorized, the Treasurer will hand over the advance amount as specified in the Payment voucher to the Accountable officer.

Note:

The payment to farmers is made outside the system. The Accountable officer will take the advance to the islet(s) and make payments to copra cutters. Upon returning from the islet(s), the Accountable officer returns the remaining amount and submit the CPR to the Treasurer for retirement of the advance in the system.

Step 4 Recording the unclaimed amount and the retirement of the Standing Imprest.

4.1 Receipting the unclaimed amount.

The Treasurer should raise the Revenue Voucher (RV) to receipt the unclaimed amount.

Step 4.1.1 to 4.1.4 refer to Section 3.6.1 *How to record Revenue Voucher step 1 to 4"*

4.1.5 Fill in the **Collection Classification**, click the dropdown arrow and select "**State Fund Standing Imprest Collection**"

4.1.6 Fill in the **Customer Field**.

- a) Click the **lookup button**.

Not Posted Reason

* Origin Manual

* Customer

Collection from (Name of Individual)



- b) Click the **find button**.

Customer

[Search Mode]

Code

Is On Hold ☒

Reference ID

Name

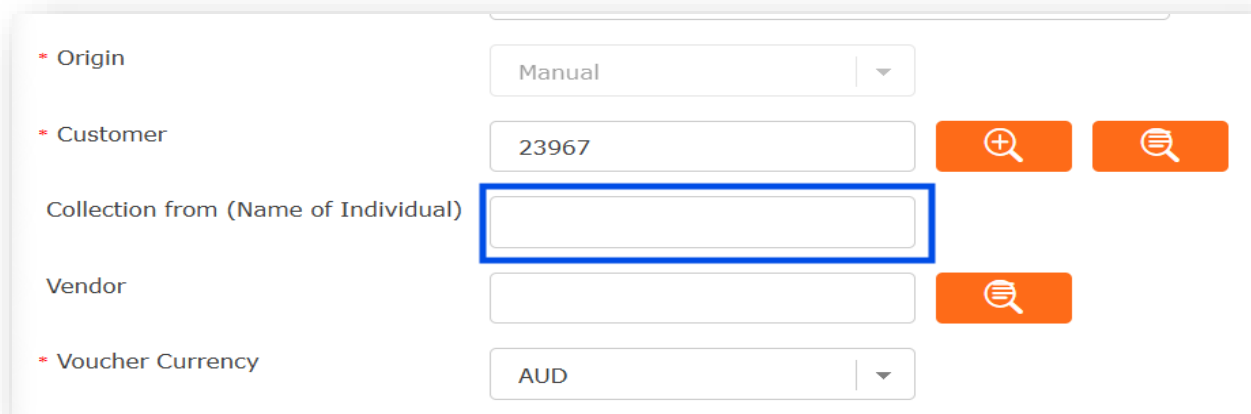
- c) Then click on the **name of the Accountable officer**.

Customer

[Selection Mode]

23959	Nikunau EETPOS	NKE	AUD
23960	Nikunau Posmo	NKP	AUD
23961	Nikunau SB25	NKS	AUD
23962	Nikunau Freight	NKE	AUD
23963	Nikunau Copra	NKC	AUD
23964	Nikunau Multiple	NKM	AUD
23965	Nikunau GP	NGP	AUD
23966	Taimur Malik	Taimur1	AUD
23967	Tooma Timon	Tooma te tia katine	AUD
417079	Uriam Tirae Iabeta	Uriam Tirae Iabeta	AUD
4998	ANZ Bank (Kiribati) Ltd	ANZ Bank (Kiribati) Ltd	AUD
5154	Mareta Tanoua	Mareta Tanoua	AUD
5435	Reteta Rimon Nikuata	Reteta Rimon Nikuata	AUD
5544	Riibeta Abeta	Riibeta Abeta	AUD
5921	David Yeeting	David Yeeting	AUD
6332	Kiribati Land Transport Authority	Kiribati Land Transport Authority	AUD
6572	*Luisa Cati	Luisa Cati	AUD
6661	Postal Bairiki		AUD
6662	Postal Betio		AUD
6663	Postal Bikenibeu		AUD

4.1.7 Write the Name of the Accountable Officer in the **Collection from (Name of Individual)**.



* Origin: Manual

* Customer: 23967

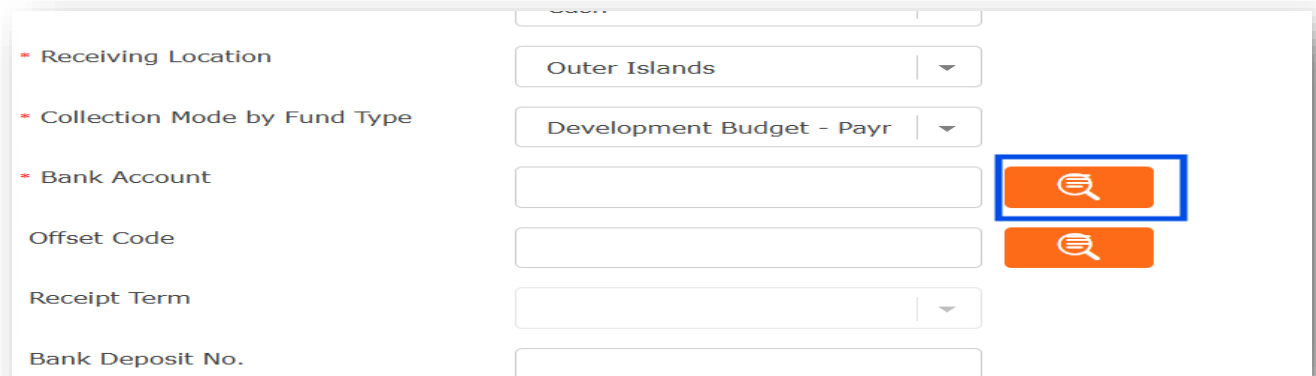
Collection from (Name of Individual): [Empty field]

Vendor: [Empty field]

* Voucher Currency: AUD

4.1.8 Fill in the **Bank Account Field**.

a) Click the lookup button.



* Receiving Location: Outer Islands

* Collection Mode by Fund Type: Development Budget - Payr

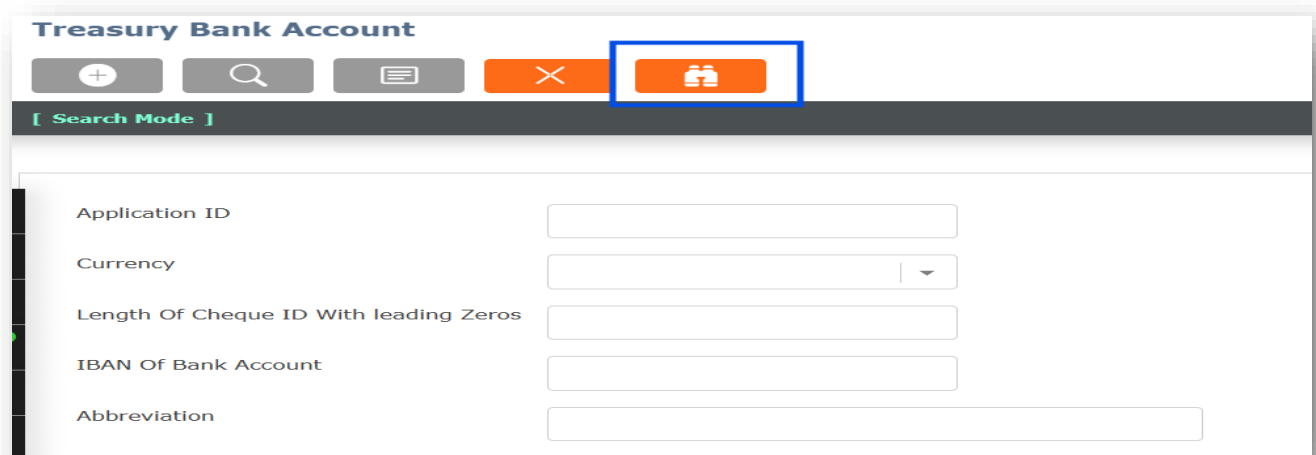
* Bank Account: [Empty field]

Offset Code: [Empty field]

Receipt Term: [Empty field]

Bank Deposit No.: [Empty field]

b) Click the find button



Treasury Bank Account

[+] [🔍] [📄] [✕] [👤]

[Search Mode]

Application ID: [Empty field]

Currency: [Empty field]

Length Of Cheque ID With leading Zeros: [Empty field]

IBAN Of Bank Account: [Empty field]

Abbreviation: [Empty field]

c) Select the island name from the list.

621212	State Fund
621212-21	State Fund Abaiang
621212-22	State Fund Abemama
621212-23	State Fund Aranuka
621212-24	State Fund Arorae
621212-25	State Fund Banaba
621212-26	State Fund Beru
621212-27	State Fund Butaritari
621212-28	State Fund Kuria
621212-29	State Fund Maiana
621212-30	State Fund Makin
621212-31	State Fund Marakei
621212-32	State Fund Nikunau
621212-33	State Fund Nonouti
621212-34	State Fund Onotoa
621212-35	State Fund Tab North
621212-36	State Fund Tab South
621212-37	State Fund Tamana
621212-38	State Fund North Tarawa
621212-51	State Fund Kanton

4.1.9 Fill in the **Sales Payment Type** as "Cash"

Journal Voucher

* Sales Payment Type

Cash

Cheque

Direct Credit Receipt

Fast Deposit

Outer Islands

* Paid Status

* Receipt Method

* Receiving Location

* Collection Mode by Fund Type

Development Budget - Payr

4.1.10 Enter the **Narration** as

Commitment number, AA number, Date, Islet name and Island name. Then click the new button.

Creation Date

* Narration

Commitment number, AA number, Date, Islet name and Island Name

* RV Items

* RV Payment Details

Attachments

+

✖

✓

✖

📄

Select Correlative ID

Quantity Coding Block

Unit Price AUD

Price AUD

↓

↓

4.1.11 Enter the Description same as in the narration, the amount to be receipted and then click the Element view button to complete the coding block field.

Correlative ID	
Description	
Unit Of Measure	Each
Unit Price AUD	800.00
Unit Price FC	0.00
Coding Block	 
Sub Ledger Type	Not Applicable
Quantity	1.000
Price AUD	800.00
Price FC	0.00

4.1.12 All fields will be automatically populated. You only need to fill in the **Location** field by clicking the drop-down arrow and selecting your island code from the list. Then click the **Save and Return button**.

Coding block

Subhead - 1702

Funding Agency - 3101

Projects - 18001

Location - Island code

NAC - 621272

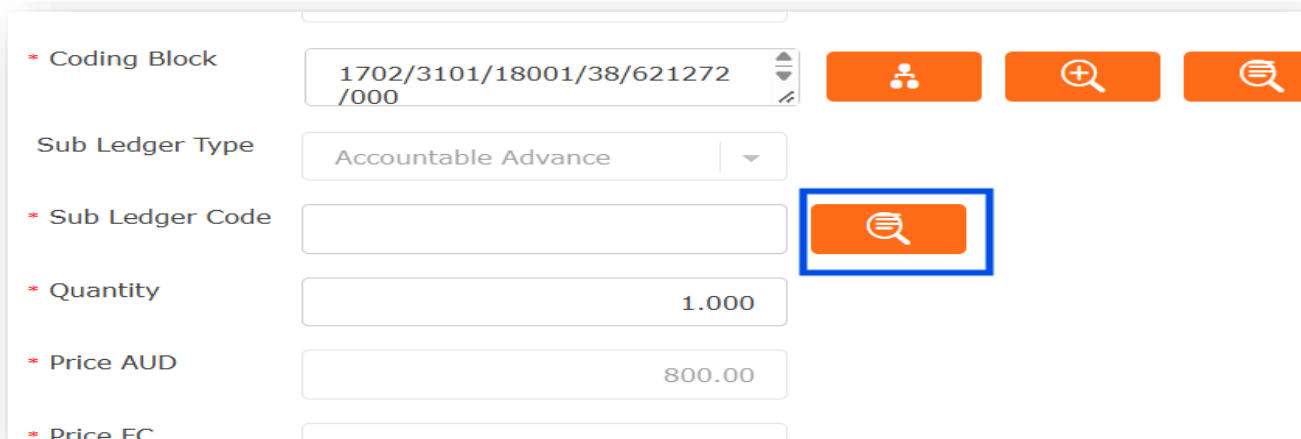
COFOG - 000

Revenue Voucher Item		
Coding Block		
SUB_HEAD	1702 - MFED- Treasury	 
FUNDING AGENCY	3101 - Dev. Fund - GoK	 
PROJECTS	18001 - Copra Price Scheme	 
LOCATION		 
NATURAL ACCOUNT CODE	621272 - Standing Imprest	 
COFOG	000 - Not Defined	 

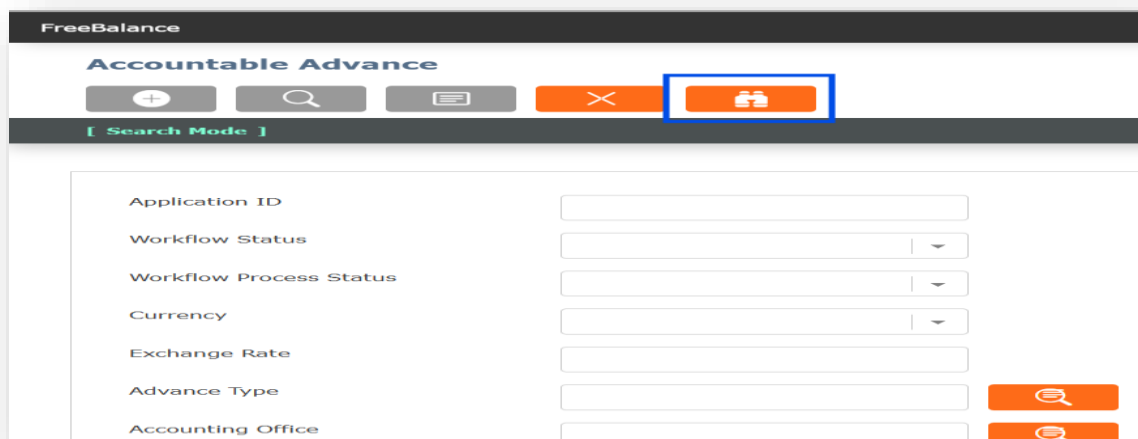
 

4.1.13 Fill in the **Sub Ledger Code**.

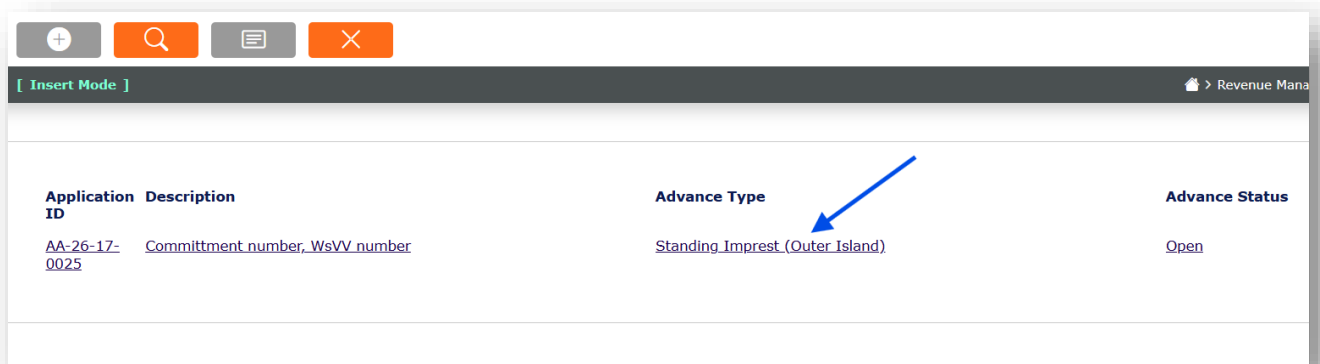
- a) Click the lookup button.



- b) Click on the find button.



- c) Then click on the AA number for the Accountable officer (The AA should be same as the one linked to the Payment voucher).



Application ID	Description	Advance Type	Advance Status
AA-26-17-0025	Committment number, WsVV number	Standing Imprest (Outer Island)	Open

d) Then Click the **Save** button.

4.1.14 Fill in the **RV Payment Details**. (refer to section 3.6.1 *How to record Revenue Voucher step 16 and 17*).

4.1.15 **Upload Supporting Documents**. refer to section 3.6.1 *How to record Revenue Voucher step 18*).

Attachments; should be **CPR** and **Cash Summary**.

4.1.16 **Transition the Revenue Voucher**. (refer to section 3.6.1 *How to record Revenue Voucher step 19 to 23*).

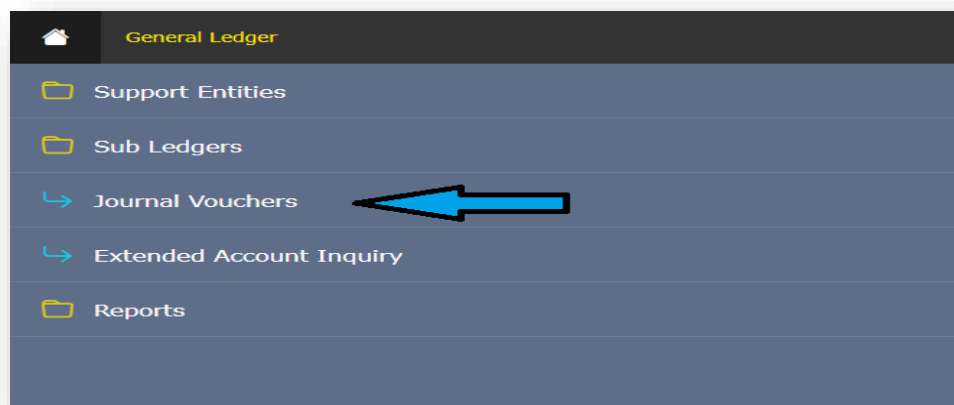
Notes:

- The RV will transition to the Island Clerk to complete the Authorization process. Refer to section 3.6.3 *How to Authorize the Revenue Voucher* to complete the authorization process.
- Once Authorized the RV will transition to Treasury for Review and Approval.

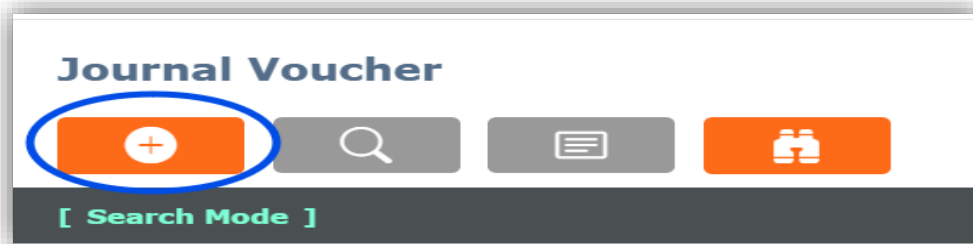
4.2 Retirement of the Claimed Amount.

The treasurer needs to raise the Journal Voucher (JV) to complete the retirement.

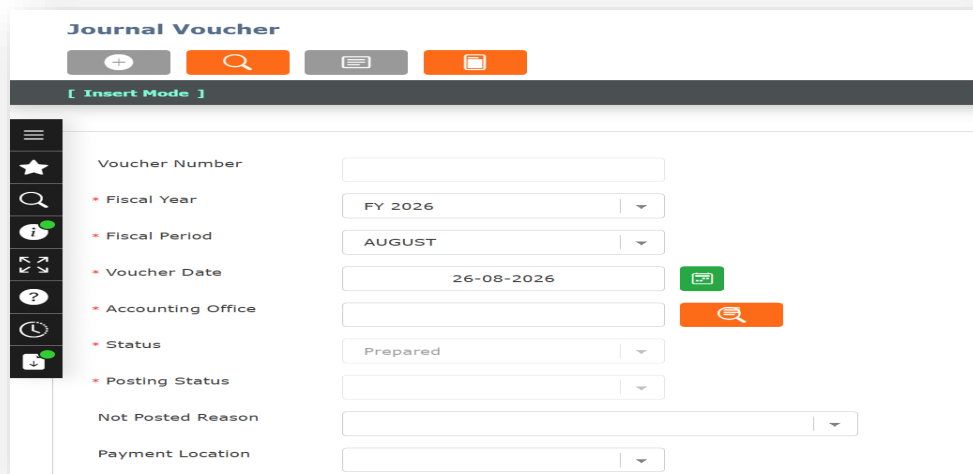
4.2.1. Navigate the Menu > General Ledger > Journal Vouchers. The Journal Voucher is displayed by default at Search Mode.



4.2.2 Click the New  button.

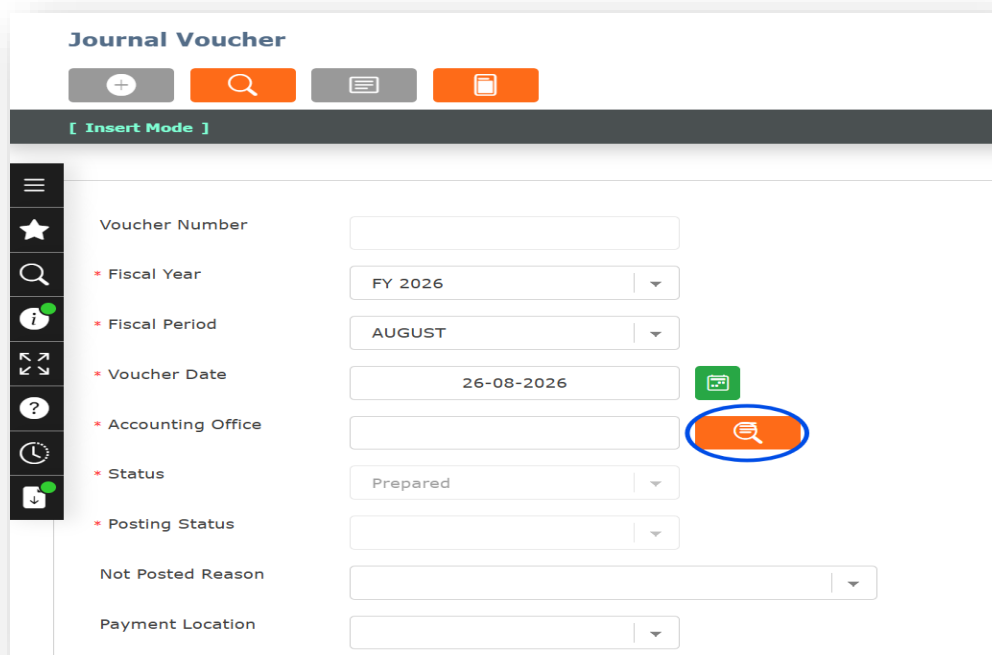


4.2.3. Current Fiscal year, fiscal period and voucher date will automatically be inserted.

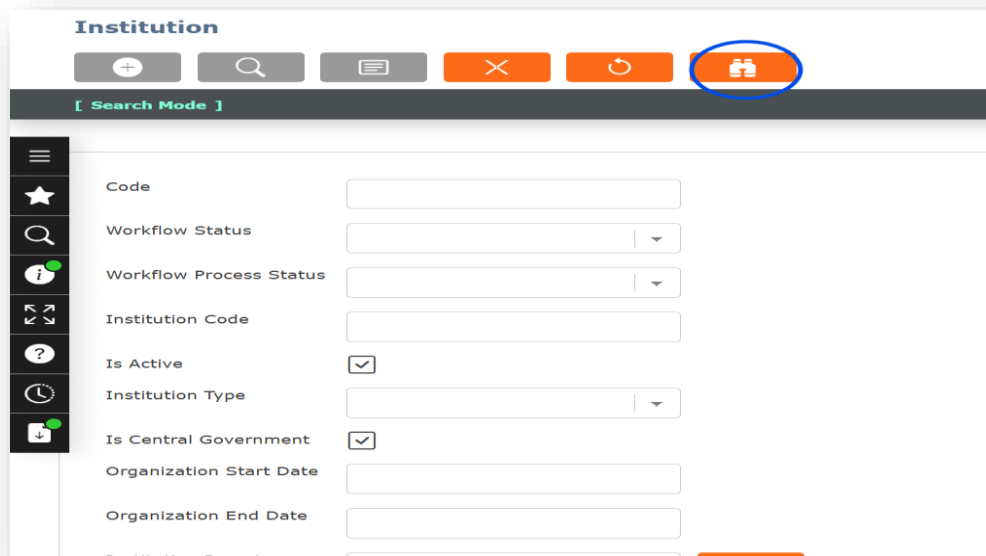
The screenshot shows the 'Journal Voucher' form in 'Insert Mode'. The header has the title 'Journal Voucher' and four buttons: a grey button with a plus sign, an orange button with a magnifying glass, a grey button with a list icon, and an orange button with a document icon. Below the header is a dark grey bar with the text '[Insert Mode]'. The form contains several fields: 'Voucher Number' (text input), 'Fiscal Year' (dropdown menu with 'FY 2026'), 'Fiscal Period' (dropdown menu with 'AUGUST'), 'Voucher Date' (text input with '26-08-2026'), 'Accounting Office' (text input), 'Status' (dropdown menu with 'Prepared'), 'Posting Status' (dropdown menu), 'Not Posted Reason' (text input), and 'Payment Location' (dropdown menu). There is a green button with a magnifying glass icon next to the 'Voucher Date' field and an orange button with a magnifying glass icon next to the 'Accounting Office' field.

4.2.4. Fill in the **Accounting Office** field.

a) Click the lookup button shown below

The screenshot shows the 'Journal Voucher' form in 'Insert Mode'. The header has the title 'Journal Voucher' and four buttons: a grey button with a plus sign, an orange button with a magnifying glass, a grey button with a list icon, and an orange button with a document icon. Below the header is a dark grey bar with the text '[Insert Mode]'. The form contains several fields: 'Voucher Number' (text input), 'Fiscal Year' (dropdown menu with 'FY 2026'), 'Fiscal Period' (dropdown menu with 'AUGUST'), 'Voucher Date' (text input with '26-08-2026'), 'Accounting Office' (text input), 'Status' (dropdown menu with 'Prepared'), 'Posting Status' (dropdown menu), 'Not Posted Reason' (text input), and 'Payment Location' (dropdown menu). There is a green button with a magnifying glass icon next to the 'Voucher Date' field and an orange button with a magnifying glass icon next to the 'Accounting Office' field, which is circled in blue.

b) Click Find Button



Institution

[Search Mode]

Code

Workflow Status

Workflow Process Status

Institution Code

Is Active ☒

Institution Type

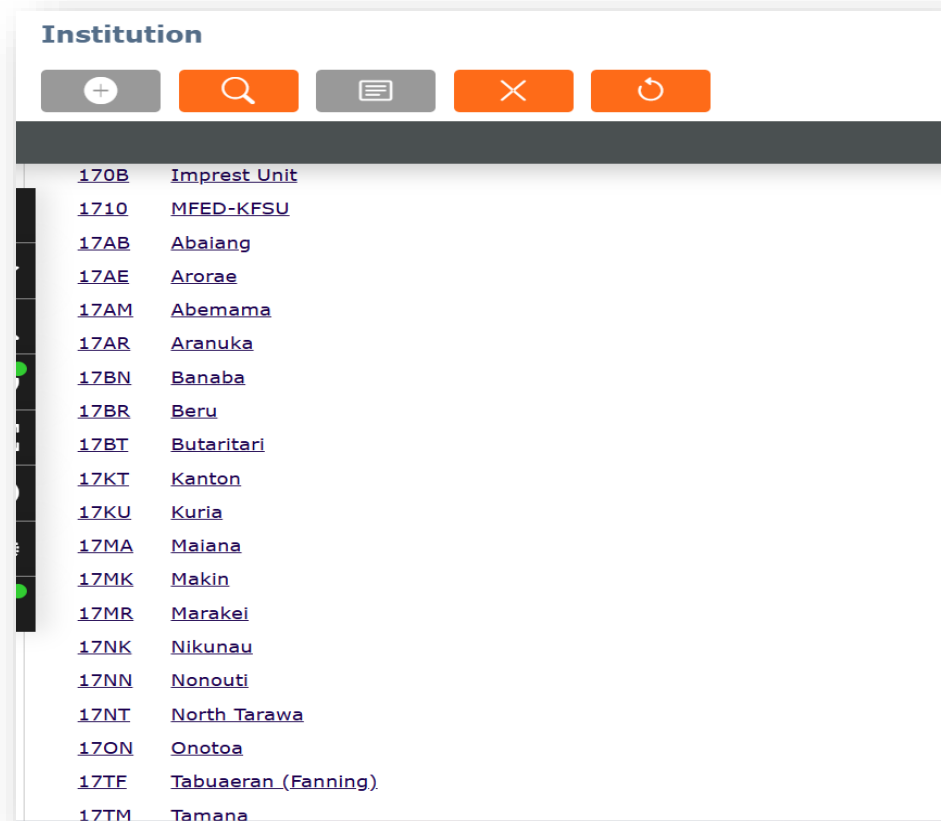
Is Central Government ☒

Organization Start Date

Organization End Date

Institution Report

c) Scroll down and click on your respective island.



Institution

170B	Imprest Unit
1710	MFED-KFSU
17AB	Abaiang
17AE	Arorae
17AM	Abemama
17AR	Aranuka
17BN	Banaba
17BR	Beru
17BT	Butaritari
17KT	Kanton
17KU	Kuria
17MA	Maiana
17MK	Makin
17MR	Marakei
17NK	Nikunau
17NN	Nonouti
17NT	North Tarawa
17ON	Onotoa
17TF	Tabuaeran (Fanning)
17TM	Tamana

4.2.5 Select the classification as **State Fund Standing Imprest Retirement**.

The screenshot shows a form with several fields. The 'Classification' field is highlighted with a blue border, and its dropdown menu is open, displaying the following options:

- Retirement of Credit Card Adv.
- Retirement of Imprest
- State Fund EFTPOS
- State Fund POSMO
- State Fund SB25
- State Fund Standing Imprest Re** (highlighted with a blue border)

Other fields visible include:

- * Exchange Rate
- * Type
- * General Ledger Behavior
- * Total Debit Amount AUD: 0.00
- * Total Debit Amount FC

4.2.6 Enter the **Narration** as follows and then Click on the new button;
CS Name, Islet Name, Island Name, AA number, commitment number and the Date.

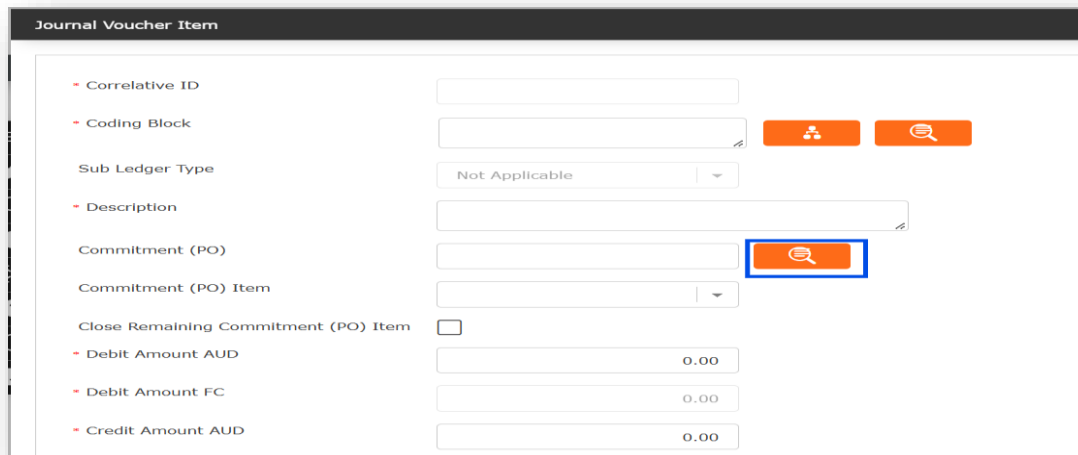
The screenshot shows the 'Journal Voucher' form in 'Insert Mode'. The 'Narration' field is highlighted with a blue border and contains the text: 'CS Name, Islet Name, Island Name, AA number, the Commitment number and the Date.'.

Below the 'Narration' field, there are two tabs: '* Items' and 'Attachments'. The '* Items' tab is active, and a green button with a plus sign (+) is highlighted with a blue border. Below this button, the text 'Select Correlative Coding Block ID' is visible.

At the bottom of the form, there are several buttons: a green button with a plus sign (+), a green button with a trash icon, a green button with a checkmark, a green button with a magnifying glass, and a green button with a document icon. Below these buttons, the text 'Debit Amount AUD', 'Debit Amount FC', 'Credit Amount AUD', and 'Credit A' is visible.

4.2.7 To complete the **Debit coding block**, you need to **Link the commitment** to the JV.

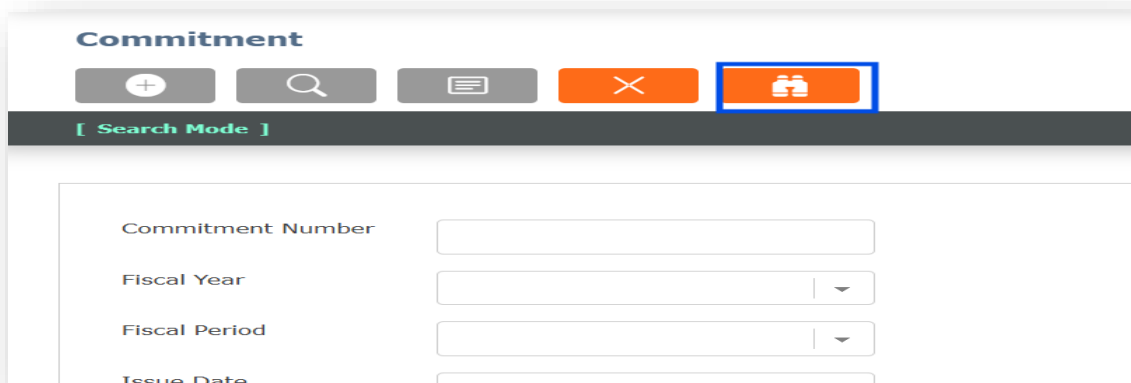
- a) Click the lookup button under commitment (PO).



Journal Voucher Item

- Correlative ID:
- Coding Block:  
- Sub Ledger Type:
- Description:
- Commitment (PO):  (highlighted with a blue box)
- Commitment (PO) Item:
- Close Remaining Commitment (PO) Item: ☐
- Debit Amount AUD:
- Debit Amount FC:
- Credit Amount AUD:

- b) Click the **Find button**, then select the commitment number, you received from the Copra unit for copra payments.



Commitment

[+] [🔍] [📄] [✕]  (highlighted with a blue box)

[Search Mode]

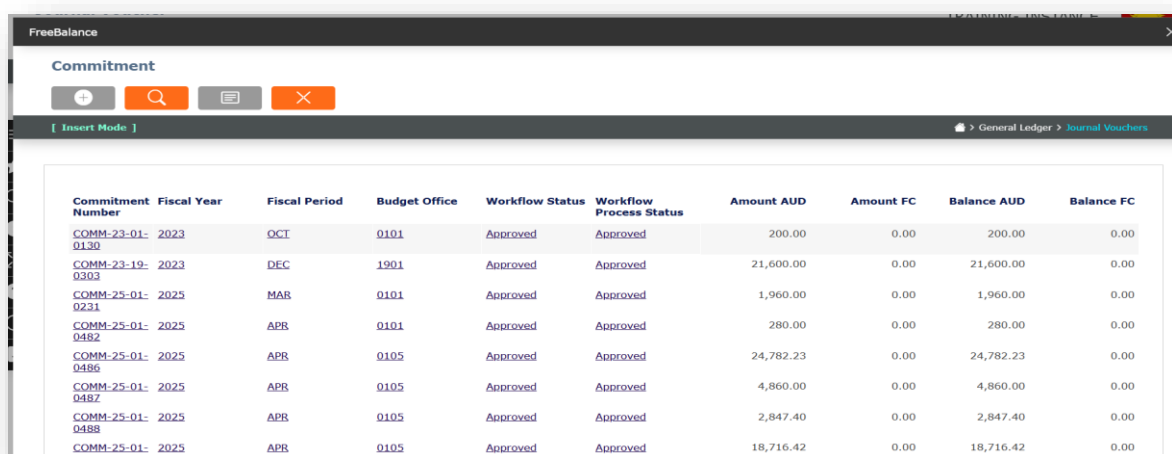
Commitment Number:

Fiscal Year:

Fiscal Period:

Issue Date:

- c) Click the **Commitment number** from the list to be used (received from the Copra Unit).



FreeBalance

Commitment

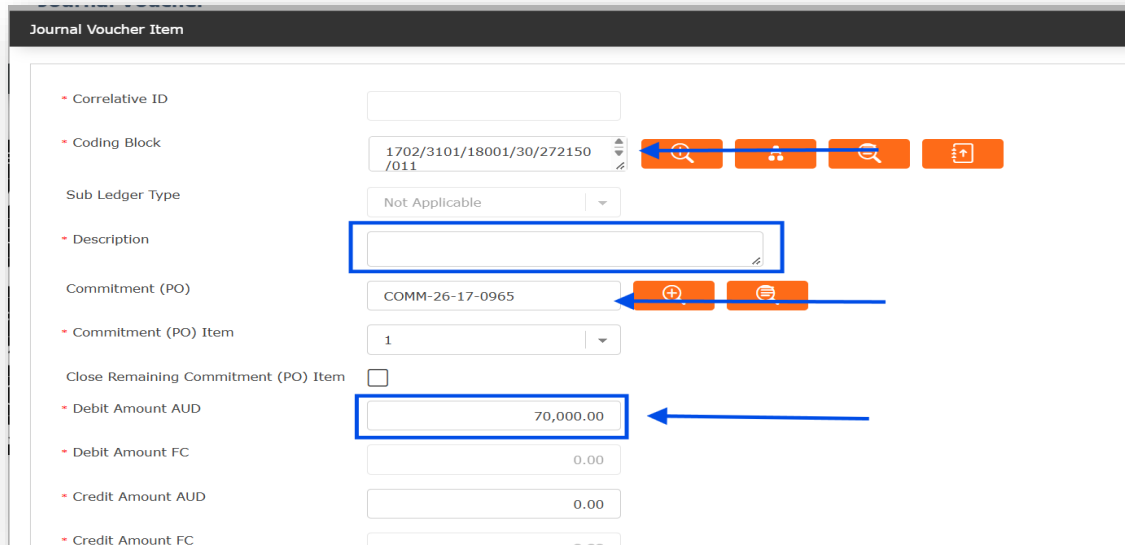
[+] [🔍] [📄] [✕]

[Insert Mode]

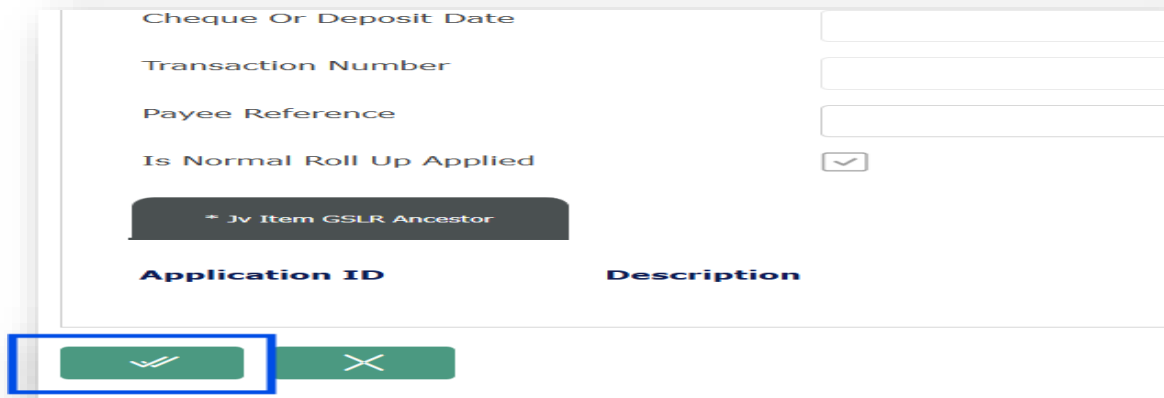
General Ledger > Journal Vouchers

Commitment Number	Fiscal Year	Fiscal Period	Budget Office	Workflow Status	Workflow Process Status	Amount AUD	Amount FC	Balance AUD	Balance FC
COMM-23-01-0130	2023	OCT	0101	Approved	Approved	200.00	0.00	200.00	0.00
COMM-23-19-0303	2023	DEC	1901	Approved	Approved	21,600.00	0.00	21,600.00	0.00
COMM-25-01-0231	2025	MAR	0101	Approved	Approved	1,960.00	0.00	1,960.00	0.00
COMM-25-01-0482	2025	APR	0101	Approved	Approved	280.00	0.00	280.00	0.00
COMM-25-01-0486	2025	APR	0105	Approved	Approved	24,782.23	0.00	24,782.23	0.00
COMM-25-01-0487	2025	APR	0105	Approved	Approved	4,860.00	0.00	4,860.00	0.00
COMM-25-01-0488	2025	APR	0105	Approved	Approved	2,847.40	0.00	2,847.40	0.00
COMM-25-01-0489	2025	APR	0105	Approved	Approved	18,716.42	0.00	18,716.42	0.00

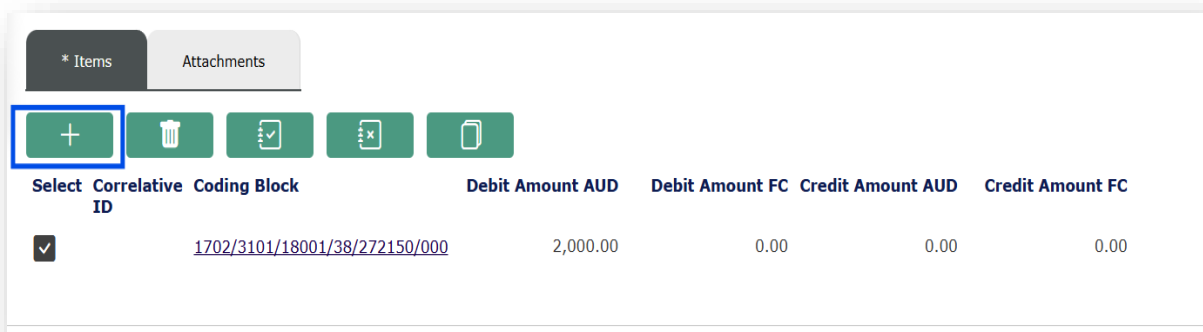
4.2.8 Once the commitment linked, the Coding block of the commitment auto inserted including the Debit Amount. Then you need to **update the Debit Amount (according to the CPR total Amount)** and enter the **Description (same as the narration)**.



4.2.9 Then click the **Save and return** button



4.2.10 Click the new button again



Select	Correlative ID	Coding Block	Debit Amount AUD	Debit Amount FC	Credit Amount AUD	Credit Amount FC
☒	1702/3101/18001/38/272150/000		2,000.00	0.00	0.00	0.00

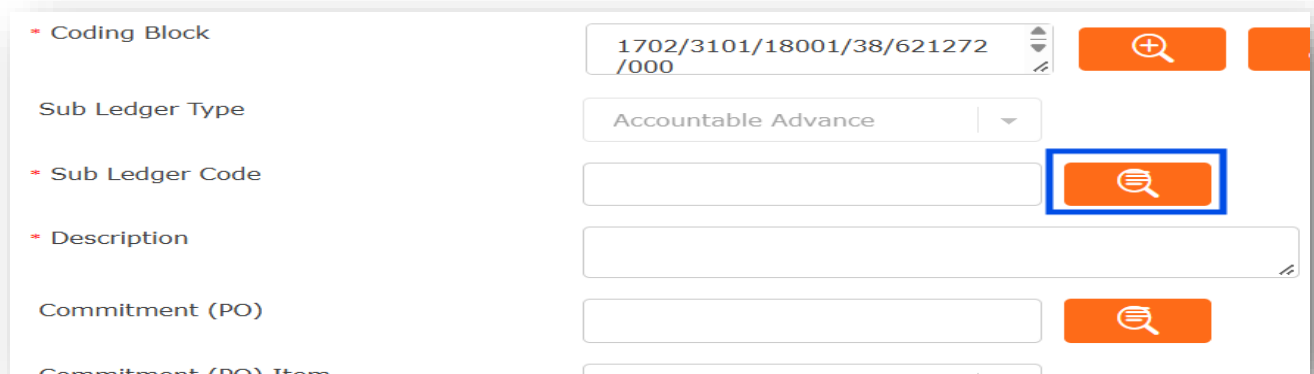
4.2.11 Click the Element view button

* Correlative ID		
* Coding Block		 
Sub Ledger Type	Not Applicable	
* Description		
Commitment (PO)		

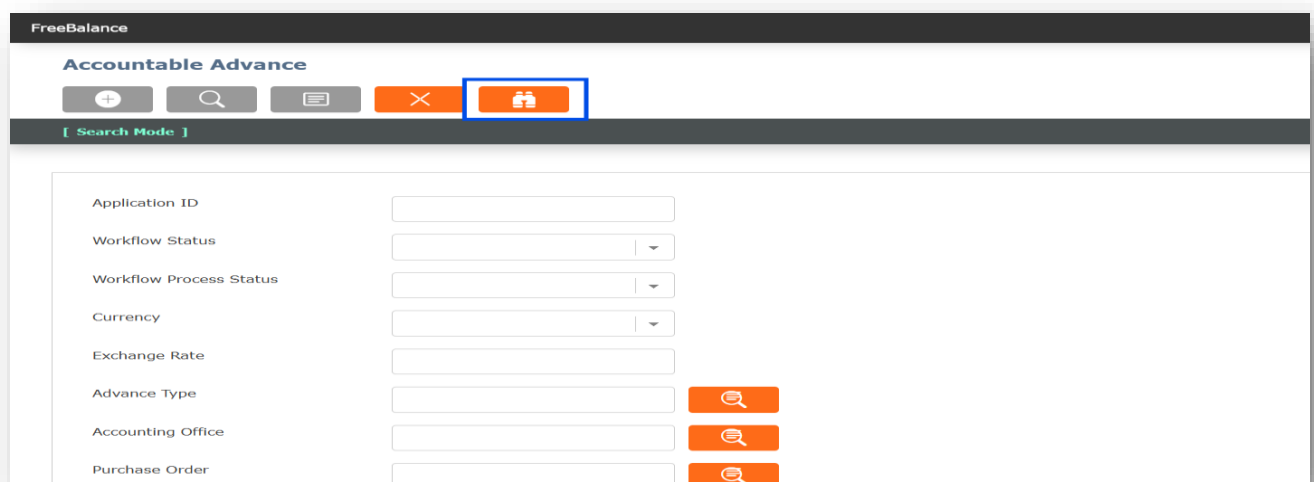
4.2.12 Complete the **credit coding block** fields as follows and then click the **save and return** button.**Sub head – 1702****Funding agency – 3101****Projects – 18001****Location – island code****NAC – 621272****COFOG – 000**

Journal Voucher Item		
Coding Block		
SUB_HEAD	1702 - MFED- Treasury	 
FUNDING AGENCY	3101 - Dev. Fund - GoK	 
PROJECTS	18001 - Copra Price Scheme	 
LOCATION		 
NATURAL ACCOUNT CODE		 
COFOG	272150 - Copra Price Subsidy	 
	621272 - Standing Imprest	
 		

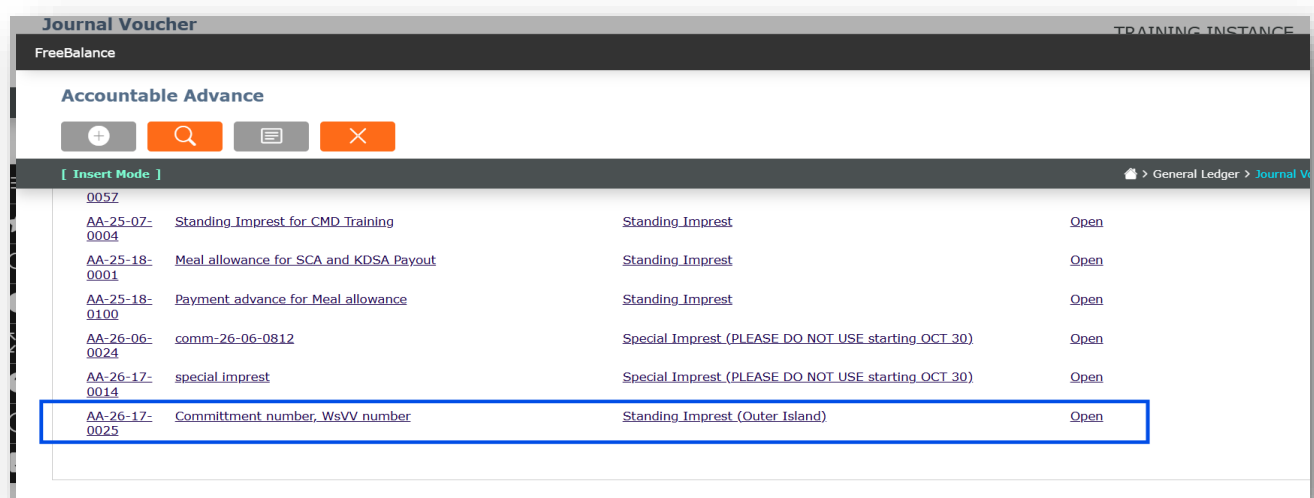
- 4.2.14 Fill in the **vendor code**,
a) click the lookup button.



- b) Enter the AA number in the Application ID, then Click the Find Button.



- c) Click on the AA number. The AA number should be the same as in the PV.



AA Number	Description	Type	Action
005Z			
AA-25-07-0004	Standing Imprest for CMD Training	Standing Imprest	Open
AA-25-18-0001	Meal allowance for SCA and KDSA Payout	Standing Imprest	Open
AA-25-18-0100	Payment advance for Meal allowance	Standing Imprest	Open
AA-26-06-0024	comm-26-06-0812	Special Imprest (PLEASE DO NOT USE starting OCT 30)	Open
AA-26-17-0014	special imprest	Special Imprest (PLEASE DO NOT USE starting OCT 30)	Open
AA-26-17-0025	Committment number, WsVV number	Standing Imprest (Outer Island)	Open

4.2.15 Fill in the following Fields; Then click the save and return button.

Advance Amount Type – Recovery

Description – Same as the Narration.

Credit Amount – Total CPR Amount.

Sub Ledger Type: Accountable Advance

Sub Ledger Code: AA-26-17-0025

Sub Ledger Code Description:

Advance Amount Type:

Description: Actuals, Recovery, Refund

Commitment (PO):

Commitment (PO) Item:

Close Remaining Commitment (PO) Item: ☐

Debit Amount AUD: 0.00

Debit Amount FC: 0.00

Credit Amount AUD: 0.00

Credit Amount FC: 0.00

4.2.16 Then click the **Save and Return** button.

Cheque Or Deposit Number:

Cheque Or Deposit Date:

Transaction Number:

Payee Reference:

Is Normal Roll Up Applied: ☒

* Jv Item GSLR Ancestor

Application ID	Description
----------------	-------------

Save and Return (checkmark button)

Cancel (X button)

4.2.17 Uploading supporting documents.

Notes: Attachments;

- CPR
 - Cash summary
- a) Click **attachments** and then click the **New button**.

The screenshot shows a web interface for managing attachments. At the top, there is an 'Entity' dropdown menu and a 'Narration' text area containing the text: 'CS Name, Islet Name, Island Name, AA number, commitment number and the Date.' Below these, there are two tabs: '* Items' and '* Attachments'. The '* Attachments' tab is selected and highlighted with a blue box. Below the tabs, there is a row of four green buttons: a '+' button (labeled 'Select Information' below it), a trash can icon, a checkmark icon, and a document with an 'x' icon. The '+' button is highlighted with a blue box. To the right of these buttons is a 'Download' label. At the bottom, there are two more green buttons: a download icon and a document with a download icon.

- b) Enter the **Title** and the **Description** of the file then click the **choose file button** to upload the file.

The screenshot shows a form for creating a new attachment. It includes the following fields and controls:

- Application ID**: A text input field.
- Attachment Classification**: A dropdown menu.
- Application Language**: A dropdown menu with 'English' selected.
- * Title**: A text input field, highlighted with a blue box.
- Description**: A text input field, highlighted with a blue box.
- * Attachment**: A section containing a 'Choose file' button (highlighted with a blue box) and the text 'No file chosen'.
- Date Time**: A text input field.
- Date**: A text input field with a green calendar icon to its right.
- User**: A text input field.

4.2.18 After uploading attachments click the **save button**.

Select	Correlative ID	Coding Block	Debit Amount AUD
☒	1702/3101/18001/38/272150/000		2,000.00
☒	1702/3101/18001/38/621272/000		0.00

4.2.19 **Transition of the Journal Voucher.**

- a) Click the arrow button of the transition field and select Request for Authorization.

Journal Voucher

[Update/Delete Mode]

* Fiscal Year: FY 2026

* Fiscal Period: JULY

* Voucher Date: 26-08-2026

* Accounting Office: 17NT

* Status: Prepared

Workflow Process Status: Prepared

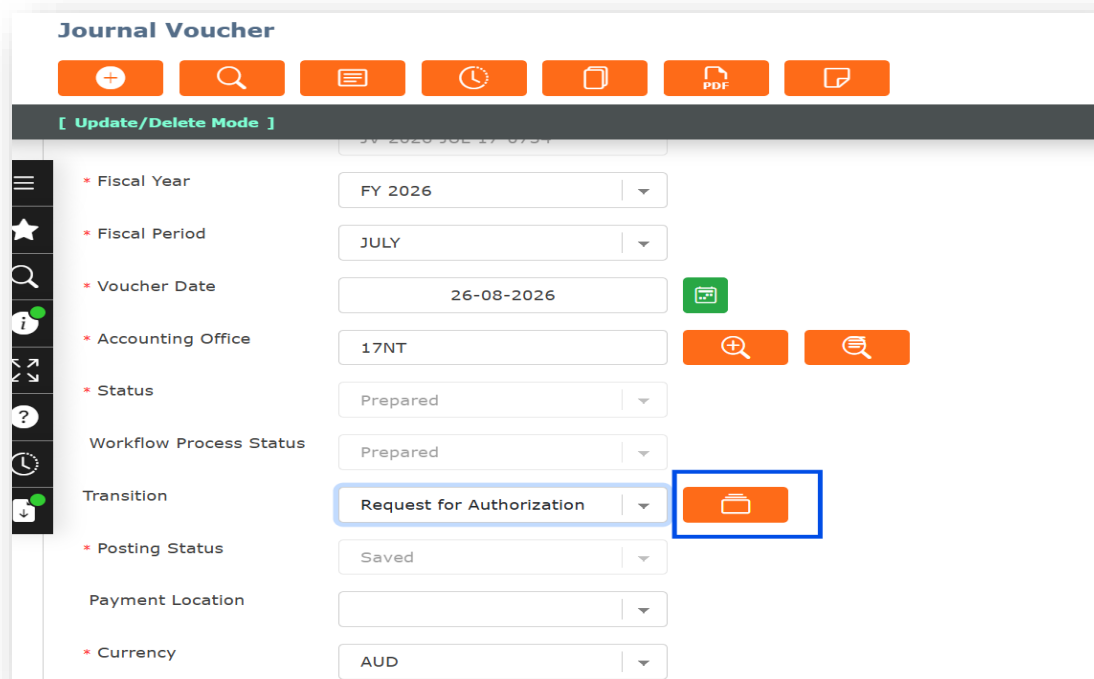
Transition: **Request for Authorization**

* Posting Status:

Payment Location:

* Currency: AUD

b) Then click the transition button



Journal Voucher

[Update/Delete Mode]

* Fiscal Year: FY 2026

* Fiscal Period: JULY

* Voucher Date: 26-08-2026

* Accounting Office: 17NT

* Status: Prepared

Workflow Process Status: Prepared

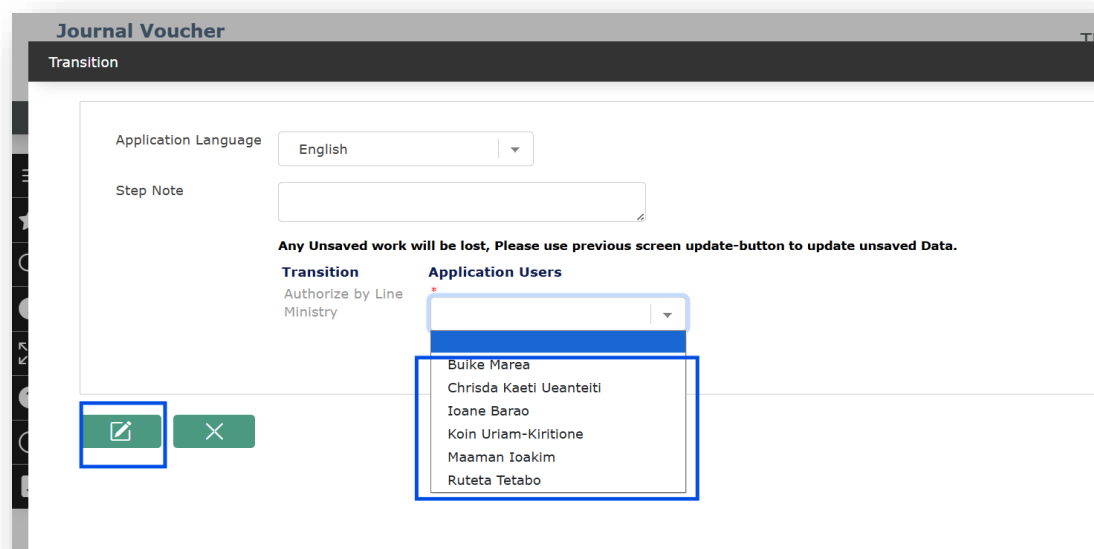
Transition: Request for Authorization

* Posting Status: Saved

Payment Location:

* Currency: AUD

c) Select your Island clerk Name from the list and then click the save button.



Journal Voucher

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

Bulke Marea

Chrisda Kaeti Ueanteiti

Ioane Barao

Koin Uriam-Kiritione

Maaman Ioakim

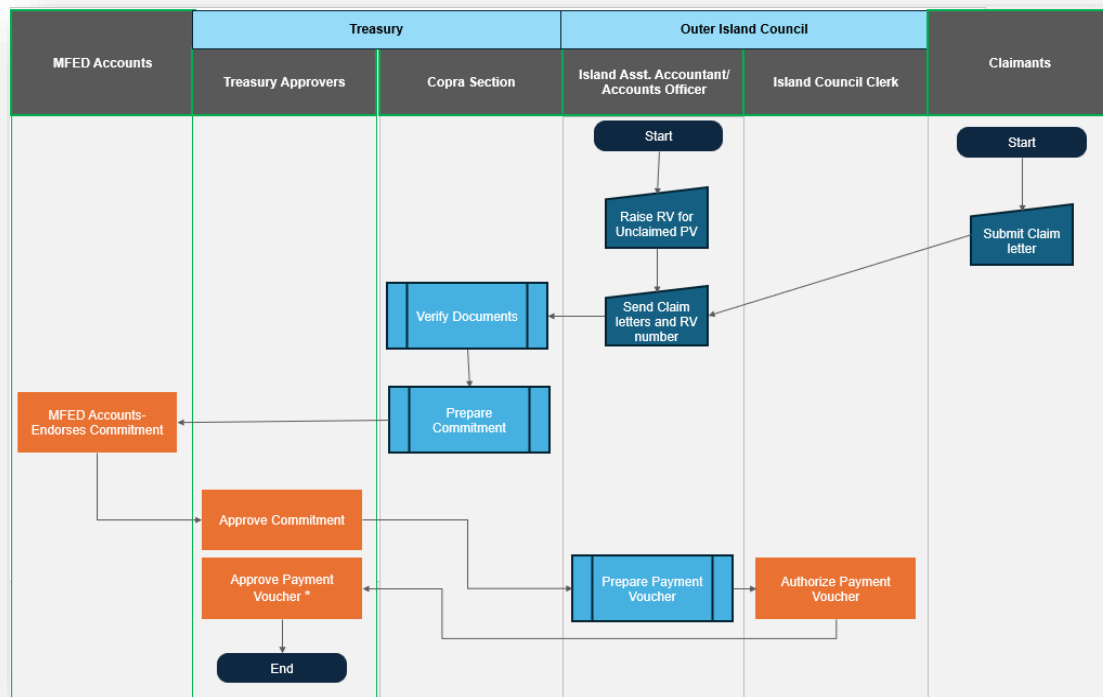
Ruteta Tetabo

Notes:

- Once the Transition completed, the Island Clerk need to Authorize the JV (refer to section 3.4.2 *How to Authorize the Journal voucher* to complete the authorization process.
- Once the Authorization completed, the JV will transition to Treasury for Review and Approval.

3.8.3 Processing reimbursement for unclaimed Copra Payments.

The diagram below shows the workflow for processing unclaimed reimbursement related to copra transactions.



The process description for the reimbursement is as follows:

1. The unclaimed PV for copra payments receipted by the Treasurer. *(refer to Part B in Section 3.8.1 How to record Payment Vouchers for Copra Payments in the Mainland).*
2. The Treasurer should obtain claim letter(s) from claimant(s).
3. The Treasurer is responsible for sending both the Revenue voucher number raised in 1 and claim letter(s) to the copra unit.
4. After the copra unit receive the required documentation, then they do the verification.
5. After verification, the Copra unit will then raise the commitment.
6. ACG will approve the Commitment.
7. After the commitment approved, the Copra unit will share the commitment number to the Treasurer.
8. Then the Treasurer will raise the PV based on that commitment. *Refer to steps in 3.8.1 How to record Payment vouchers for Copra Payments in the Mainland.*
9. When the Payment voucher authorised, the Treasurer can do the disbursement to claimant.

4 General Ledger and Monthly Reporting

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

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

Step 1: Treasurer to:

- Confirm and validate the content of the Cash Book based on the PVs and Receipt that had been raised

- Undertake physical cash count and write cash summary on cash book.

Step 2: Clerk/Mayor to

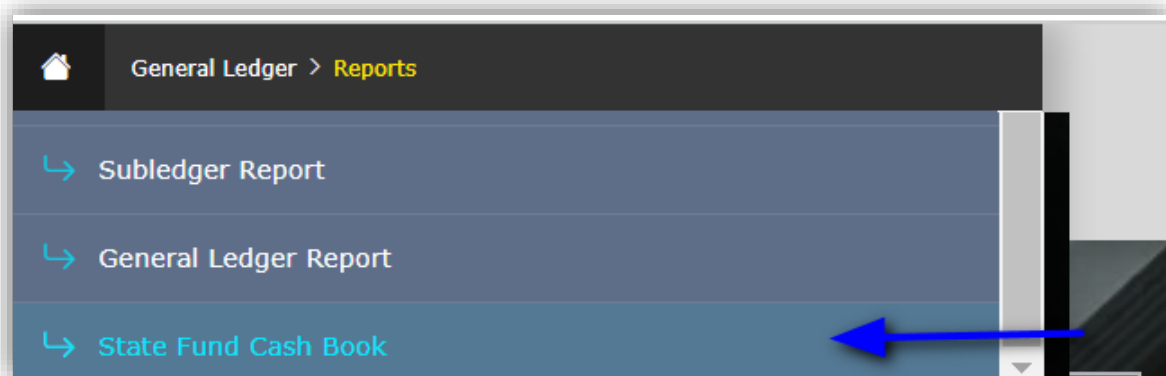
- Check the cashbook against the PVs and Receipt that had been raised,
- Check the physical cash by recounting it and to make sure that the total physical cash matched the cash summary on the cash book as well as the closing cashbook balance.
- If cash shortfall is found, the Treasurer shall make good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

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

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

4.1 State Fund Cash Book

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



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

State Fund Cash Book

* Fiscal Year	2024	▼
* Fiscal Period	JANUARY	▼
* Location	21-Abaiang	▼
PDF	▼	

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

State Fund Cash Book

* Fiscal Year	2024	▼
* Fiscal Period	JANUARY	▼
* Location	21-Abaiang	▼
PDF	▼	

The Report State Fund Cash Book Was Send To Report Server With ID: ID:ip-172-31-7-247.ap-southeast-1.compute.internal-42077-1729746149864-5:954:1:1:1

OK

Step 4. Click on the (i)

State Fund Cash Book

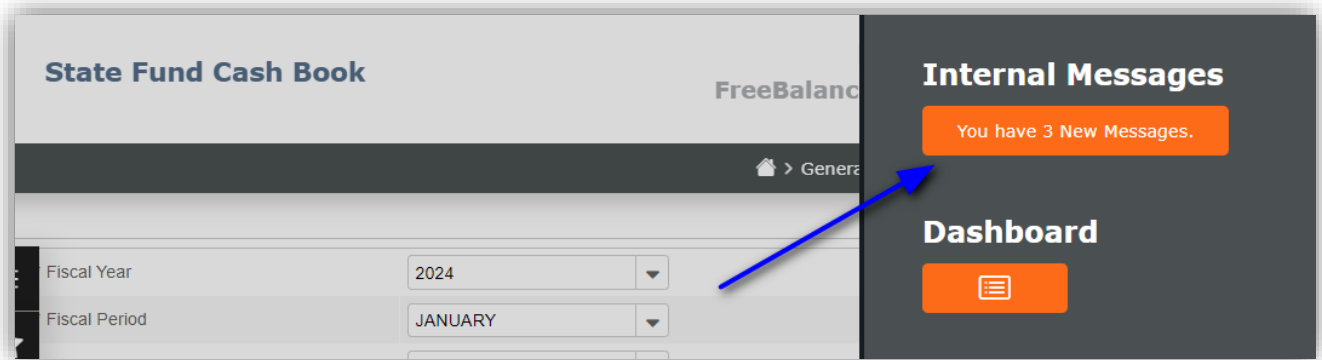
Republic of Kiribati
FreeBalance Application Suite

🏠 > General Ledger > Reports > [State Fund Cash Book](#)

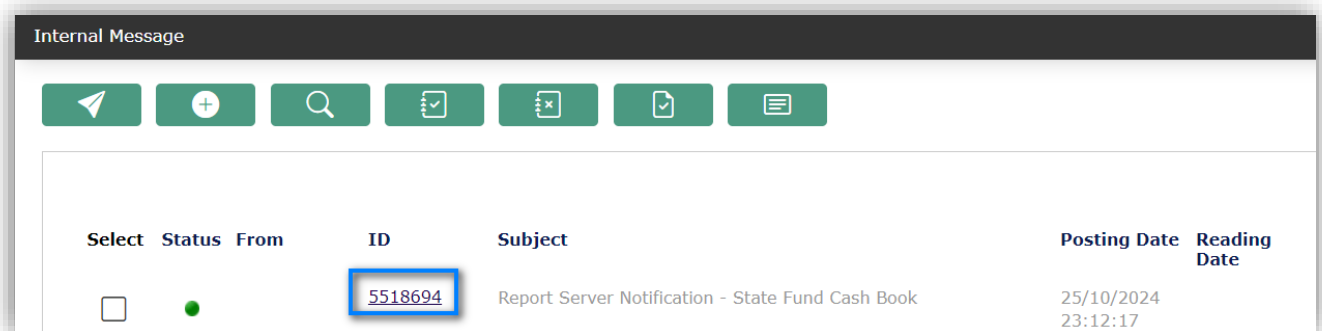
☰	Fiscal Year	2024	▼
★	Fiscal Period	JANUARY	▼
🔍	Location	21-Abaiang	▼
PDF	▼		

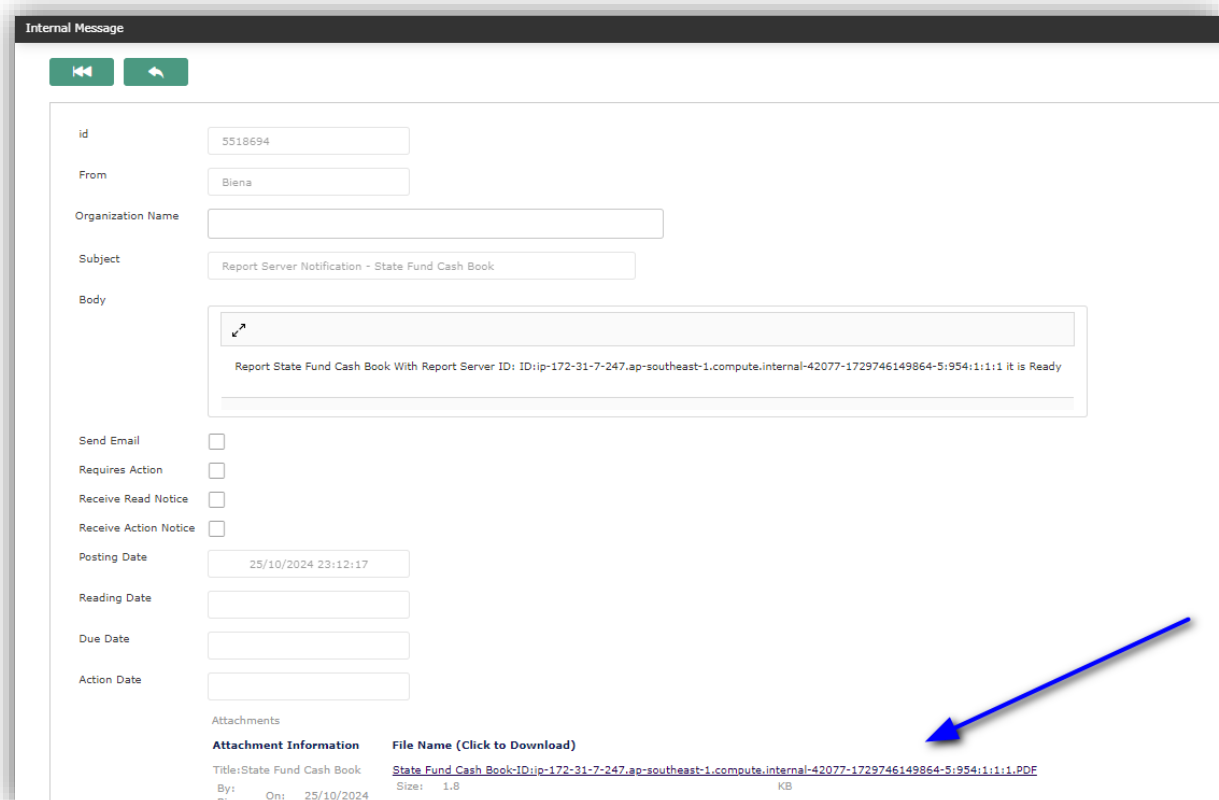
Step 5. And then click on the Internal Message to display the details of the generated report.



Step 6. Click the linked ID of the notification.



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



Step 8. Click on the generated file.



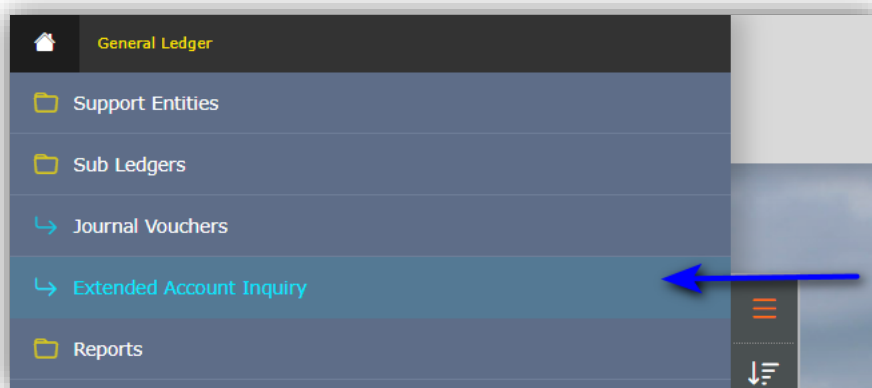
Step 9. This is a sample file for the Cash Book.

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

4.2 Extended Account Inquiry

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

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



Step 2. Provide the filters as needed.

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

Extended Account Inquiry Republic of Kiribati
FreeBalance Application Suite

[Search Mode] Home > General Ledger > Extended Account Inquiry

• Fiscal Year:

• Date From: 

• Date To: 

Sub-Ledger Type:

Accounting Office: 

Detail: ☐

Zero Balance:

Group by Sub-Ledger: ☒

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

Coding Block Filter Type:

Segment	Concept	Group	Is Hide Element From And To Filter	From Element Filter	To Element Filter
ORGANIZATION	SUB_HEAD - SUB_HEAD	☐	☐		
FUND	FUNDA - FUNDING AGENCY	☐	☐		
PROJECT	PROJECT - PROJECTS	☐	☐		
LOCATION	LOCATION - LOCATION	☐	☐	30	30
ECONOMIC CLASSIFICATION	NAC - NATURAL ACCOUNT CODE	☐	☐	621212	621212
FUNCTIONAL CLASSIFICATION	COFOG - COFOG	☐	☐		

Step 3. Click the Find button.

Extended Account Inquiry Republic of Kiribati
FreeBalance Application Suite

[Search Mode] Home > General Ledger > Extended Account Inquiry

Coding Block Filter Type:

Segment	Concept	Group	Is Hide Element From And To Filter	From Element Filter	To Element Filter
ORGANIZATION	SUB_HEAD - SUB_HEAD	☐	☐		
FUND	FUNDA - FUNDING AGENCY	☐	☐		
PROJECT	PROJECT - PROJECTS	☐	☐		
LOCATION	LOCATION - LOCATION	☐	☐	30	30
ECONOMIC CLASSIFICATION	NAC - NATURAL ACCOUNT CODE	☐	☐	621212	621212
FUNCTIONAL CLASSIFICATION	COFOG - COFOG	☐	☐		

Step 4. The General ledger accounts posted is displayed.

Extended Account Inquiry Republic of Kiribati
FreeBalance Application Support

[View Mode] Home > General Ledger > Extended Account Inquiry

Account Inquiry Results

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

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

Extended Account Inquiry








[View Mode]

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

Account Inquiry Results

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

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

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

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

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

Step 9. The report is generated.



Government of Kiribati

-

Extended Account Inquiry

Report Date : 26/9/2024

Report Time : 14:32:23

User : fto_bduernme

Page 1 Of : 23

Criteria : Date From : 31/12/2023 , Date To : 26/9/2024 , Fiscal Period : 2023 - ADJ , Fiscal Year : 2023 , Hierarchical Coding Block Elements : ECONOMIC CLASSIFICATION : NATURAL ACCOUNT CODE (From : 621231) (To : 621231)

Account Inquiry Results

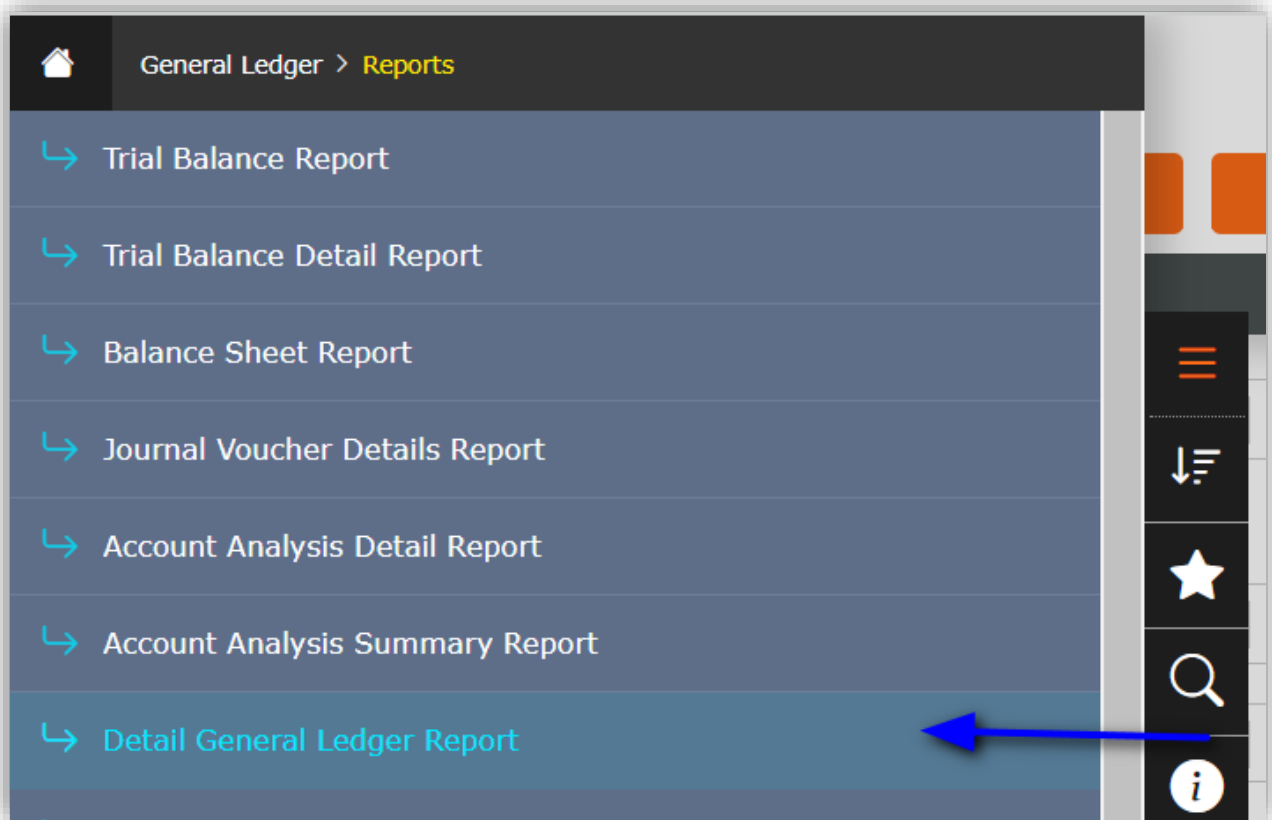
Accounting Office	Element	Date	Event Type	Sub-Ledger Register	Journal Voucher	Source Document	Debit Amount	Credit Amount	Initial Debit Amount	Initial Credit Amount	Balance Debit Amount	Balance Credit Amount
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	0.00	879.70	12,978,709.27	0.00	12,977,829.57	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	5,860.20	0.00	12,977,829.57	0.00	12,983,689.77	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	0.00	248.73	12,983,689.77	0.00	12,983,441.04	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	0.00	99.75	12,983,441.04	0.00	12,983,341.29	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	0.00	7,153.50	12,983,341.29	0.00	12,976,187.79	0.00
1702	621231	31/12/2023		621231	JV-2023-ADJ-17-0008	JV-2023-ADJ-17-0008	1,377.50	0.00	12,976,187.79	0.00	12,977,565.29	0.00

4.3 Detail General Ledger Report

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

To generate the report, follow these steps.

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



Step 2. Provide the filter below

Detail General Ledger Report



Criteria	
Fiscal Year	FY 2024
Include Coding Block Description	☐
Fiscal Period From	JANUARY
Fiscal Period To	SEPTEMBER

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

Hierarchy Rollups COA Elements

Coding Block Filter Type
Hierarchical Coding Block Elements

Segment	Concept	Is Hide Element From And To Filter	From Element Filter	To Element Filter
ORGANIZATION	SUB_HEAD - SUB_HEAD	☐		
FUND	FUNDA - FUNDING AGENCY	☐		
PROJECT	PROJECT - PROJECTS	☐		
LOCATION	LOCATION - LOCATION	☐		
ECONOMIC CLASSIFICATIO	NAC - NATURAL ACCOUNT CODI	☐	621212	621212

Step 4. Click the format to generate the report.

Detail General Ledger Report

PDF
EXCEL
XLSX
RTF
DOCX
ODT
ODS

Hierarchy Rollups COA Elements

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

Fiscal Year : 2023

Period : JANUARY to DECEMBER

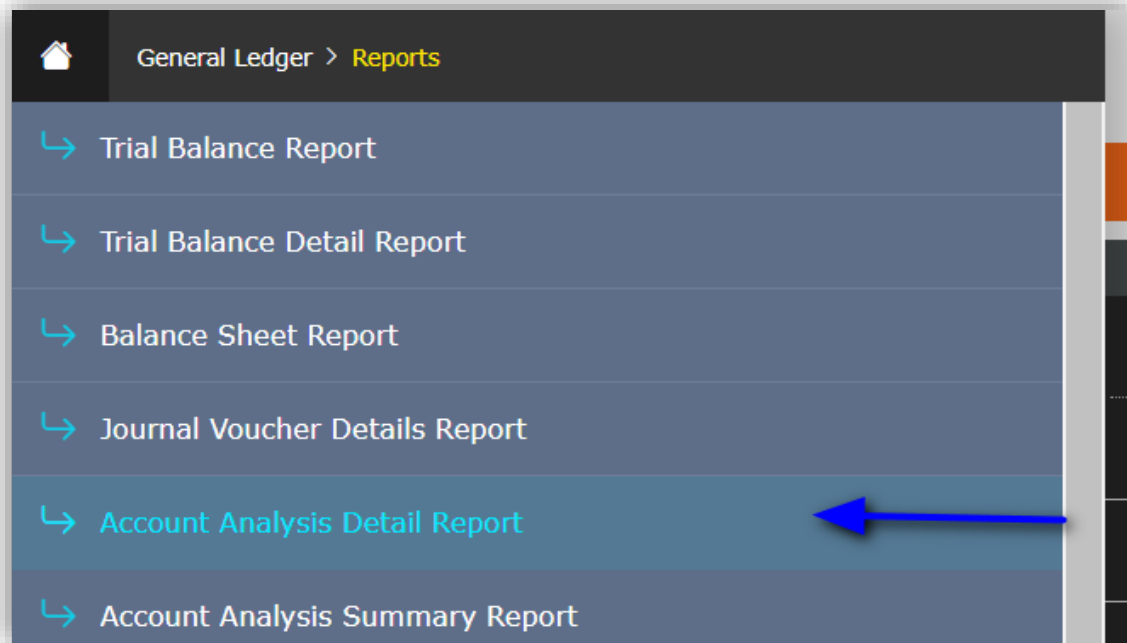
Filter Criteria : Fiscal Period From - JAN; Fiscal Period To - DEC; Coding Block

Sort By : None

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

4.4 Account Analysis Detail Report

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



Step 2. Provide the filters below.

A screenshot of the 'Account Analysis Detail Report' filter form. At the top, there is a title 'Account Analysis Detail Report' and a row of seven orange buttons with icons for different file formats: PDF, EXCEL, XLSX, RTF, DOCX, ODT, and ODS. Below this is a dark grey header bar. The main form area has a light grey background and contains several filter fields. On the left, there is a red minus sign icon followed by the text 'Fiscal Year'. To the right of this is a dropdown menu with 'FY 2024' selected. Below this, there are three more filter fields: 'Fiscal Period From' with a dropdown menu showing 'JANUARY', 'Fiscal Period To' with a dropdown menu showing 'SEPTEMBER', and 'Journal Voucher Date From' with an empty text input field. To the right of the 'Journal Voucher Date From' field is a green calendar icon.

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

Hierarchy Rollups COA Elements

Coding Block Filter Type: Hierarchical Coding Block Elements

Segment	Concept	Group Is Hide Element From And To Filter	From Element Filter	To Element Filter
ORGANIZATION	SUB_HEAD - SUB_HEAD	☒		
FUND	FUNDA - FUNDING AGENCY	☒		
PROJECT	PROJECT - PROJECTS	☒		
LOCATION	LOCATION - LOCATION	☒		
ECONOMIC CLASSIFICATIO	NAC - NATURAL ACCOUNT CODE	☒	621212	621212

Step 4. Click the format to generate the report.

Account Analysis Detail Report

PDF EXCEL XLSX RTF DOCX ODT ODS

Hierarchy Rollups COA Elements

Coding Block Filter Type: Hierarchical Coding Block Elements

Segment Concept Group Is Hide Element From

Step 5. The sample report is generated.

Currency : AUD (A\$)																	
Coding Block	JV Type	JV Date	Vendor/Customer Bank Account Name	Sub-Ledger Type	Obligation/Commitment	Prd.	Journal Voucher No.	Source	Source Document No.	Journal Voucher Classification	Description	Debits	Credits	Rec.	Cheque Series	Cheque Number	Cheque Date
Coding Block																	
0101/1101/00000/91/225112/011	Regular	15/12/2023		Not Applicable			DEC-2023-DEC-01-0030 EMER	Manual		Inter Ministry Transactions	replacement for permanent hire	1,910.00	0.00	No			
0101/1101/00000/91/831521/011	Regular	15/12/2023		Generic Sub-Ledger			DEC-2023-DEC-01-0030 EMER	Manual		Inter Ministry Transactions	replacement for permanent hire	0.00	1,910.00	No			
0102/1101/00000/91/225112/011	Regular	15/12/2023		Not Applicable			DEC-2023-DEC-01-0030 EMER	Manual		Inter Ministry Transactions	replacement for permanent hire	10,000.00	0.00	No			
0102/1101/00000/91/831521/011	Regular	15/12/2023		Generic Sub-Ledger			DEC-2023-DEC-01-0030 EMER	Manual		Inter Ministry Transactions	replacement for permanent hire	0.00	10,000.00	No			
0705/1101/00000/91/282160/011	Regular	15/12/2023		Not Applicable			DEC-2023-DEC-07-2011 EMER	Manual		Inter Ministry Transactions	Cost of ballot papers printed for BTC Bye election	633.00	0.00	No			
0705/1101/00000/91/282160/011	Regular	15/12/2023		Not Applicable			DEC-2023-DEC-07-2011 EMER	Manual		Inter Ministry Transactions	Vat for ballot papers	79.13	0.00	No			

