



How to Update Transactions when Fiscal Period is closed.

Handling Procedure #04

Integrated Financial Management Information System (IFMIS)

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1 Document Purpose

1.1 Purpose

The purpose of this document is to guide the reviewers and approvers on how to correct their transactions when the Fiscal Period is closed, and the new month is set as current. This shall be applied to the following

- Purchase Requisition
- Purchase Orders
- Commitments

The reason why there is need to change the fiscal period (month) for these transactions is that these are the regular transactions of Line Ministries that are prepared and posted in the **real time and current month**. When a Fiscal Period is closed, ALL PRs, POs, and Commitments that are not yet approved from the previous month is updated to be in the current month.

So, it is advisable to at least approve as much as possible for these transactions.

1.2 Intended Audience

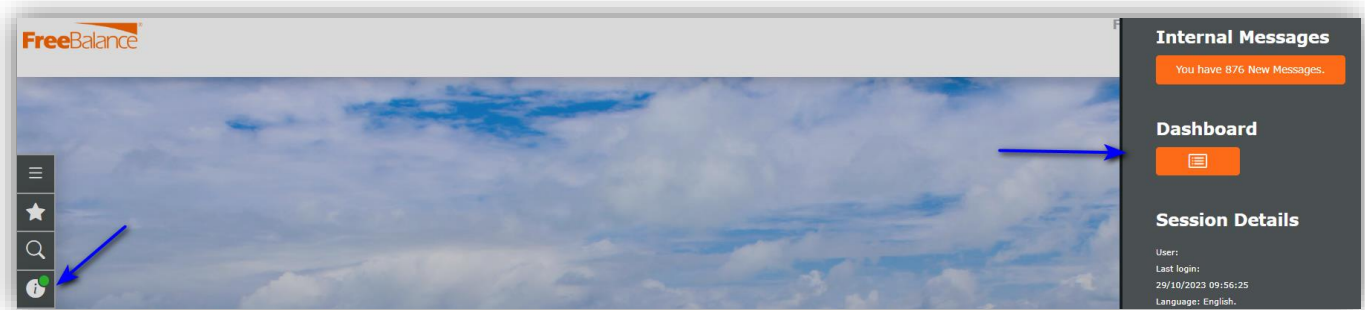
This document is intended for reference by.

1. Head of Divisions in approving Purchase Requisitions.
2. Head of Divisions in approving Commitments.
3. Line Ministry SROs in approving Purchase Orders.

2 How to check transactions from last month.

To check the transactions that are prepared from last month, so it will be initially identified and can be updated immediately. Follow these steps.

Step 1. Click on the Menu and then click on the Dashboard.



Step 2. The list of pending transactions to review/approve is listed and click on the transaction to review/approve.

User Dashboard FreeBalance App

User Dashboard

Transaction Type	Pending Tasks	Deadline Reached Tasks
Accountable Advance	12	12
Payment Voucher	42	42
Commitment	17	17
Purchase Order	4	4
Purchase Requisition	4	4

Step 3. The Task deadline date is one (1) day after it is transitioned to the user. **RED** means it has passed the deadline date already, and **GREEN** means, the transaction is transitioned withing the same date. If the date has the month prior to this month, the this signifies that the transaction **needs to be updated to the current month**.

User Dashboard

Commitment Workflow Execution

Stage:

Application ID:

<input type="checkbox"/>	Update	Application ID	From Stage	Task Deadline Date
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0050	Endorsed	13/8/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0053	Endorsed	13/8/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0056	Endorsed	13/8/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0057	Endorsed	11/8/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0080	Endorsed	17/8/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0099	Endorsed	18/8/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0101	Endorsed	29/8/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0130	Endorsed	6/9/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0133	Endorsed	25/8/2023
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0156	Endorsed	30/8/2023

Another way to filter transactions prepared from last month is to go to the screen and add the filters for Fiscal Year, Fiscal Period, and the status. This may not display the transactions assigned to the logged in user, but it will give the user an information on which transactions are prepared from prior month

Commitment


[Search Mode]

Commitment Number

Fiscal Year ←

Fiscal Period ←

Issue Date

Budget Office 

Workflow Status ←

Step 4. Click the Find button when the filters are provided.

Commitment


[Search Mode]

Commitment Number


Fiscal Year ←

Fiscal Period ←

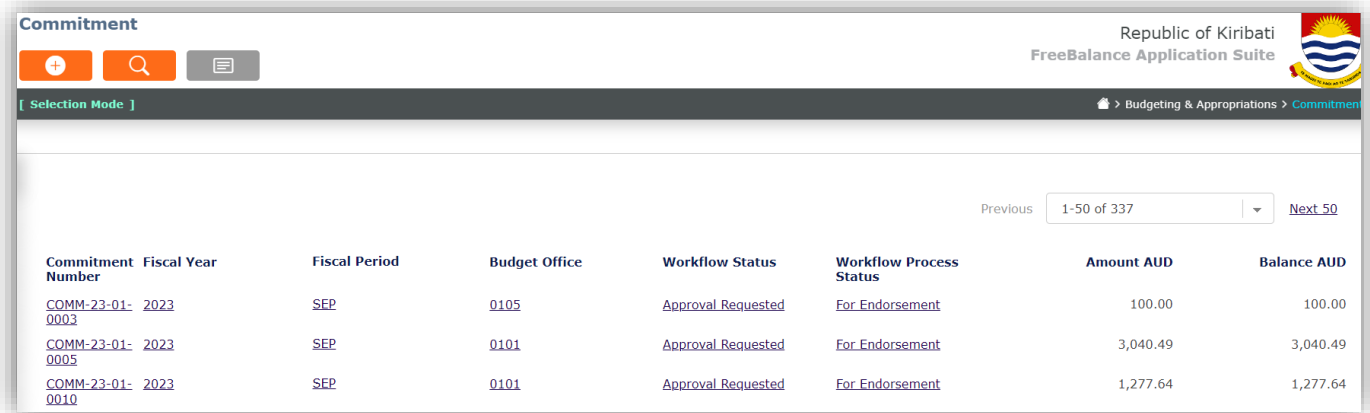
Issue Date

Budget Office 

Workflow Status ←



Step 5. This will display all the transactions based on the provided filters.



Commitment Number	Fiscal Year	Fiscal Period	Budget Office	Workflow Status	Workflow Process Status	Amount AUD	Balance AUD
COMM-23-01-0003	2023	SEP	0105	Approval Requested	For Endorsement	100.00	100.00
COMM-23-01-0005	2023	SEP	0101	Approval Requested	For Endorsement	3,040.49	3,040.49
COMM-23-01-0010	2023	SEP	0101	Approval Requested	For Endorsement	1,277.64	1,277.64

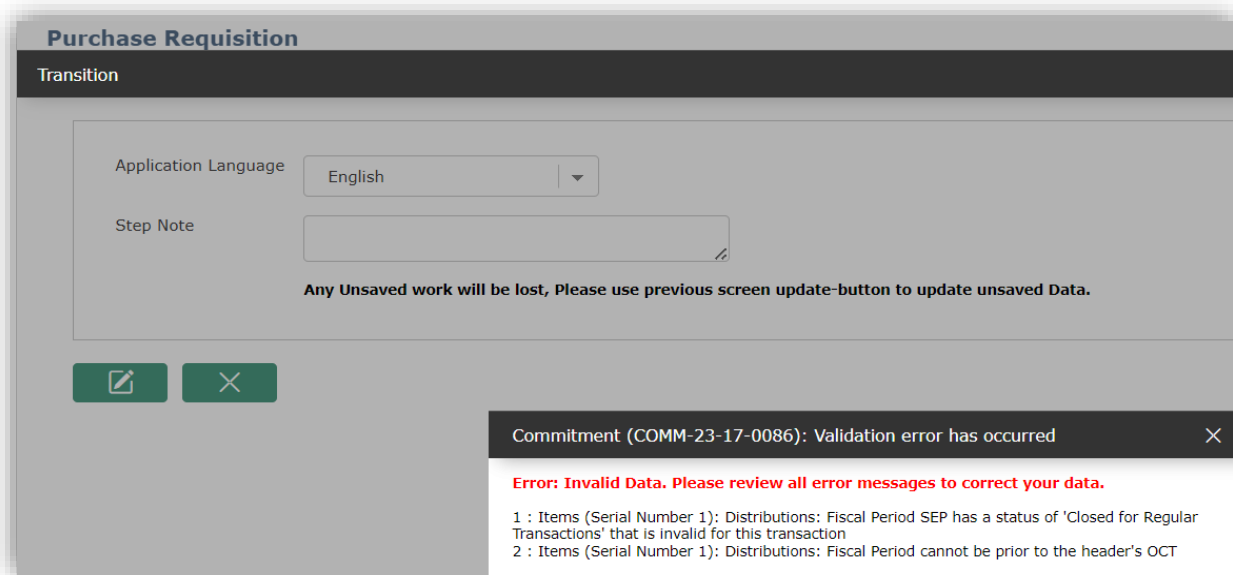
Step 6. Open the transaction and proceed with the usual checking and review.

3 How to update transactions to current month.

Please note that the **Commitment and Purchase Requisition** is available for the Approver to edit. The reason for this is that the PR and commitment is the data from source, this means there is no prerequisite transaction. As for the **Purchase Order**, there is a need for the Approver to **RETURN** it **IF the Fiscal Period is NOT EDITABLE** to the user who prepared the PO. The reason for this is that edit function is not available to the approver, it must be returned so that the user who prepared it is informed and is accountable for the PO prepared.

3.1 Update Purchase Requisition

The validation message encountered in the Purchase Requisition is this.



Purchase Requisition

Transition

Application Language: English

Step Note:

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

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

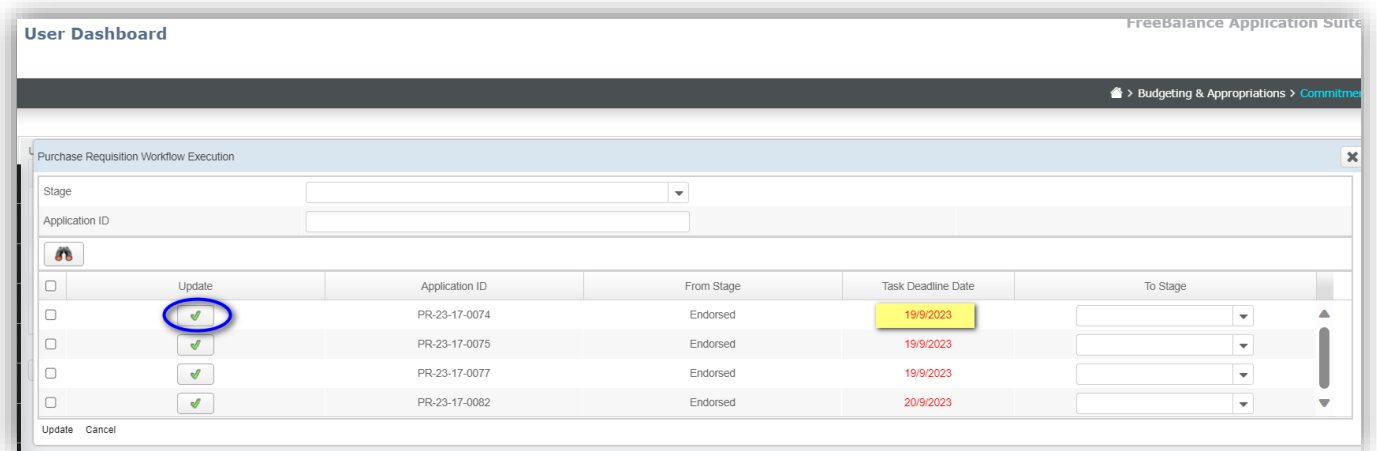
Error: Invalid Data. Please review all error messages to correct your data.

1 : Items (Serial Number 1): Distributions: Fiscal Period SEP has a status of 'Closed for Regular Transactions' that is invalid for this transaction

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

To proceed with the update, follow these steps.

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



User Dashboard FreeBalance Application Suite

Budgeting & Appropriations > Commitment

Purchase Requisition Workflow Execution

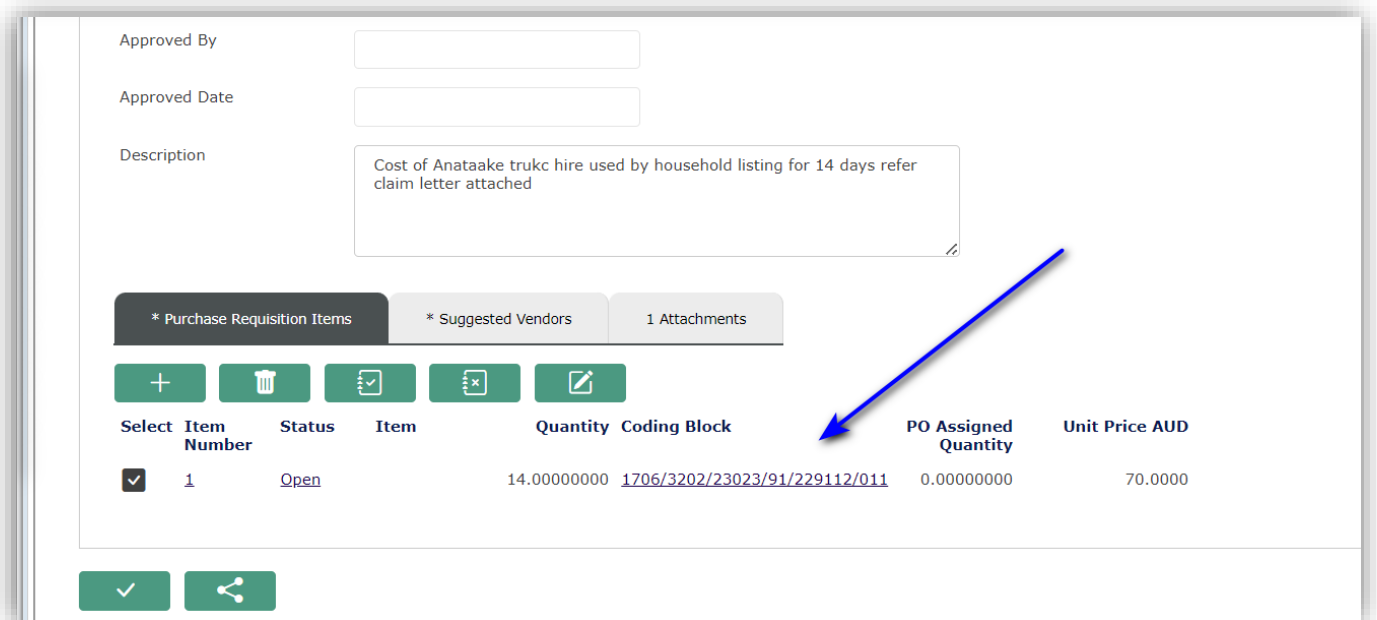
Stage:

Application ID:

<input type="checkbox"/>	Update	Application ID	From Stage	Task Deadline Date	To Stage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PR-23-17-0074	Endorsed	19/9/2023	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PR-23-17-0075	Endorsed	19/9/2023	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PR-23-17-0077	Endorsed	19/9/2023	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	PR-23-17-0082	Endorsed	20/9/2023	<input type="text"/>

Update Cancel

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



Approved By:

Approved Date:

Description: Cost of Anataake trukc hire used by household listing for 14 days refer claim letter attached

* Purchase Requisition Items * Suggested Vendors 1 Attachments

+

Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
<input checked="" type="checkbox"/>	1	Open		14.00000000	1706/3202/23023/91/229112/011	0.00000000	70.0000

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

* Purchase Requisition Drops

+

Select	Drop Number	Status	Delivery Date From	Delivery Date To	Quantity	PO Assigned Quantity	PD Assigned Quantity	Amount AUD
<input checked="" type="checkbox"/>	1	Open	1/9/2023	30/9/2023	14.00000000	0.00000000	0.00000000	980.00

✓
 ✗

Step 4. Change the month to the current month.

1

Status: Open

* Fiscal Year: FY 2023

* Fiscal Period: SEPTEMBER

* Delivery Date From: [dropdown]

* Delivery Date To: [dropdown]

* Quantity: [input]

PO Assigned Quantity: [input]

PD Assigned Quantity: 0.00000000

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

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

* Fiscal Year: FY 2023

* Fiscal Period: OCTOBER

* Delivery Date From: 1/10/2023

* Delivery Date To: 31/10/2023

* Quantity: 14.00000000

PO Assigned Quantity: 0.00000000

PD Assigned Quantity: 0.00000000

Amount AUD: 980.00

Total Amount AUD: 980.00

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

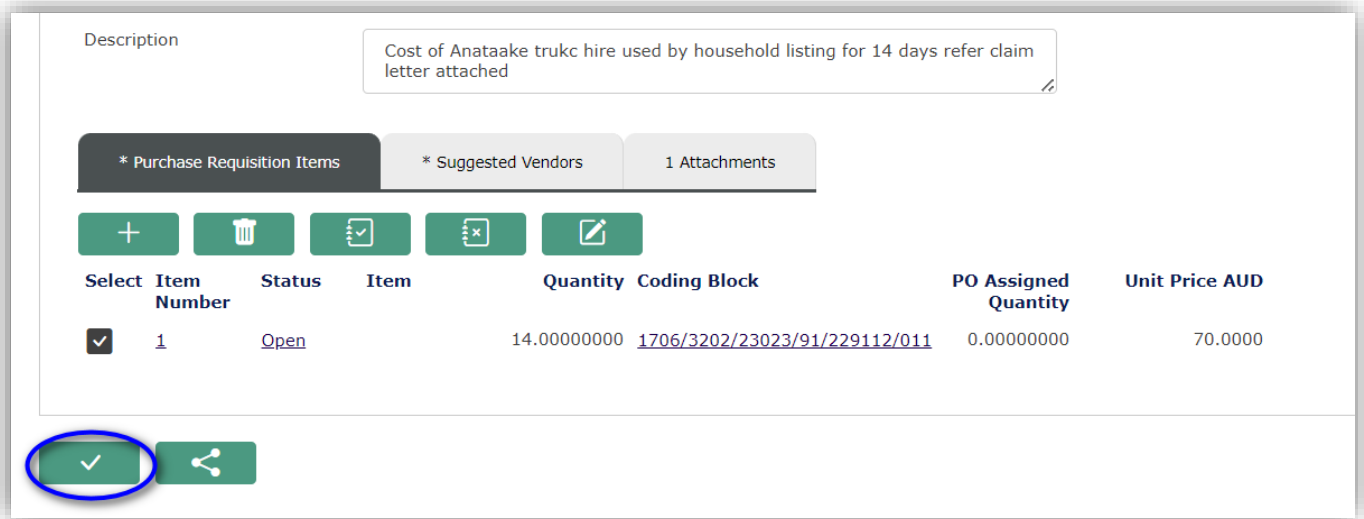
* Description: Cost of Anataake truck hire used for household listing for 14 days

* Purchase Requisition Drops

+

Select	Drop Number	Status	Delivery Date From	Delivery Date To	Quantity	PO Assigned Quantity	PD Assigned Quantity	Amount AUD
<input checked="" type="checkbox"/>	1	Open	1/10/2023	31/10/2023	14.00000000	0.00000000	0.00000000	980.00

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



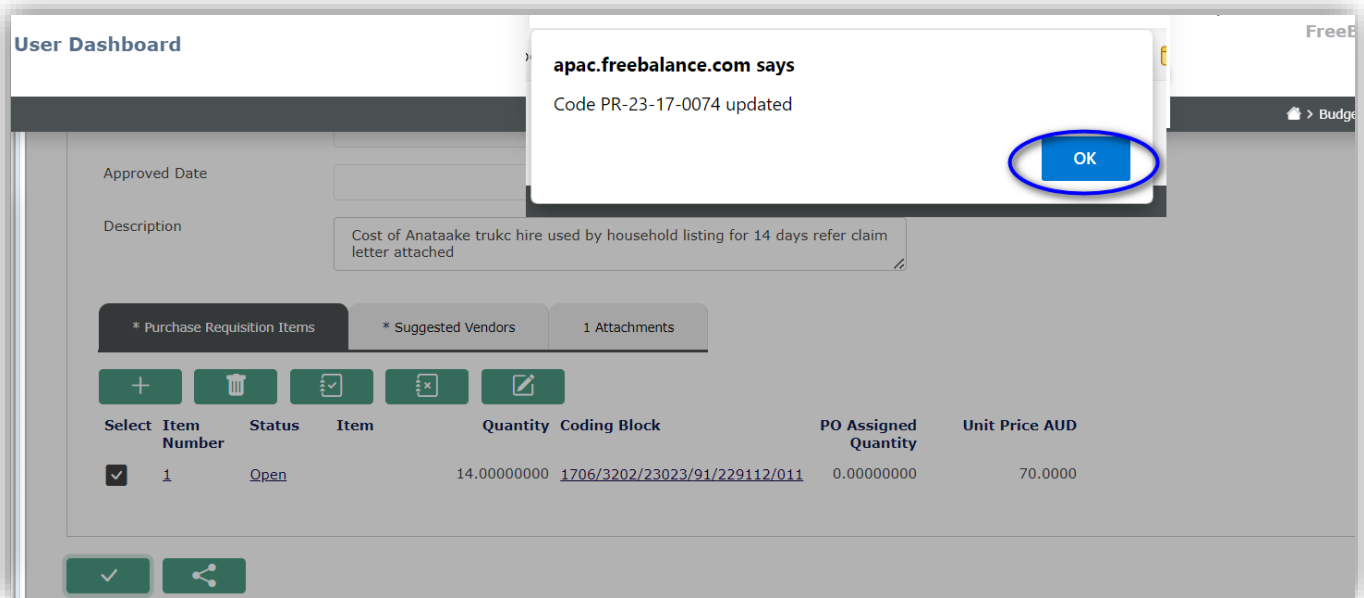
Description: Cost of Anataake trukc hire used by household listing for 14 days refer claim letter attached

* Purchase Requisition Items | * Suggested Vendors | 1 Attachments

Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
<input checked="" type="checkbox"/>	1	Open		14.00000000	1706/3202/23023/91/229112/011	0.00000000	70.0000

Buttons: [Checkmark] [Share]

Step 8. Click OK on the displayed message.



User Dashboard

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

OK

Approved Date: []

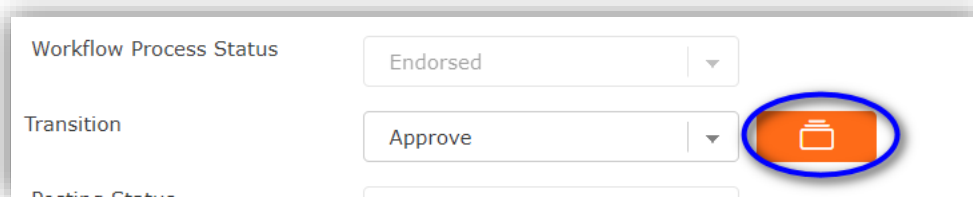
Description: Cost of Anataake trukc hire used by household listing for 14 days refer claim letter attached

* Purchase Requisition Items | * Suggested Vendors | 1 Attachments

Select	Item Number	Status	Item	Quantity	Coding Block	PO Assigned Quantity	Unit Price AUD
<input checked="" type="checkbox"/>	1	Open		14.00000000	1706/3202/23023/91/229112/011	0.00000000	70.0000

Buttons: [Checkmark] [Share]

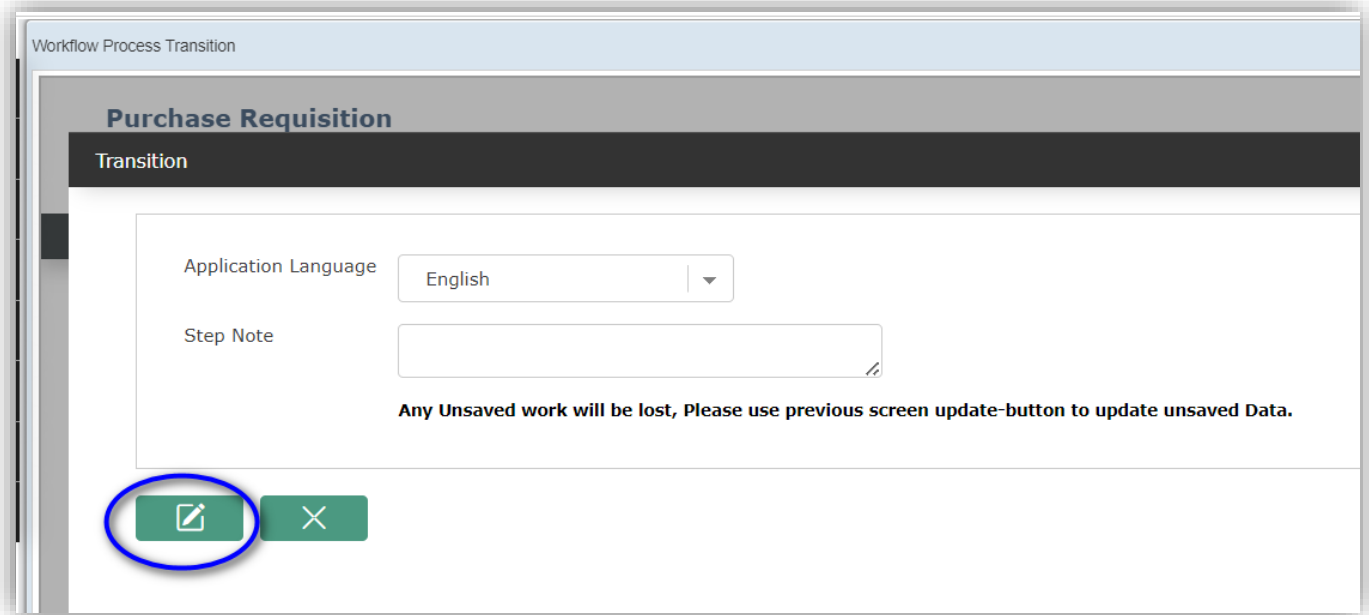
Step 9. Go to the Transition button and proceed with the approval.



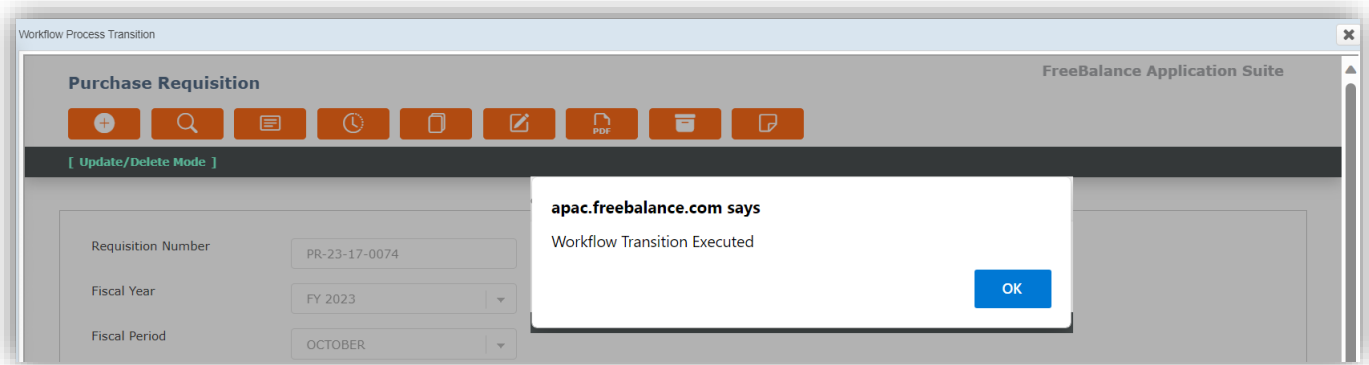
Workflow Process Status: Endorsed

Transition: Approve

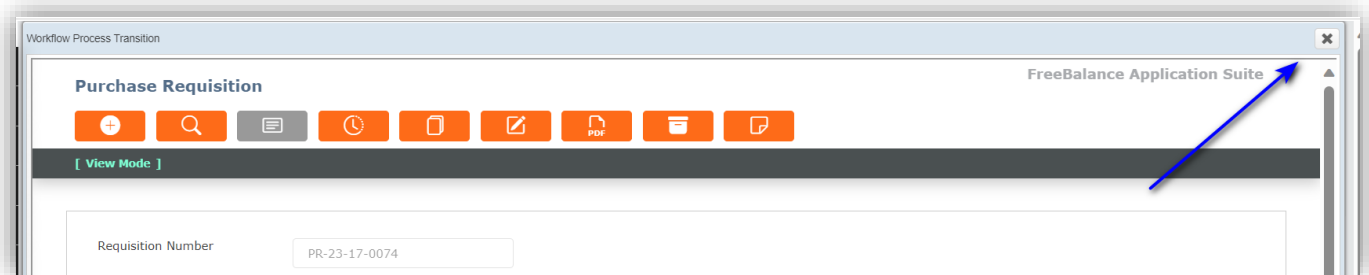
Transition Button: [Transition]



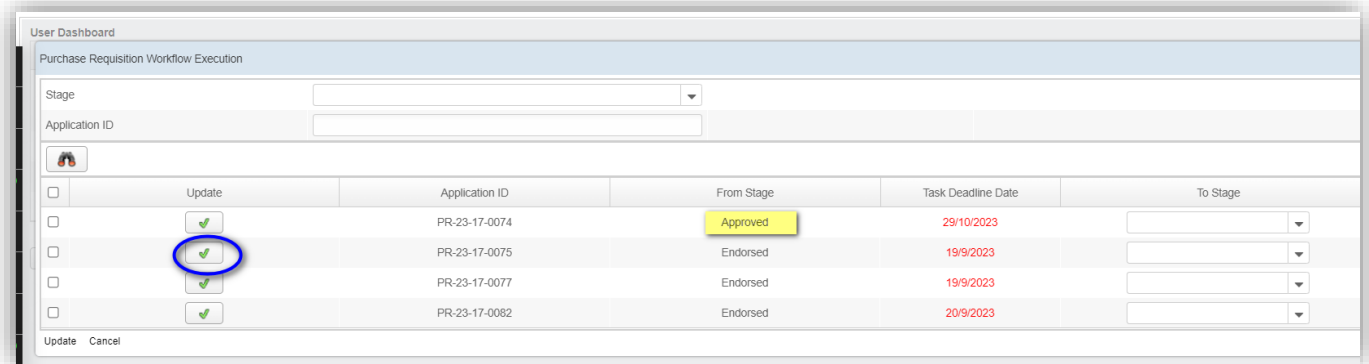
Step 10. Click Ok to complete the approval of the Purchase Requisition.



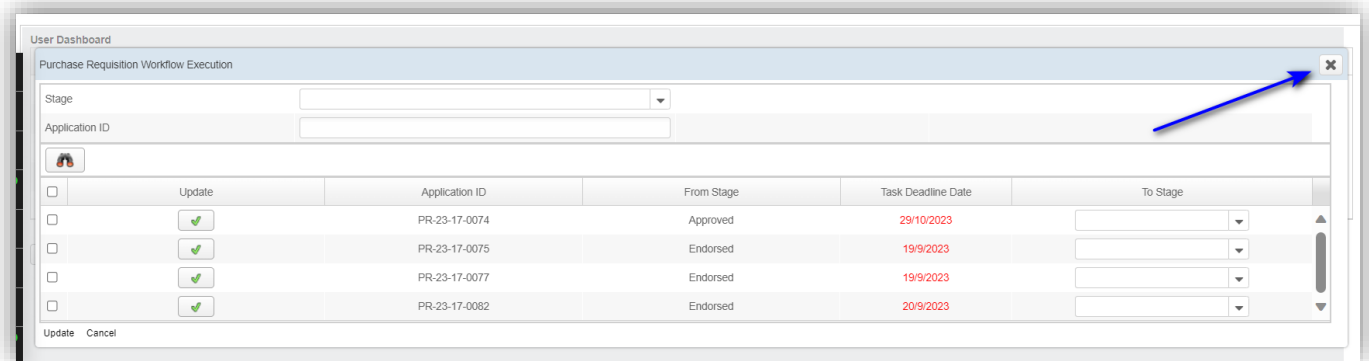
Step 11. Click the close button.



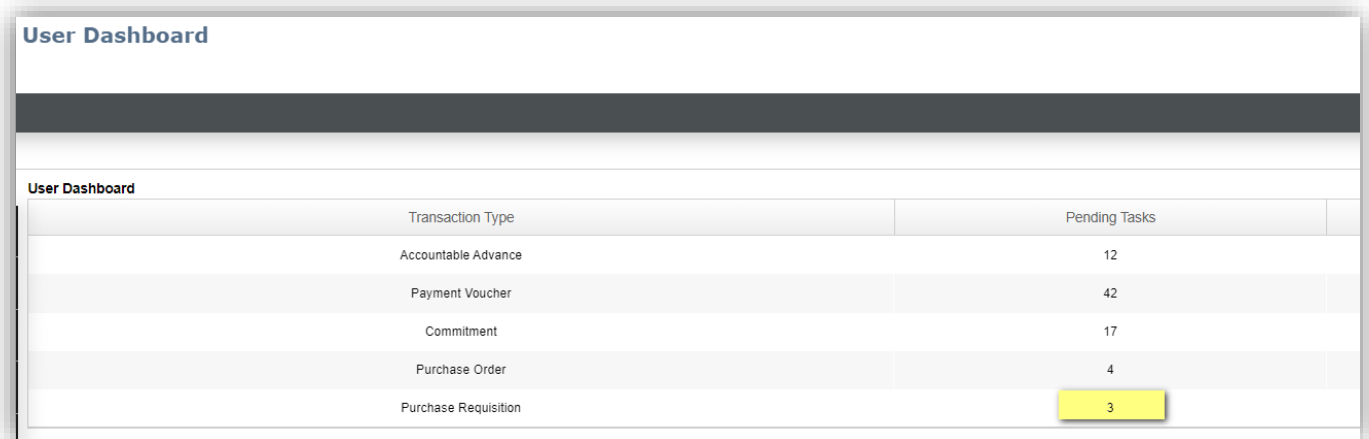
Step 12. Proceed with the next transaction.



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

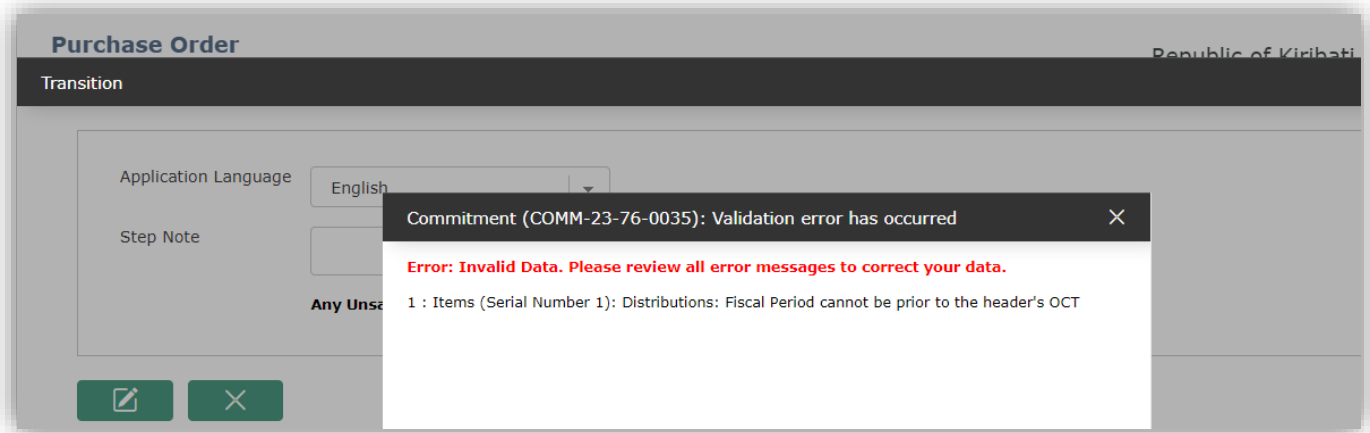


Step 14. The number of pending tasks will be reduced in this screen.



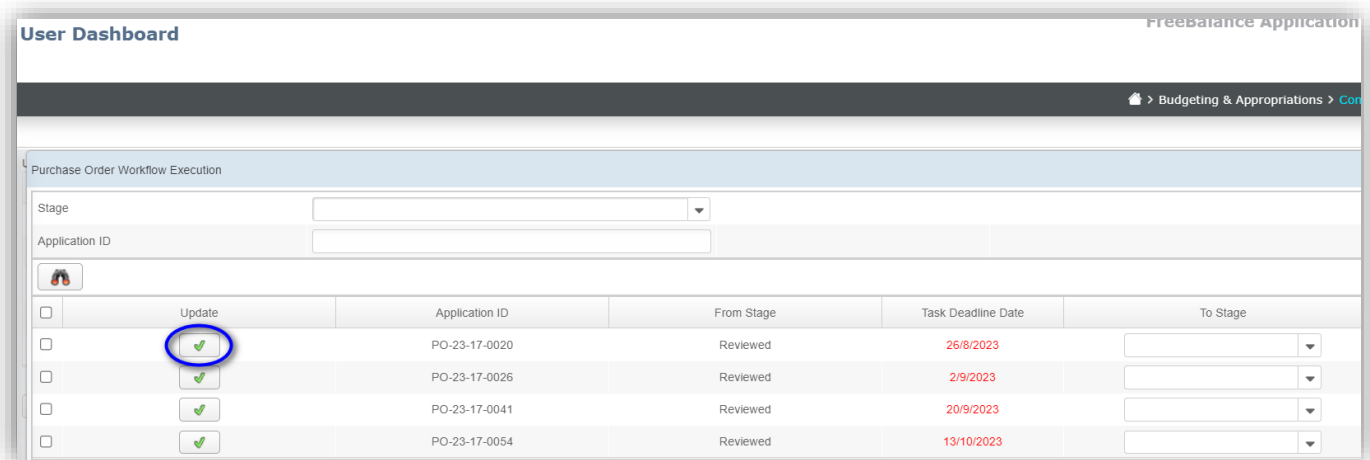
3.2 Update Purchase Order

The validation message encountered in the Purchase Requisition is this.

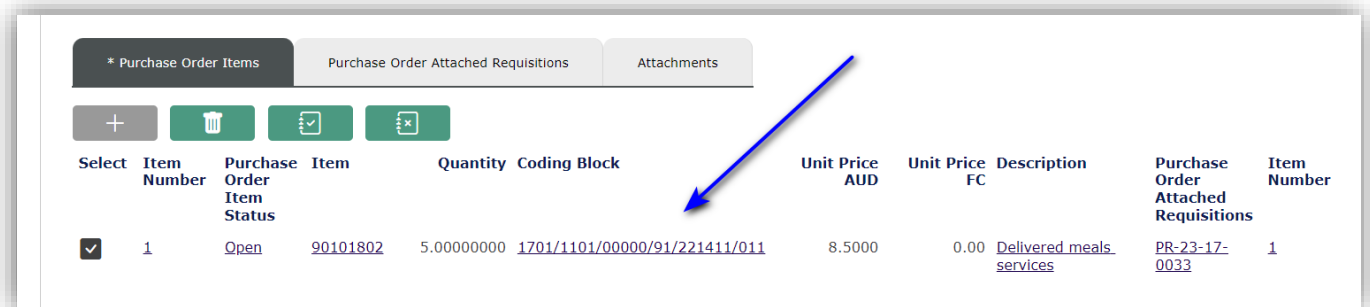


To proceed with the update, follow these steps.




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



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



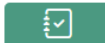
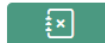


Step 3. Scroll all the way down and go to the PO Drops. Click the Open link. This will open the details.



* Coding Block   

* Description

* Purchase Order Item Drops

Select	Drop Number	Purchase Order Status	Delivery Date From	Delivery Date To	Quantity	Amount AUD	Amount FC
<input checked="" type="checkbox"/>	1	<u>Open</u>	1/8/2023	31/8/2023	5.00000000	42.50	0.00

Step 4. Change the month to the current month.

Purchase Order

Purchase Order Items

Purchase Order Item Drop

Drop Number

Purchase Order Status

Automatically Close Related Purchase Requisition Item Drop

* Fiscal Year

* Fiscal Period

* Delivery Date From

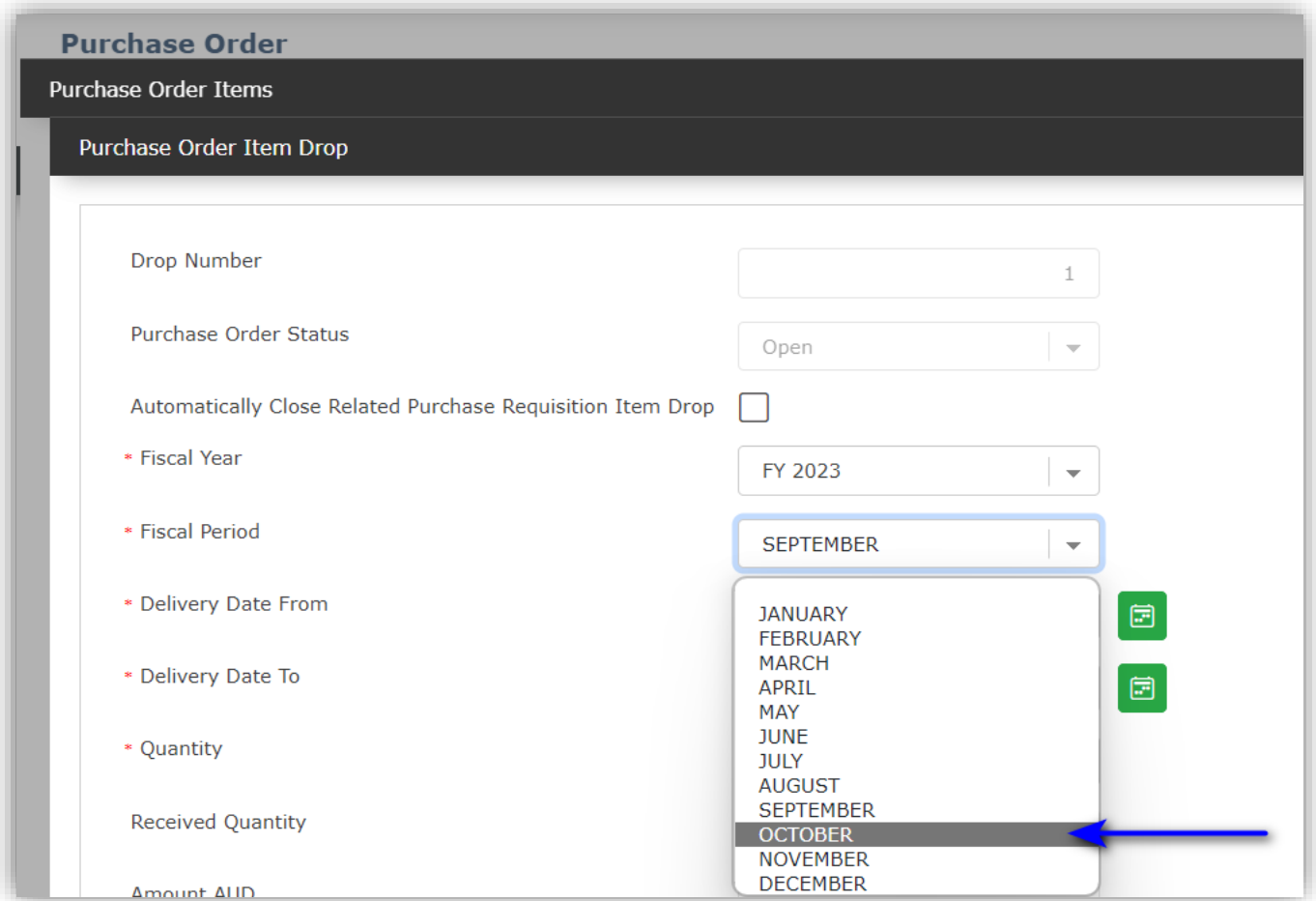
* Delivery Date To

* Quantity

Received Quantity

Amount AUD

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



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

* Fiscal Period: OCTOBER

* Delivery Date From: 1/10/2023

* Delivery Date To: 31/10/2023

* Quantity: 5.00000000

Received Quantity: 0.00000000

Amount AUD: 42.50

Amount FC: 0.00

Receive Location: [Empty field]

[Checkmark] [Close]

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

* Purchase Order Item Drops

[Add] [Delete] [Update] [Refresh]

Select	Drop Number	Purchase Order Status	Delivery Date From	Delivery Date To	Quantity	Amount AUD	Amount FC
<input checked="" type="checkbox"/>	1	Open	1/10/2023	31/10/2023	5.00000000	42.50	0.00

[Checkmark] [Close]

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

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

Step 8. Click OK on the displayed message.

Select	Item Number	Purchase Order Item Status	Item	Quantity	Coding Block	Unit Price AUD	Unit Price FC	Description
<input checked="" type="checkbox"/>	1	Open	90101802	5.00000000	1701/1101/00000/91/221411/011	8.5000	0.00	Delivered meals services

apac.freebalance.com says
Code PO-23-17-0020 updated

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

Purchase Order Workflow Status	Approval Requested
Workflow Process Status	Reviewed
Transition	Approve
Purchase Order Type	Standard Services



Purchase Order

Transition

Application Language: English

Step Note:

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

Step 10. Proceed with the next PO to approve.

3.3 Update Commitment

The validation message encountered in the Commitment is this.

Commitment

[Update/Delete Mode]

Commitment Number: COMM-23-17-0050

Fiscal Year: FY 2023

Fiscal Period: OCTOBER

Issue Date: 9/8/2023

Budget Office: 1702

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

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

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

To update the details of the Commitment, please follow these steps.

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

User Dashboard FreeBalance Application

> Budgeting & Appropriations > Co

Commitment Workflow Execution

Stage:

Application ID:

<input type="checkbox"/>	Update	Application ID	From Stage	Task Deadline Date	To Stage
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0050	Endorsed	13/8/2023	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0053	Endorsed	13/8/2023	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0056	Endorsed	13/8/2023	<input type="text"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	COMM-23-17-0057	Endorsed	11/8/2023	<input type="text"/>

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

Description:

* Items | 1 Attachments

Select	Serial Number	Coding Block	Amount AUD	Amount FC	Balance AUD
<input checked="" type="checkbox"/>	1	<u>1701/3101/23021/12/229899/011</u>	110.50	0.00	110.50

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

* Description: Cost for 13 chopsuey and 13 container for SMM meeting

Distributions

+ [trash] [calendar] [calendar]

Select	Fiscal Year	Fiscal Period	Amount AUD	Balance AUD
<input checked="" type="checkbox"/>	2023	AUG	110.50	110.50

[check] [close]

Step 4. Change the month to the current month.

Commitment

Commitment Item

Commitment Item Distribution

* Fiscal Year: FY 2023

* Fiscal Period: AUGUST

* Status: [dropdown menu]

* Amount AUD: [input field]

YTD Actual Amount AUD: [input field]

Balance Amount AUD: [input field]

[dropdown menu: JANUARY, FEBRUARY, MARCH, APRIL, MAY, JUNE, JULY, AUGUST, SEPTEMBER, OCTOBER, NOVEMBER, DECEMBER]

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

Commitment Item Distribution

* Fiscal Year FY 2023

* Fiscal Period OCTOBER

* Status Open

* Amount AUD 110.50

YTD Actual Amount AUD 0.00

Balance Amount AUD 110.50

✓
✕

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

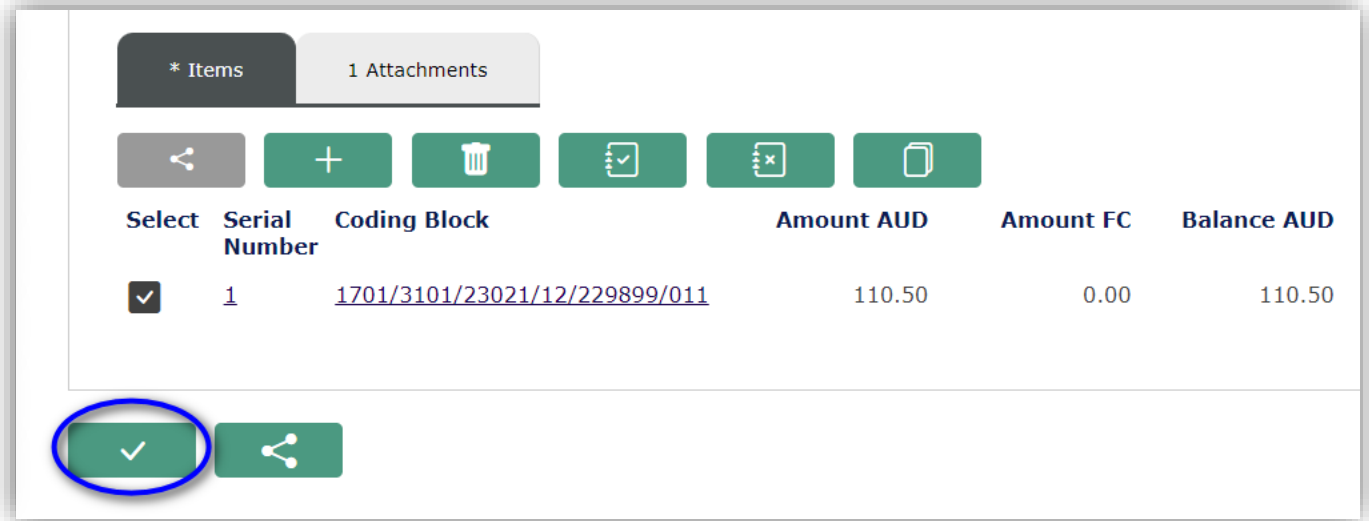
Distributions

+
🗑️
📅✓
📅✕

	Select	Fiscal Year	Fiscal Period	Amount AUD	Balance AUD
	<input checked="" type="checkbox"/>	2023	OCT	110.50	110.50

✓
✕

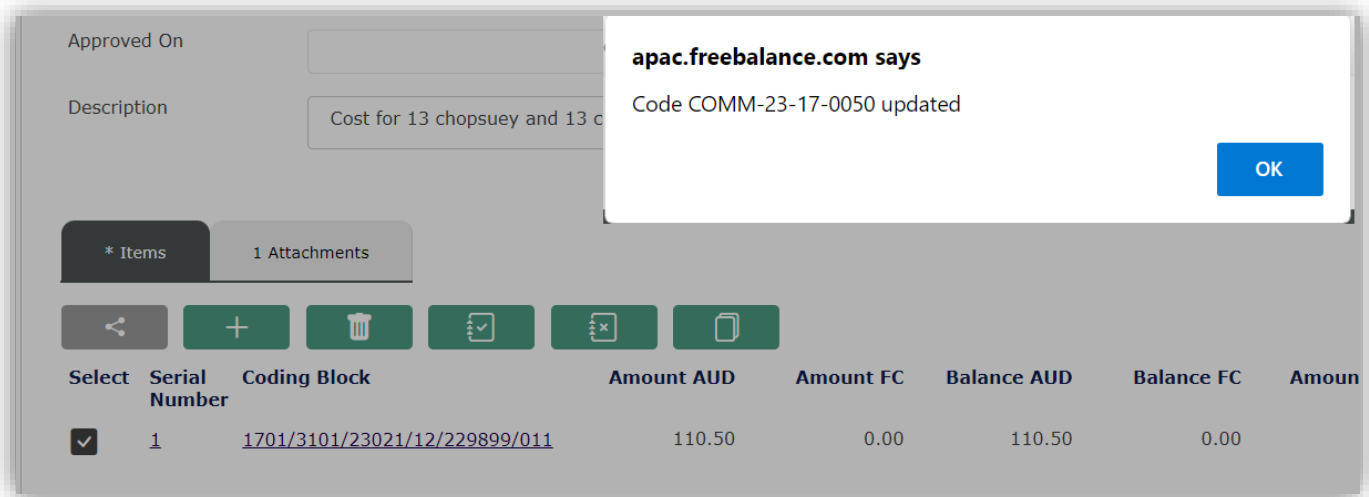
Step 7. Click on the Update button on the Commitment screen.



* Items 1 Attachments

Select	Serial Number	Coding Block	Amount AUD	Amount FC	Balance AUD
<input checked="" type="checkbox"/>	<u>1</u>	<u>1701/3101/23021/12/229899/011</u>	110.50	0.00	110.50

Step 8. Click OK on the displayed message.



Approved On

Description

Cost for 13 chopsuey and 13 c


apac.freebalance.com says
Code COMM-23-17-0050 updated

OK

* Items 1 Attachments

Select	Serial Number	Coding Block	Amount AUD	Amount FC	Balance AUD	Balance FC	Amount
<input checked="" type="checkbox"/>	<u>1</u>	<u>1701/3101/23021/12/229899/011</u>	110.50	0.00	110.50	0.00	

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

Workflow Status	Approval Requested	▼
Workflow Process Status	For Endorsement	▼
Transition	Approve	▼ 
* Commitment Type	PO and Non PO Commitmer	▼

User Dashboard



Workflow Process Transition

Commitment

Transition

Application Language	English	▼
Step Note	<input type="text"/>	

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

Step 10. Proceed with the next Commitment to approve.