



How to change Vendor Bank Account

Handling Procedure #06

Integrated Financial Management Information System (IFMIS)

Please make sure that there is an attachment in the vendor as a reference for the reviewers and approvers to check whether the bank account details added are correct.

1 Document Purpose

1.1 Purpose

To keep the control of the Vendor Bank Account so that the payment is made correctly, it has been decided that the updating of the Bank Accounts is now subject for Approval.

So, it is important to keep an attachment to the Vendor as reference to check the bank account details of the Vendor.

1.2 Intended Audience

All Users that have access to create and update IFMIS Vendors

2 Change Vendor Bank Account

This section is applicable for all users who can make the changes in the Vendor Bank Details.

2.1 How to change Vendor Bank Account

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

The screenshot displays the 'Vendor' management interface. At the top, there is a toolbar with icons for adding (+), searching (magnifying glass), listing (list), ZIP, and sharing. Below this is a dark bar with the text '[Insert Mode]'. The main form area contains three fields: 'Vendor Classification Type' with a search icon, 'Bank Account' with a plus sign button circled in blue, and 'Treasury Bank Account' with a search icon.

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

Vendor

Bank Account

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


Payment Mode

✓ ✕ 🔄


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

Vendor

[Update/Delete Mode]




Customer 

Business ID


Employee 

Is TIN Number Exempt

* Addresses * Contacts * Vendor Business Types Institutions Attachments

+   


Select Address




Step 4. Click the New button

Vendor

[Update/Delete Mode]





Customer 

Business ID

Employee 

Is TIN Number Exempt

* Addresses * Contacts * Vendor Business Types Institutions Attachments

Select Information Download

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

Vendor

Information

Application ID

Attachment Classification

Application Language

* Title ←

Description

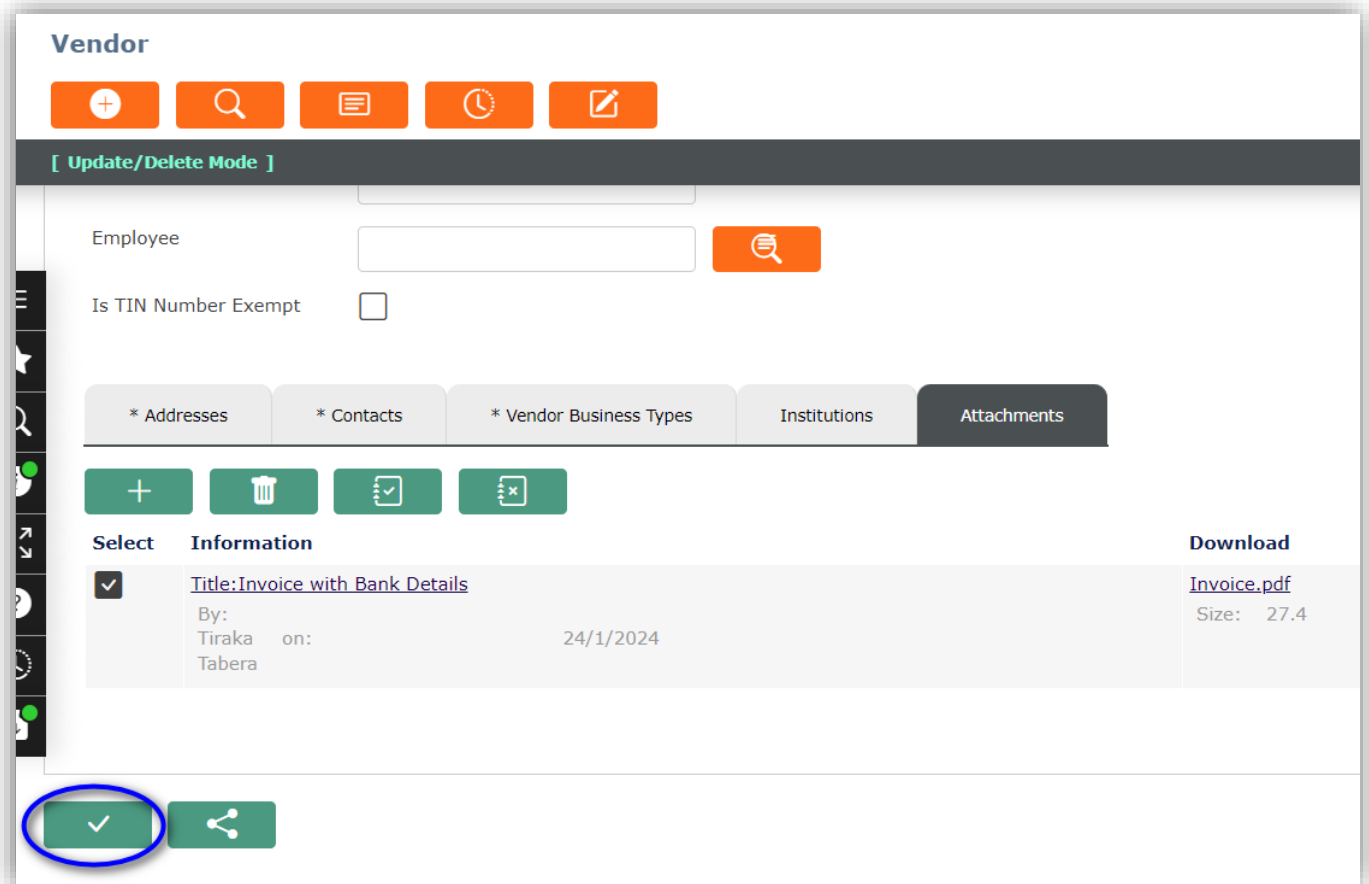
* Attachment Invoice.pdf ←

Date Time

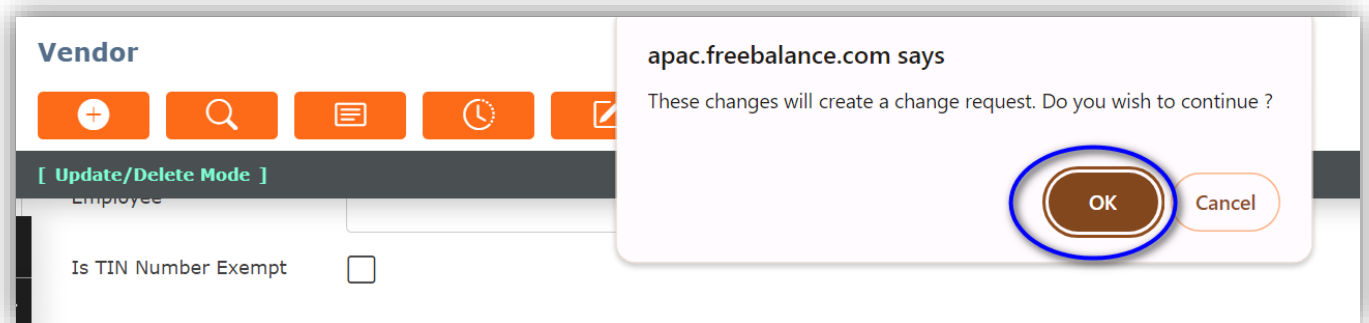
Date

User

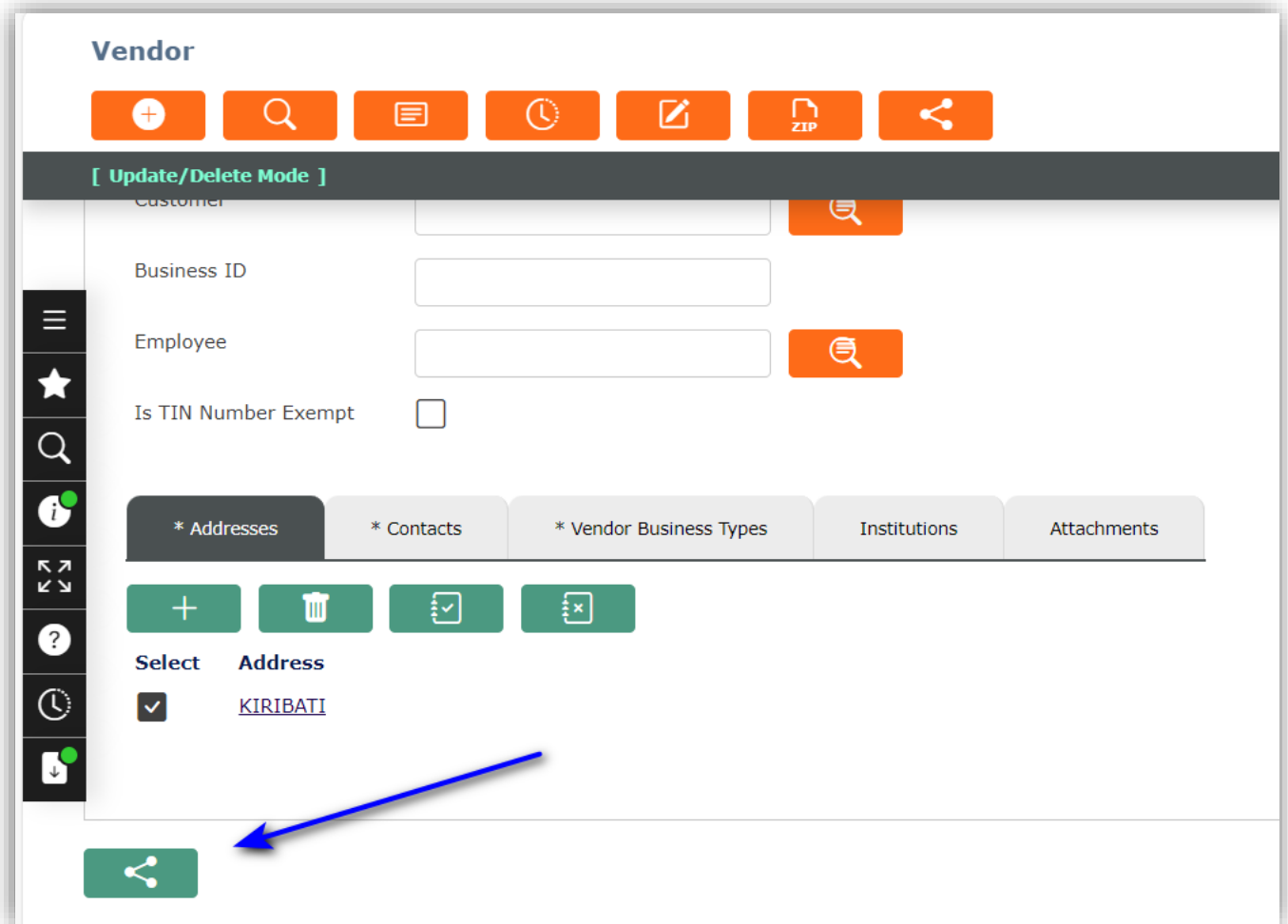
Step 6. Click on the Update button.



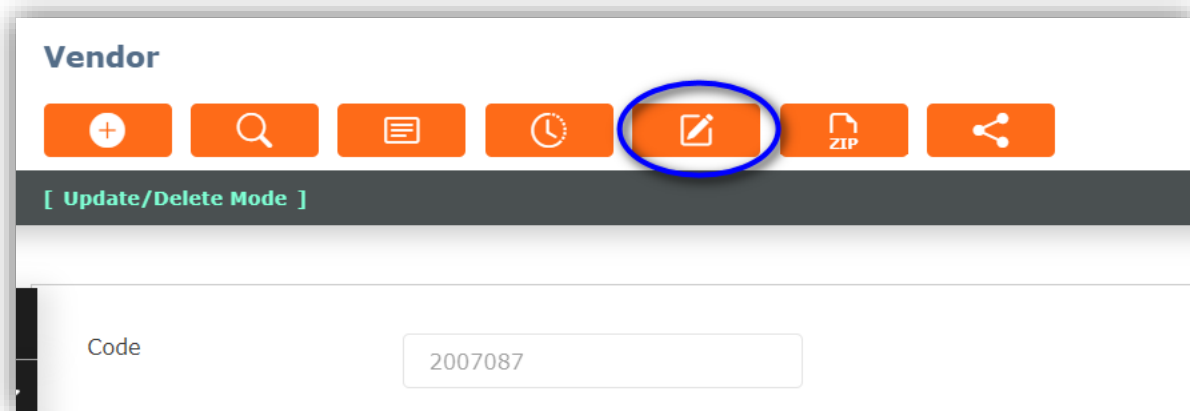
Step 7. Click Ok on the message displayed.



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.



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.

Change Request

[Update/Delete Mode]

* Application ID	<input type="text" value="969"/>
* Workflow Status	<input type="text" value="Approval Requested"/>
Workflow Process Status	<input type="text" value="Approval Requested"/>
* Domain ID	<input type="text" value="3606"/> <input type="button" value="🔍"/>
Restricted Properties Only	<input type="checkbox"/>
* Last Operation Sequence	<input type="text" value="18"/>
Change Request Type	<input type="text" value="Vendor Changes"/>
Restriction Context	<input type="text" value="Changes in Vendor"/>

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

Change Request

Workflow History

Current Stage:

Filter On Execution Step Type:

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

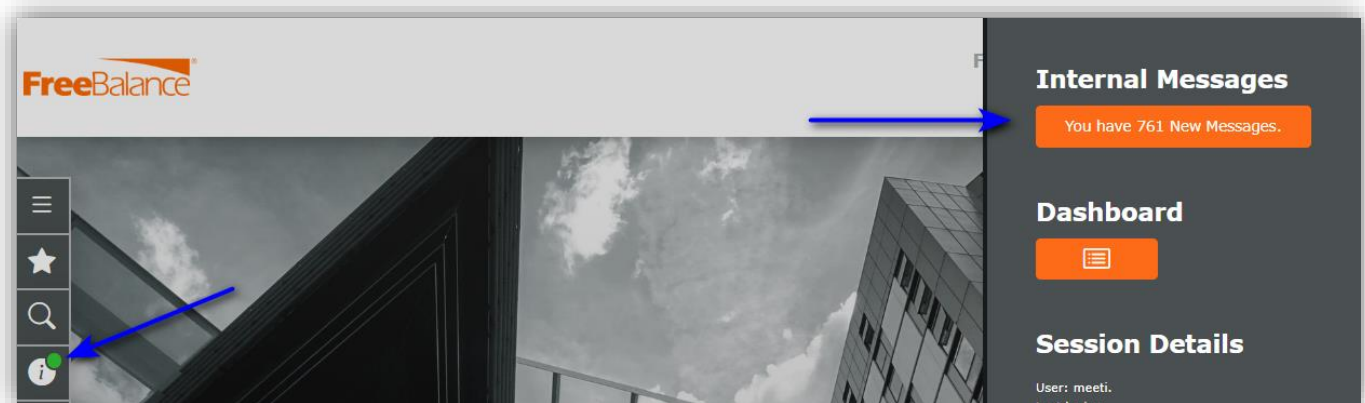
2.2 How to send the Bank Details document.

Some of the vendors that are already in IFMIS does not have a vendor bank details document that is attached. When the Changes was made and the changes was lready pending for approval, the Update button in the Vendor is no longer available.

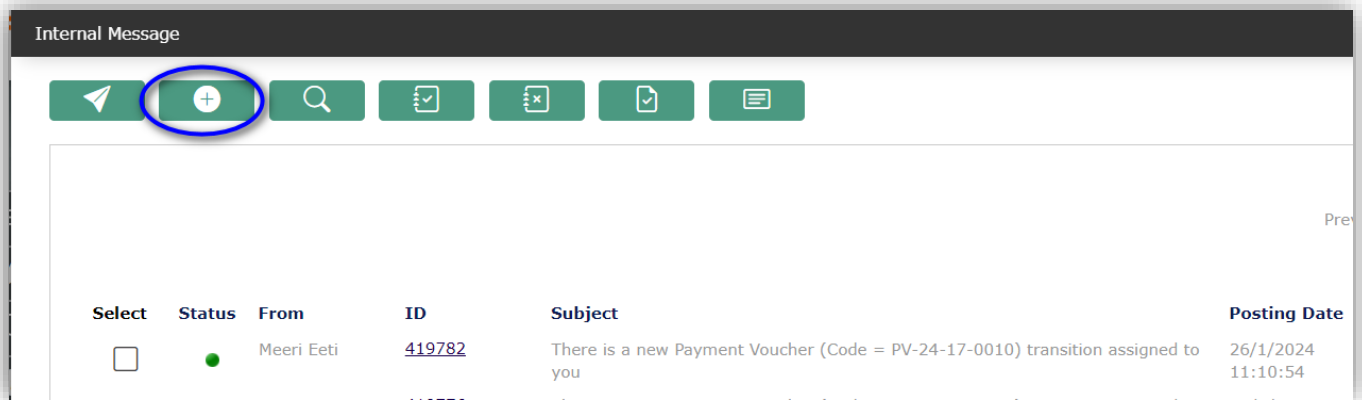
It is why it is important to attach the Vendor Bank Details document first before updating the Vendor Account Number.

In cases where the Update button is no longer available, sending the Attachment can be done through the Internal Message. To do this, follow these steps.

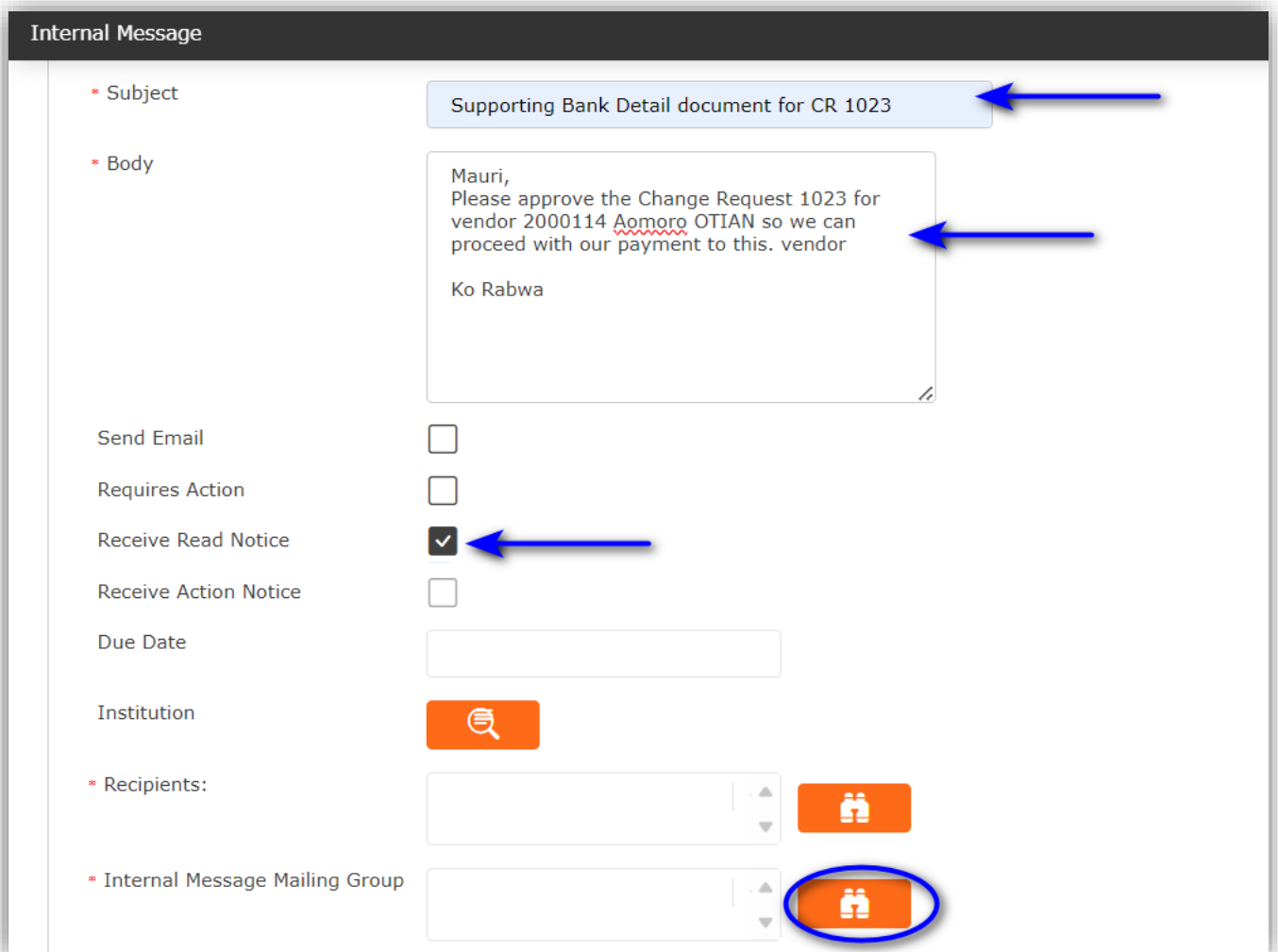
Step 1. Navigate the (i) and open the Internal Message.



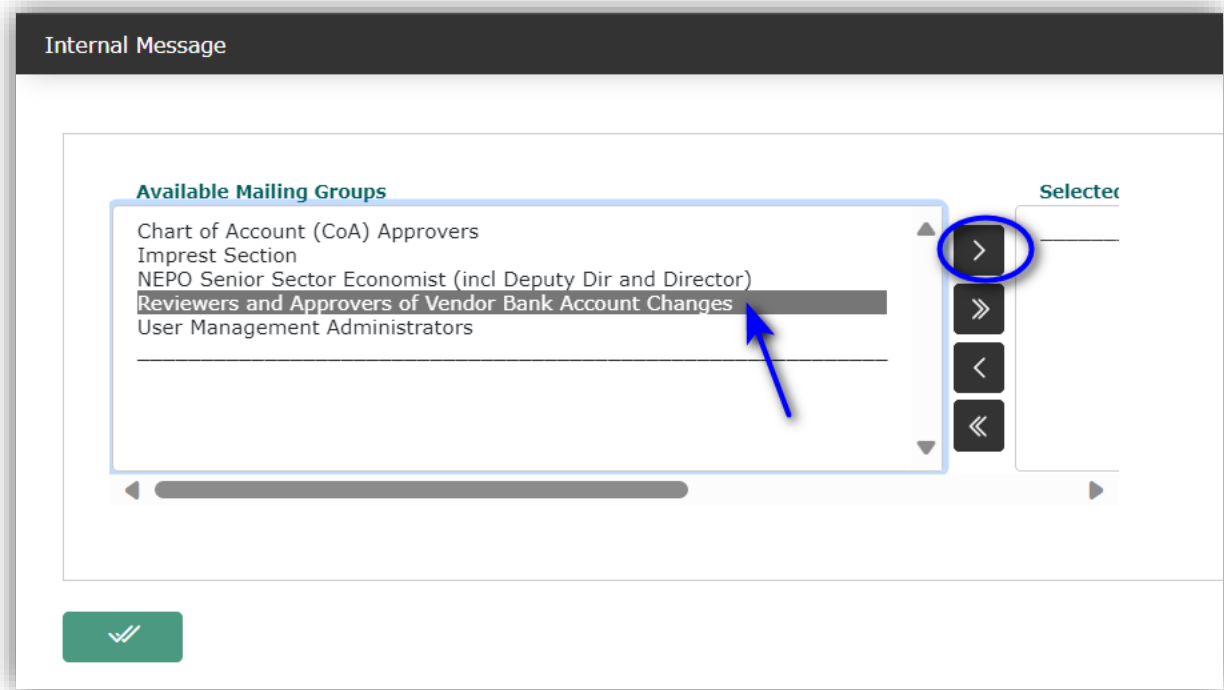
Step 2. Click the New button.



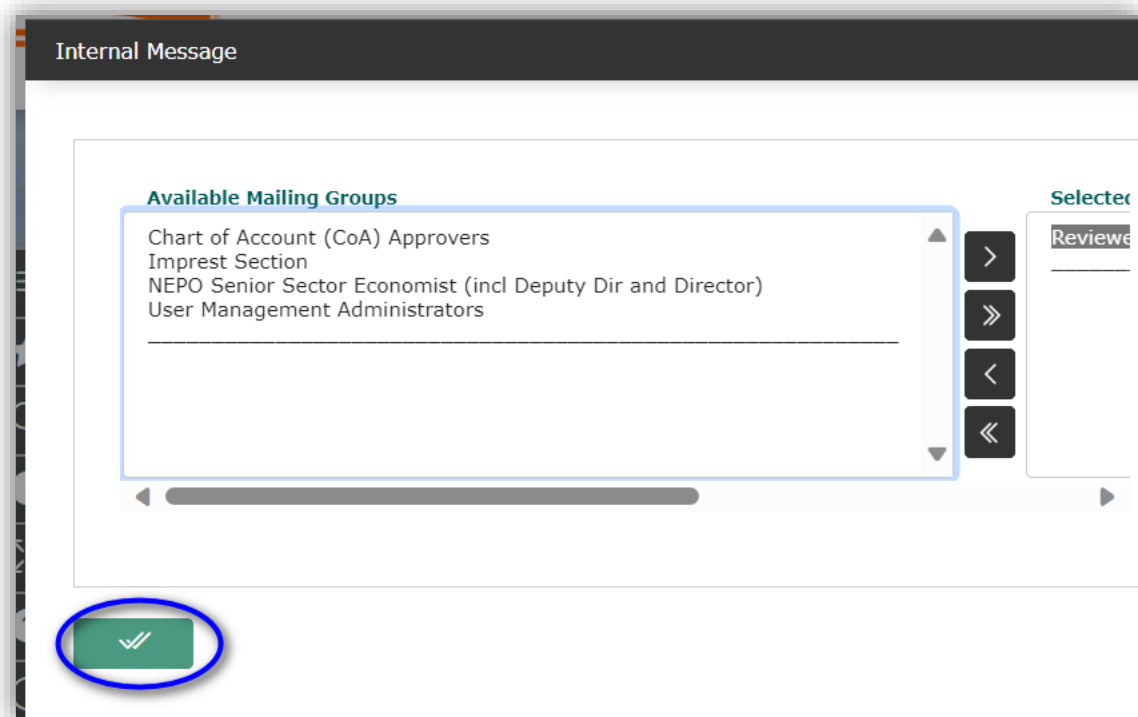
Step 3. Provide the details below. Click the Receive Read Notice, so the sender can receive a notice once the notification is received. Then click the Lookup button on the Mailing Group.



Step 4. Select the mailing group for the Vendor Changes and click the arrow right to select it.



Step 5. Click the Save and return button.



Step 6. Click the Lookup button to add the attachments and documents

Internal Message


Send Email


Requires Action


Receive Read Notice

Receive Action Notice


Due Date

Institution 

* Recipients: 

* Internal Message Mailing Group: Reviewers and Approvers of Vendor Bank Account Changes 

Attachment Information **File Name (Click to Download)**



[Additional Information](#)

Step 7. Click the New button to add the documents.

Internal Message

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Select Attachment Information **File Name (Click to Download)**

Title





Description

* Attachment
 No file chosen

* Language

Step 8. Provide the details below and then click the Add button.

Internal Message



Select Attachment Information **File Name (Click to Download)**


Title
 ←

Description
 ←

* Attachment
 Transactive TT Form.pdf ←





* Language
 ▼ ←



Step 9. Click the Add new again (1) if there are more than 1 document to attach, or click the complete button (2) when only 1 document is needed.

Internal Message

1    


Select	Attachment Information	File Name (Click to Download)
<input type="checkbox"/>	Title:Bank Details By: Biena On: 26/1/2024	Transactive TT Form.pdf Size: 27.4 KB


Title

Description

* Attachment
 No file chosen

* Language



2 

Step 10. Click the Send button.

Internal Message

Receive Read Notice

Receive Action Notice

Due Date

Institution

* Recipients:

* Internal Message Mailing Group: Reviewers and Approvers of Vendor Bank Account Changes

Attachment Information **File Name (Click to Download)**

Title: Bank Details [Transactive TT Form.pdf](#)

By: Biena On: 26/1/2024 Size: 27.4 KB

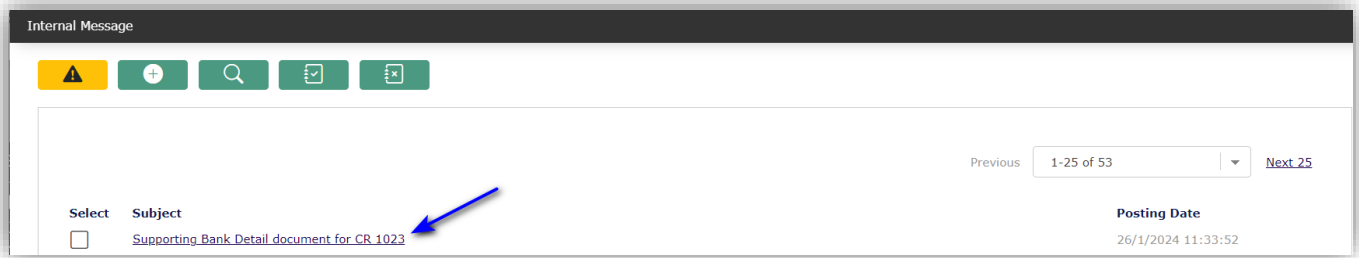
Additional Information

Step 11. To check the sent messages, click on the Sent Button.

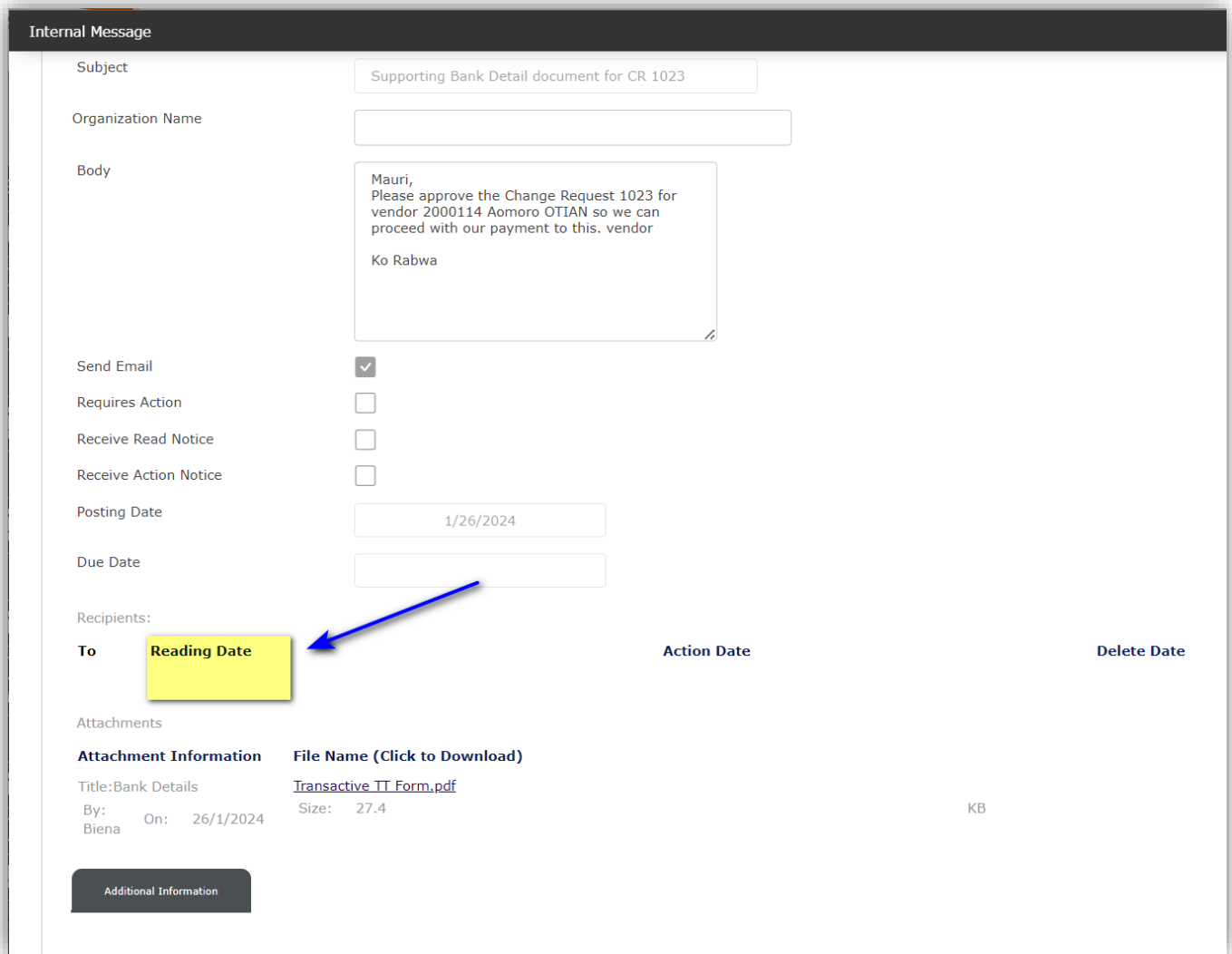
Internal Message

Select	Status	From	ID	Subject	Posting Date
<input type="checkbox"/>	●	Biena	1081278	Report Server Notification - ExpenseVoucherDetailedReport	25/1/2024 18:13:21

Step 12. The notifications sent are displayed in the list.



Step 13. Open the Notification and check the details. The reading date column will be updated when the recipient reads the notification sent.



Step 14. When the message is received by the recipient, a new message informing the sender is received.

Internal Message

Select	Status	From	ID	Subject	Posting Date	Reading Date	DU
<input type="checkbox"/>	●	Toani	1084930	READ:Supporting Bank Detail document for CR 1023	26/1/2024 11:37:05		
<input type="checkbox"/>	●	Biena	1081278	Report Server Notification - ExpenseVoucherDetailedReport	25/1/2024 18:13:21		

2.3 How to check if changes are approved.

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

Vendor

[Update/Delete Mode]

Vendor Classification	02		
* Vendor Classification Type	2		
Bank Account	252287		
Treasury Bank Account			

A blue arrow points to the Bank Account field (252287), which is highlighted in yellow.

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

Payment Voucher

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🔗

[Insert Mode]

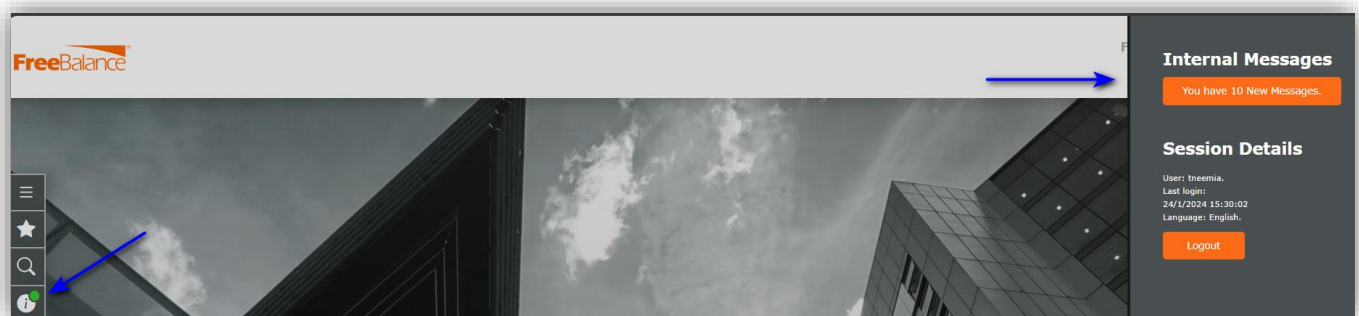
* Vendor	<input type="text" value="2022267"/>	+	🔍
Name	<input type="text" value="Toatu AMATIA"/>		
* Bank Account	<input type="text" value="1139022"/>	←	
Branch	<input type="text" value="ANZ Kiribati"/>		
Bank	<input type="text" value="ANZ Kiribati"/>		

2 How to approve Changes made.

This section is applicable for CPU Team and IFMIS Administrators as a guide for them to approve the changes made in the vendor.

2.1 How to review the changes made.

Step 1. Navigate to the (i) and go to the Internal Messages.



Step 2. Click the linked ID of the change.

Internal Message

Select	Status	From	ID	Subject	Posting Date
<input type="checkbox"/>	●	Tinaai Neemia	419710	There is a new Change Request (Code = 505) transition assigned to you	24/1/2024 12:37:48
<input type="checkbox"/>	●	Toani	418811	There is a new Catalogue Item (Code = 55121608) transition assigned to you	22/1/2024 16:52:12
<input type="checkbox"/>	●	Akineti Ioane	413862	There is a new Change Request (Code = 503) transition assigned to you	22/1/2024 09:30:02

Step 3. Click the Update Domain button to go to the Change Request Screen.

Internal Message

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ID:

From:

Organization Name:

Subject:

Body:

Entity
Change Request 

Step 4. To check the Vendor details that was changed, click n the details on the Domain ID.

Change Request

[Update/Delete Mode]

* Application ID: 507

* Workflow Status: Approval Requested

Workflow Process Status: Approval Requested

Transition:

* Domain ID: 415

Restricted Properties Only

Step 5. The drill down will open the Vendor Details.

Change Request

FreeBalance

Vendor

[View Mode]

FreeBalance Application Suite

Code: 2010036

* Eligibility Status: Eligible

Workflow Process Status:

* Name: Mareweata Baroka

Short Name:

Step 6. Close the Vendor details to go back to the Change Request screen.

Change Request

[Update/Delete Mode]

Change Request Operation

Sequence	Entity Property Description	Entity Property Old Value	Entity Property New Value
1	bankAccount		
2	bankAccount.isActive		true
3	bankAccount.currency		AUD
4	FI_Branch		1
5	Bank Account		8326491
6	Account Type		
7	bankAccount.iban		
8	bankAccount.comments		
9	bankAccount.commercialBankAccountName		
10	bankAccount.typeOfBankAccount		Current
11	bankAccount.routingInformation		
12	bankAccount.nationalTransferCode		
13	Bank Account Name		Fimi Mwabi
14	bankAccount.intermediaryBankBIC		
15	bankAccount.createdOn		20240122 092914
16	bankAccount.isTranslated		false
17	bankAccount.id		
18	bankAccount		

Step 7. Scroll to the bottom of the Change Request screen to check the values of the changes made.

Change Request

[Update/Delete Mode]

* Application ID

* Workflow Status

Workflow Process Status

Transition

* Domain ID

Step 8. Once review is done, go to the transition field and select the appropriate item. Click the Transition button when done.

Change Request

[Update/Delete Mode]

* Application ID

* Workflow Status

Workflow Process Status

Transition **Finish**

* Domain ID

Step 9. Click the Finish button to complete the review of the changes.

Change Request

Transition

Application Language

Step Note

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

Finish

2.2 How to approve the changes made.

Step 1. To approve the change request, go to the internal message or the dashboard. Open the Change Request screen and click the details on the domain ID to drill down the vendor.

Change Request

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[Update/Delete Mode]

* Application ID

* Workflow Status

Workflow Process Status

Transition

* Domain ID +

Restricted Properties Only

Step 2. Details of the vendor is displayed.

Change Request

FreeBalance

Vendor

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🕒

[View Mode]

FreeBalance Application Suite

Code

* Eligibility Status

Workflow Process Status

* Name

Step 3. Go to the transition and approve the Change Request.

Change Request

[Update/Delete Mode]

* Application ID: 509

* Workflow Status: Approval Requested

Workflow Process Status: Reviewed

Transition: Approve

* Domain ID: 131

Restricted Properties Only:

Once approved, the users will be able to see the Vendor Bank Account in the Vendor screen as well as it will also be available in the Payment Voucher when they are preparing a payment to the Vendor. Refer to [section 2.2 How to check the changes made in the Vendor.](#)

NOTES:

1. As long as the Vendor Change Request is not yet approved or rejected, the Update button in the Vendor screen is not available. If the Vendor bank Account changed is incorrect, then the reviewer or approver can reject the change request instead.


Change Request


[Update/Delete Mode]

* Application ID: 509

* Workflow Status: Approval Requested

Workflow Process Status: Reviewed

Transition: Reject 

* Domain ID: 131 

- When the Change request is rejected, the Vendor screen Update button is available again, so the users can update the Vendor Bank Account again and follow the steps in [section 2.1 How to change bank account](#)

2.3 How to check the submitted documents.

Step 1. To check the attachments sent by the sender, go to the internal message and open the notification.

Internal Message

Previous 1-25 of 46

Select	Status	From	ID	Subject	Posting Date	Reading Date	D
<input type="checkbox"/>	●	Biena	1084850	Supporting Bank Detail document for CR 1023	26/1/2024 11:33:49		

Step 2. The message is displayed.

Internal Message

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ID: 1084851

From: Biena

Organization Name: .

Subject: Supporting Bank Detail document for CR 1023

Body: Mauri,
Please approve the Change Request 1023 for vendor 2000114 Aomoro OTIAN so we can proceed with our payment to this. vendor

Ko Rabwa

Send Email:

Requires Action:

Receive Read Notice:

Step 3. Go to the bottom of the notification screen to download the documents.

Internal Message

Requires Action

Receive Read Notice

Receive Action Notice

Posting Date

Reading Date

Due Date

Action Date

Attachments

Attachment Information	File Name (Click to Download)
Title: Bank Details	Transactive TT Form.pdf
By: Biena	Size: 27.4 KB
On: 26/1/2024	

[Additional Information](#)

Step 4. Review as necessary.