



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, 2024-02-29

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Document History

Version	Date	By	Revision
1	Feb 29, 2024	FreeBalance	Outer Island processes
2			
3			
4			

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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.
- 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 including the Line Ministries and Treasury users that records and process Outer Island payments and collections.

2 Outer Island Processes and user's account

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

- Receiving of Department Warrants from Ministry Headquarters.
- Recording of Commitments from the Ministry Headquarters.
- Preparation and authorization of Payment Vouchers from Commitments.
- Recording of Collections.
- Issuing of General Receipts.
- Preparation of Monthly reporting.
- Completion of State Fund Report
- Enrollment of Vendors that are not yet existing in IFMIS including updating of Vendor Bank Accounts.

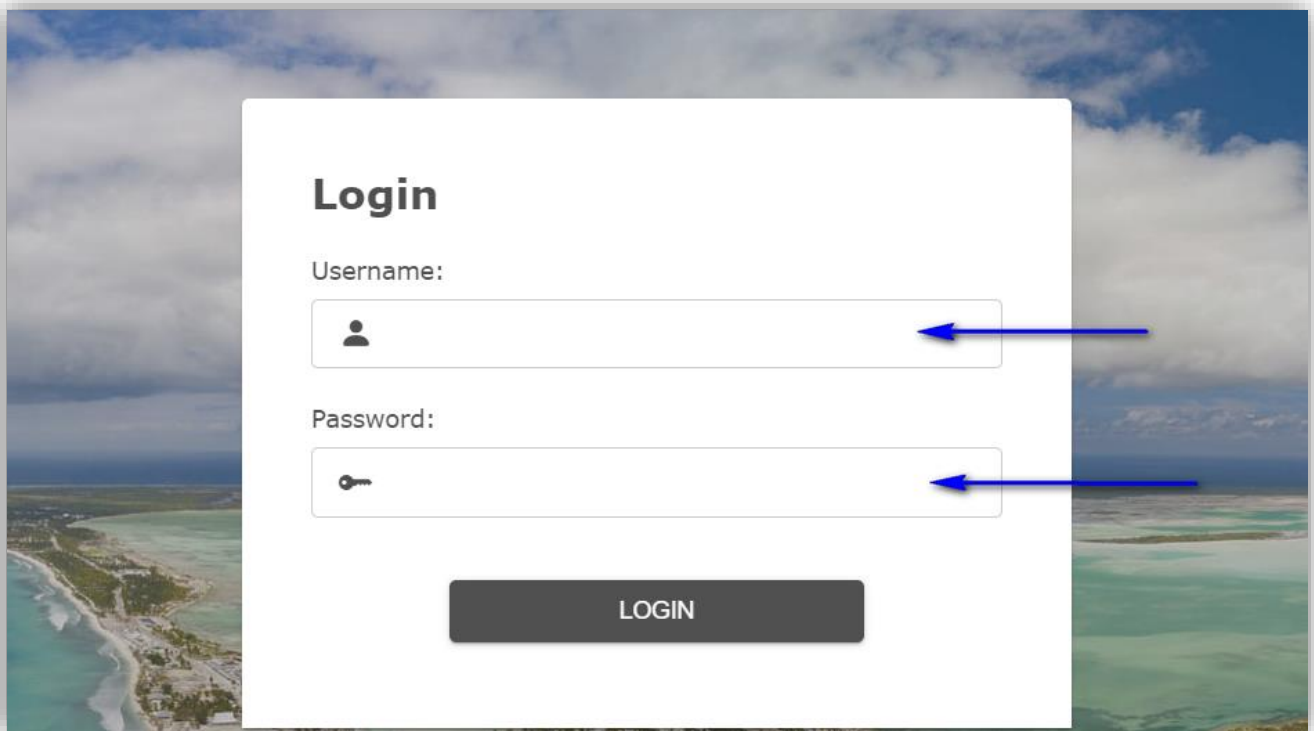
Please read this before you start working in IFMIS.

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

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

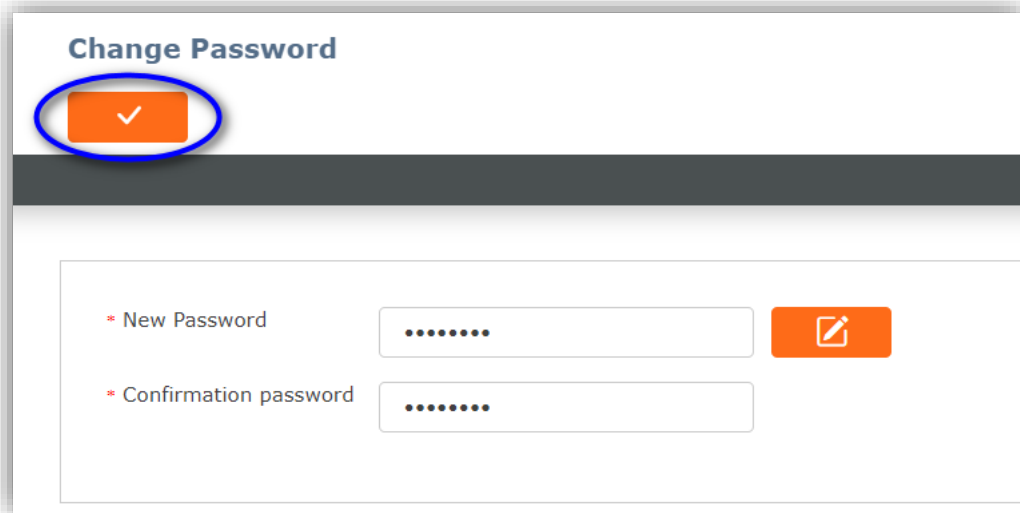
The Username and the Password shall be provided to each of the users.

Logging in for the first time:



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

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



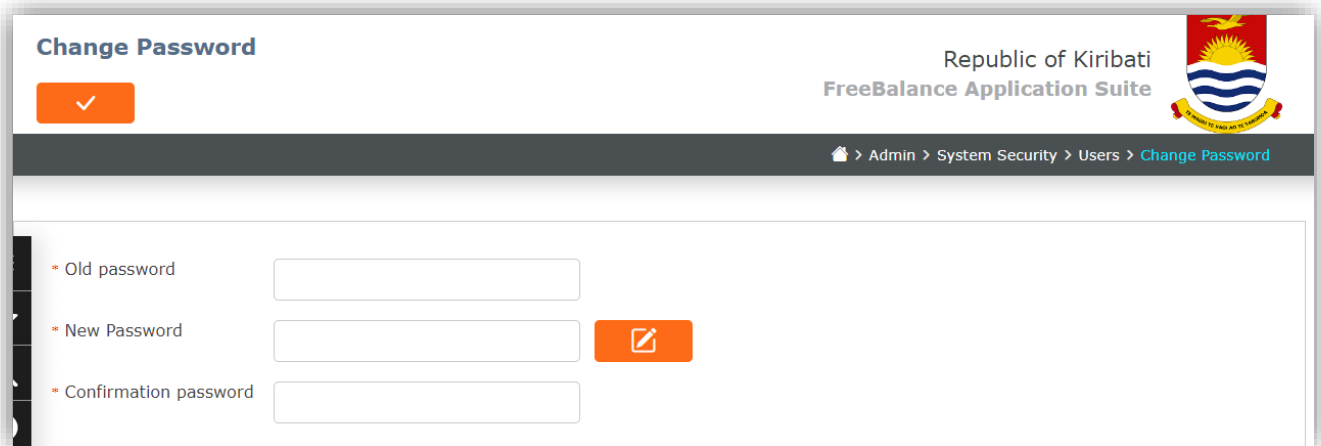
Change Password


* New Password

* Confirmation password

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.



Change Password Republic of Kiribati
FreeBalance Application Suite 

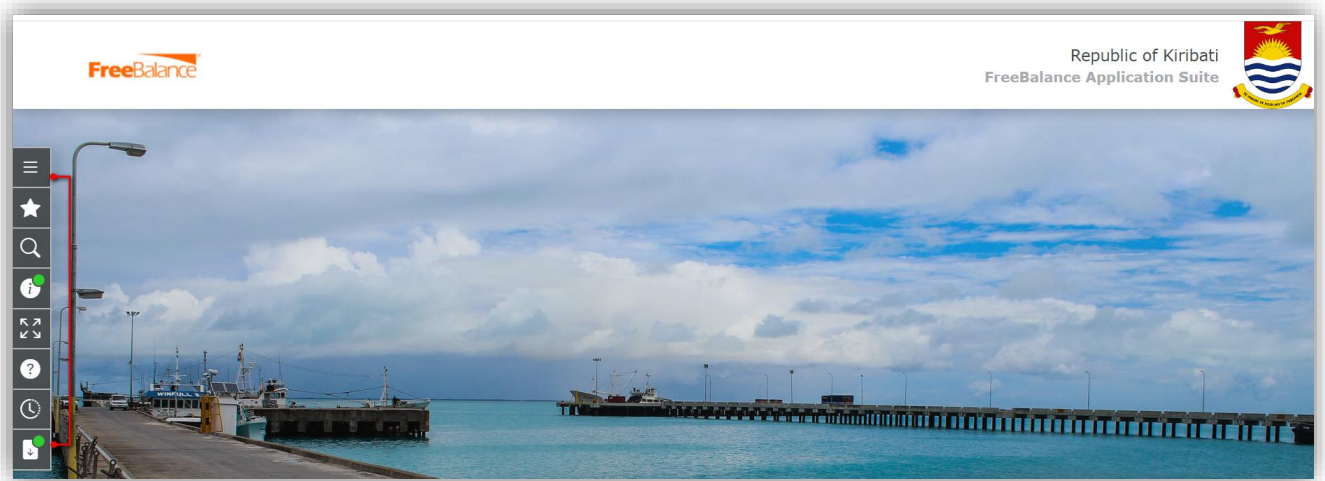
Admin > System Security > Users > Change Password

* Old password








* New Password

* Confirmation password

The landing page is now available for the users.



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

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

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

Internal Messages

You have 59 New Messages.

Dashboard

[Dashboard Icon]

Session Details

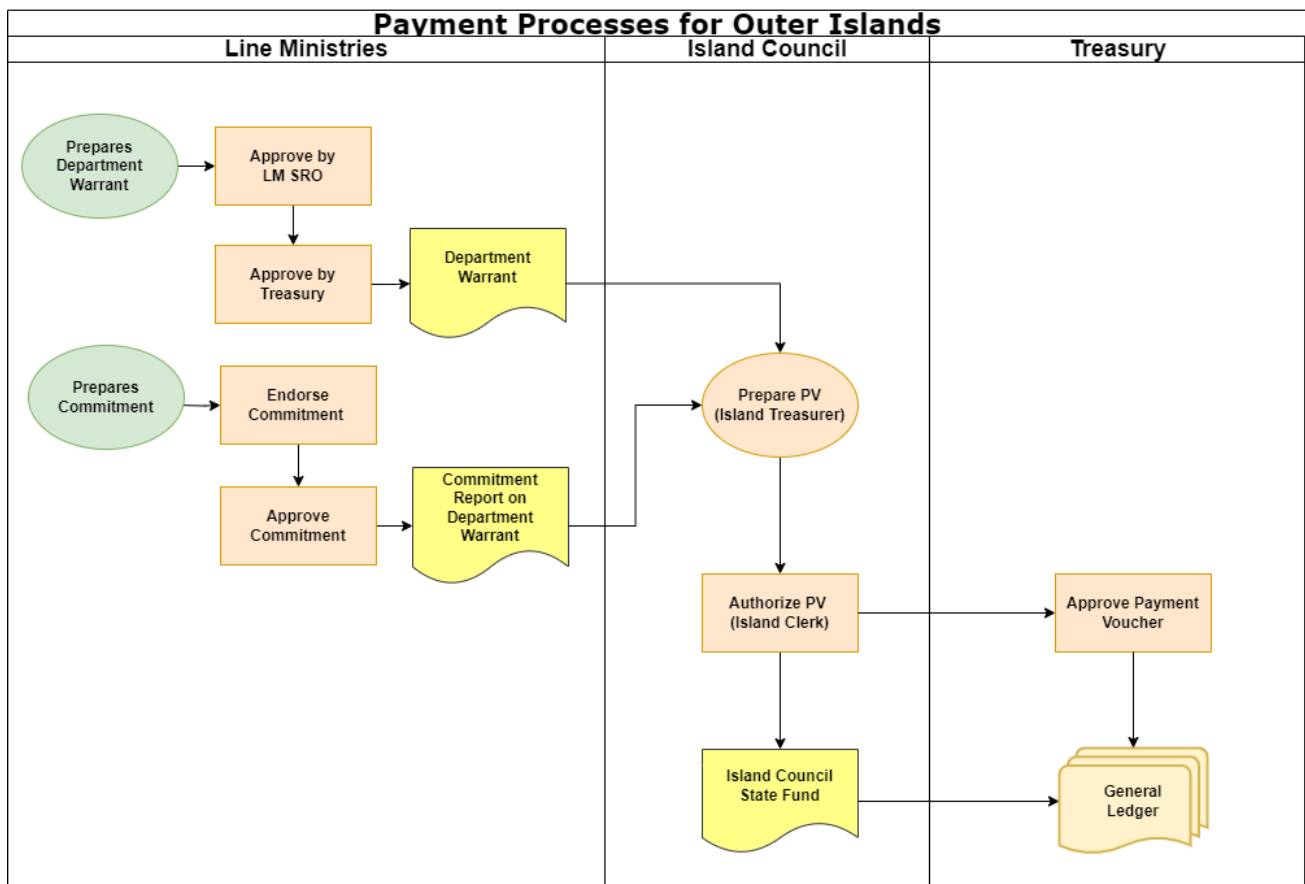
User: fb_bduerme.
 Last login:
 18/6/2023 04:19:19
 Language: English.

Logout

- **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 Expenses

The outer Island Expenses involves payment to the Travelling Officers and to Vendors/Beneficiaries out of the state fund maintained in the Island Council.



3.1 Preparation and approval of Department Warrant

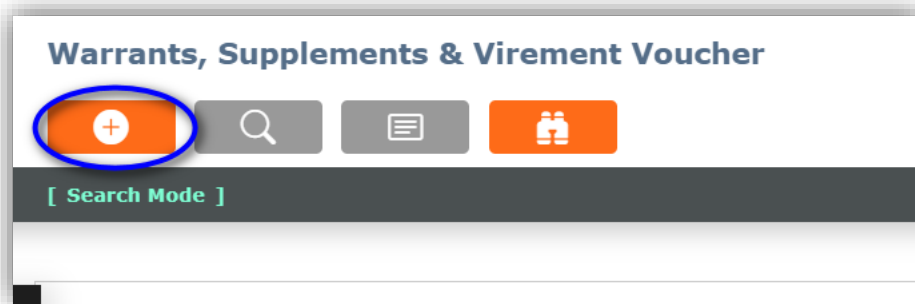
The Department Warrant will be prepared and approved from the Divisions of the Line Ministries.

The printed report shall be presented by the Travelling Employees to the Island Council for them to initiate the preparation of the Payment Voucher.

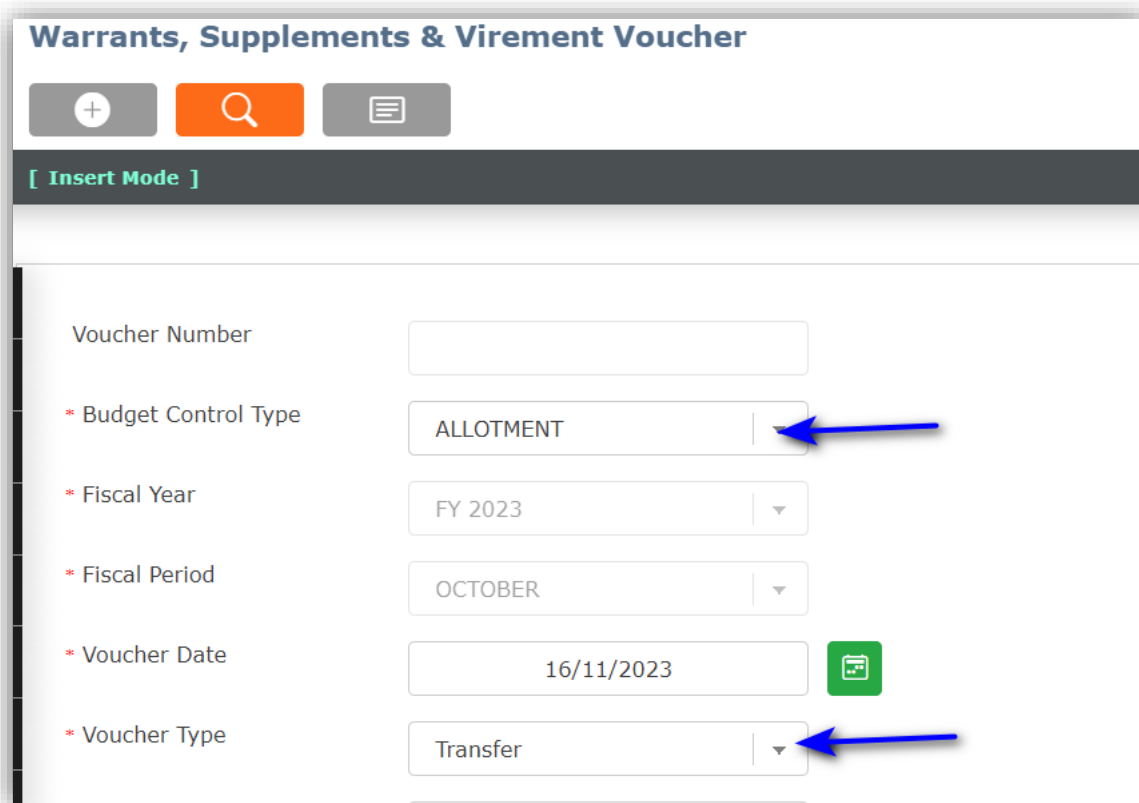
3.1.1 How to prepare Department Warrant for Outer Islands

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

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



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



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

* Warrant Classification

Warrant's Legal Basis

* Budget Office

* Workflow Status

- Department Warrant - Budget Transfers
- Department Warrant - Location Transfer**
- Development Fund - Transfers
- Development Fund - Warrant
- Opening Balance 2023
- Recurrent Budget Internal Transfers
- Recurrent Budget Virements

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

Not Posted Reason

Update Higher Level Warrant

* Debit AUD

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

Description

DW from HQ to Xmas

* Copy Description In Details

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

* Items Attachments

+

Select Serial Number Coding Block Debit AUD



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

Warrants, Supplements & Virement Voucher

Budget Control Update Voucher Item



* Serial Number



* Coding Block

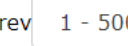

 



Step 7. Complete the coding block of the source allocation then click the Save and return button.



Coding Block



SUB_HEAD  

FUNDING AGENCY  

PROJECTS   Prev 1 - 500





REGION  

NATURAL ACCOUNT CODE  


 

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

* Serial Number

* Coding Block    

* Debit AUD

* Credit AUD 

Step 9. Click the Save and Return button.

* Credit AUD

Description

Distributions

+ [trash] [check] [x]

Select	Fiscal Period	Debit AUD	Debit FC	Credit AUD	Credit FC
<input checked="" type="checkbox"/>	<u>OCT</u>	0.00	0.00	340.00	0.00

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

* Items Attachments

+ [trash] [check] [x] **Copy** [list]

Select	Serial Number	Coding Block
<input checked="" type="checkbox"/>		<u>1701/1101/00000/9/226111</u>

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

* Serial Number

* Coding Block

* Debit AUD

[+] **Elements View** [list] [upload]

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

Coding Block

SUB_HEAD	1701 - MFED- Administration		
FUNDING AGENCY	1101 - Cons. Fund- GoK		
PROJECTS	00000 - Not Defined	Prev	1 - 500
REGION	9 - National		
NATURAL ACCOUNT CODE	<ul style="list-style-type: none"> 1 - Gilbert Islands (Tarawa) 2 - Gilbert Islands (Other Than Tarawa) 5 - Line and Phoenix Islands 6 - Overseas 9 - National 		

Step 12. Click the Save and Return button.

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

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

* Coding Block + 👤 🗨️ 📄

* Debit AUD ←

* Credit AUD

Description

Distributions

+ 🗑️ ✅ 📄

Select Fiscal Period Debit AUD Debit FC Credit AUD Credit FC

✅ ✖️

Step 14. Click the Save button. A message is displayed with the Number of the DW saved.

Warrants, Supplements & Virement Voucher

+ 🔍 ☰

[Insert Mode]

* Copy Description In Details

*** Items** Attachments

+ 🗑️ ✅ 📄 📄 ☰

Select	Serial Number	Coding Block
<input checked="" type="checkbox"/>		1701/1101/00000/9/226111
<input checked="" type="checkbox"/>		1701/1101/00000/5/226111

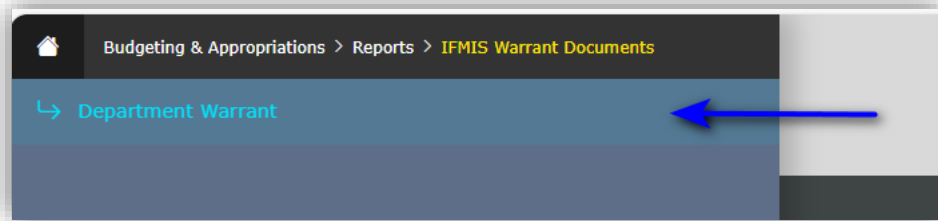
📄 📄

Step 15. Proceed with the transition of the DW.

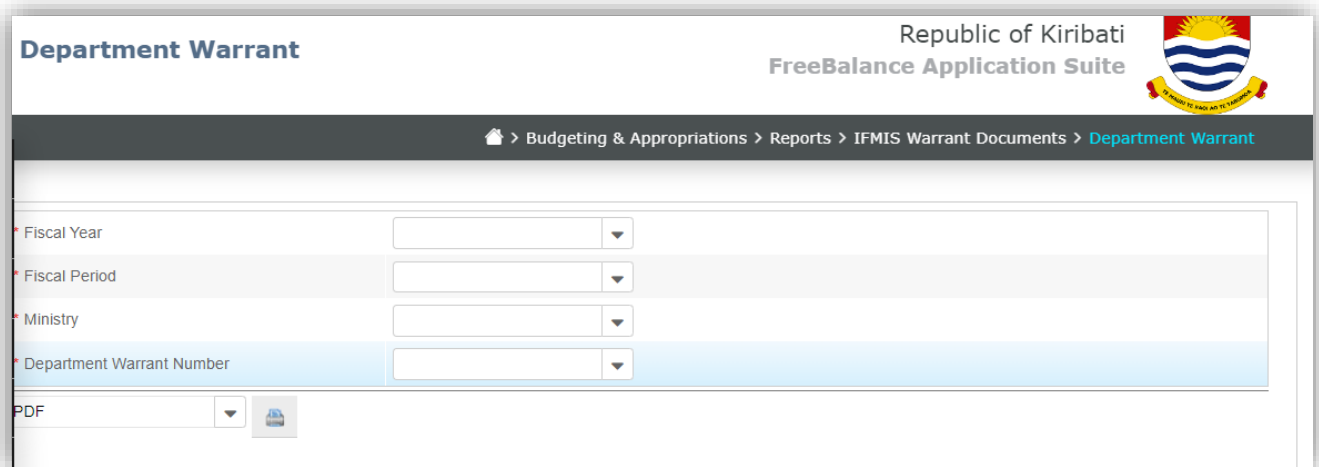
3.1.2 How to print the Department Warrant

The Department Warrant is the letter that will be used to the Outer Island as the authority to spend the fund. 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: [Empty]

PDF [Download Icon]

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

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

Department Warrant

Republic of Kiribati
FreeBalance Application Suite

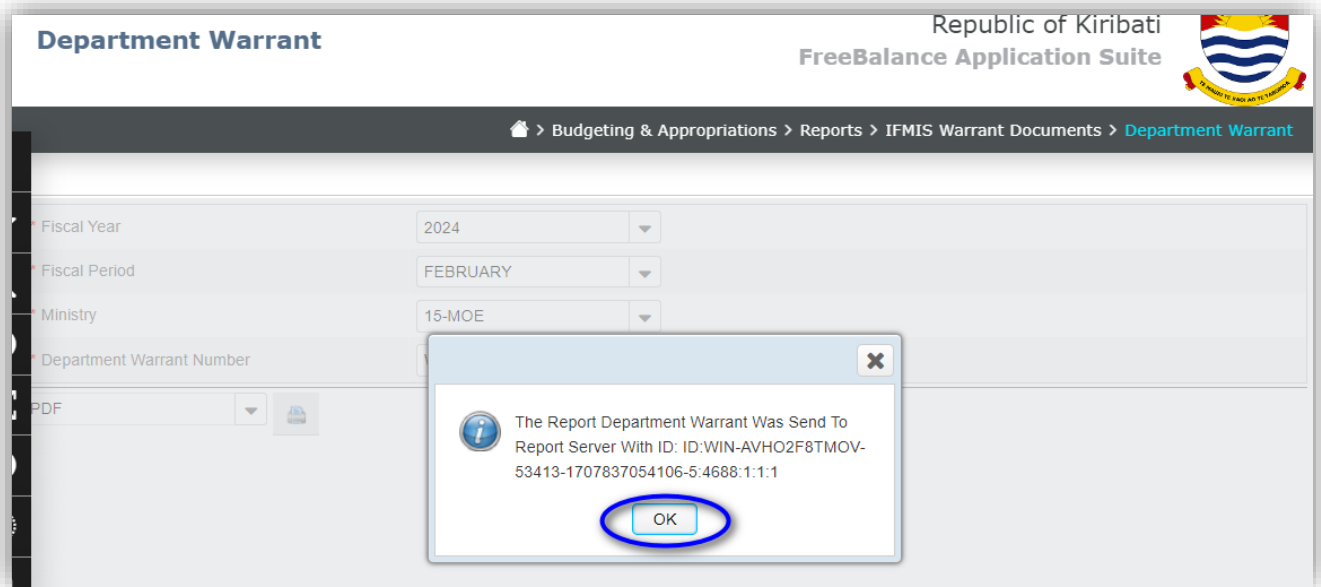
Budgeting & Appropriations > Reports > IFMIS Warrant Documents > Department Warrant

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

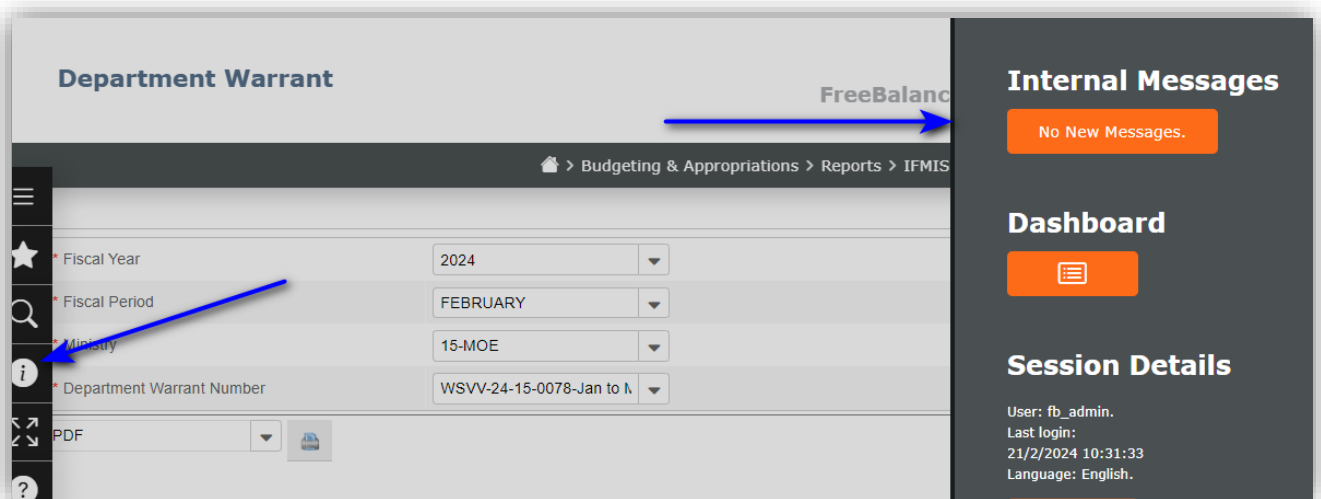
PDF [Download Icon]

Generate Report

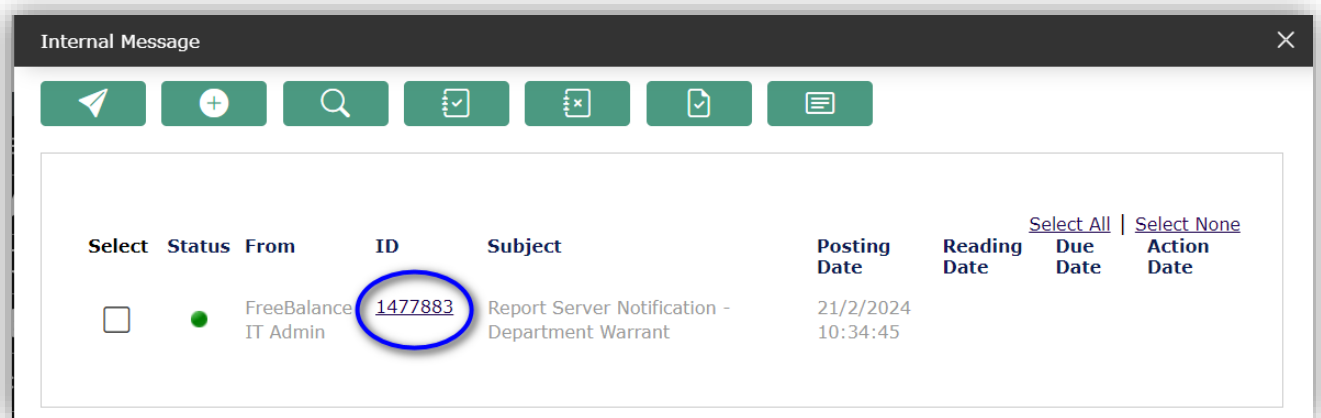
Step 5. Click Ok on the displayed message.



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.




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

Internal Message

Posting Date	<input type="text" value="21/2/2024 10:34:45"/>
Reading Date	<input type="text"/>
Due Date	<input type="text"/>
Action Date	<input type="text"/>

Attachments

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



Step 9. The Department Warrant report is this.



GOVERNMENT OF KIRIBATI

DEPARTMENT WARRANT

To : Clerk DW No. : WSVV-24-15-0078
 Department : Island Council Issuing Ministry : MOE
 Station : Overseas

1. You are hereby authorised to expend during the year **2024** the amount specified below as they become due in accordance with the Financial Instruction of this Government.

2. The number of this Department Warrant should be quoted as authority for payment in all payments made by you relating to the heads and subheads detailed below;

Date : Feb 1, 2024

 Secretary

Allocation	Details	Amount (AUD)
1508/3101/12062/6/272143		641,987.50
Total (AUD)		\$ 641,987.50

3.2 Preparation and printing of Commitment

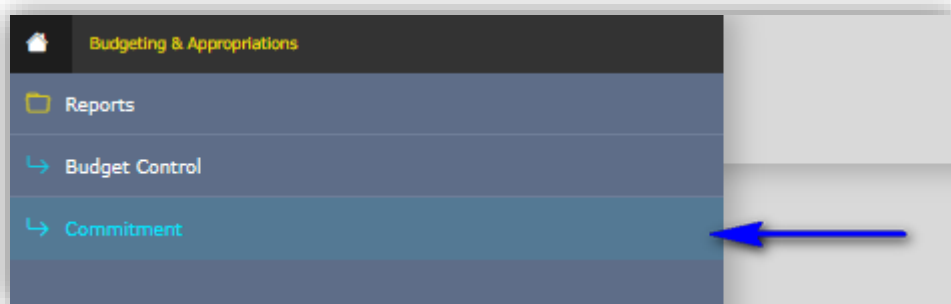
The Commitment shall be prepared from the Divisions of the Line Ministries. This is also approved by the Headquarters Ministry. The printed Commitment report shall be presented and submitted to the Island Council of the Outer Island by the Travelling Employee. The DW Report and the Commitment Report shall be used to initiate the Payment Voucher for the Outer Island Expenses from the Department Warrants.

3.2.1 How to record Commitment requests.

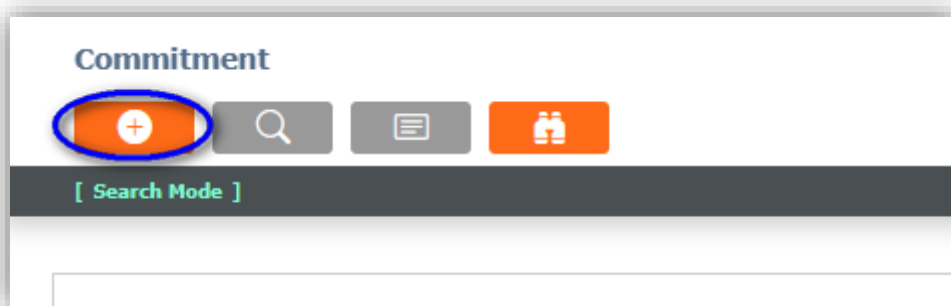
Upon receipt of Invoices from the Billers, (example: Internet monthly bills, Telephone bills, Electricity) and other expenses that is not required to undergo procurement, users must record the commitment to set aside budget for the specific expense.

To record commitments, follow these steps.

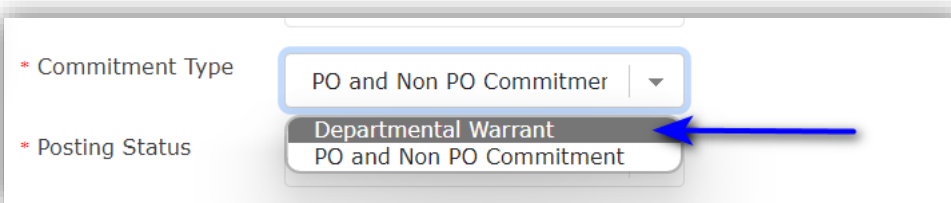
Step 1. Navigate the Menu > Budgeting & Appropriation > Commitment.



Step 2. Click the New button.




Step 3. **IMPORTANT**, Select the Department Warrant from the Commitment Type Field.








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

Vendor 

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

Vendor





    

[Search Mode]

Code

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

Vendor

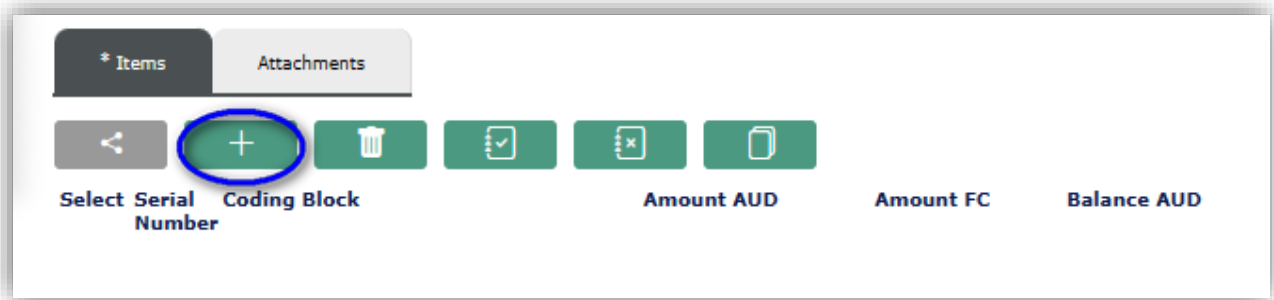
[Selection Mode]

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

Step 7. Enter the Description of the Commitment Request

Description 

Step 8. Click the New button under the tab Commitment Item



Step 9. Click the Elements View to add the Coding Block of the Commitment Item. This will display the dropdown list to select the accounts below.

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

Step 10. Click the Save and Return when the accounts are selected.

Coding Block

SUB_HEAD	<input type="text" value="1801 - Administration"/>	<input type="button" value="🔍"/>	<input type="button" value="+"/>	
FUNDING AGENCY	<input type="text" value="1101 - Government of Kiribati_Consolidate"/>	<input type="button" value="🔍"/>	<input type="button" value="+"/>	
PROJECTS	<input type="text" value="00000 - Not Defined"/>			Prev 1 - 500
LOCATION	<input type="text" value="91 - National (Country Wide)"/>	<input type="button" value="🔍"/>	<input type="button" value="+"/>	
NATURAL ACCOUNT CODE	<input type="text" value="211113 - Housing Assistance"/>	<input type="button" value="🔍"/>	<input type="button" value="+"/>	
COFOG	<input type="text" value="101 - Sickness and disability"/>	<input type="button" value="🔍"/>	<input type="button" value="+"/>	

Step 11. Enter the amount and description of the request.

Amount AUD	<input type="text" value="120.00"/>			
YTD Actual AUD	<input type="text" value="0.00"/>			
Balance AUD	<input type="text" value="120.00"/>			
• Description	<input type="text" value="Housing for Admin for July 2023"/>			

Step 12. Click the Save and Return button once done.

* Coding Block

* Status

Amount AUD

YTD Actual AUD

Balance AUD

* Description

Distributions

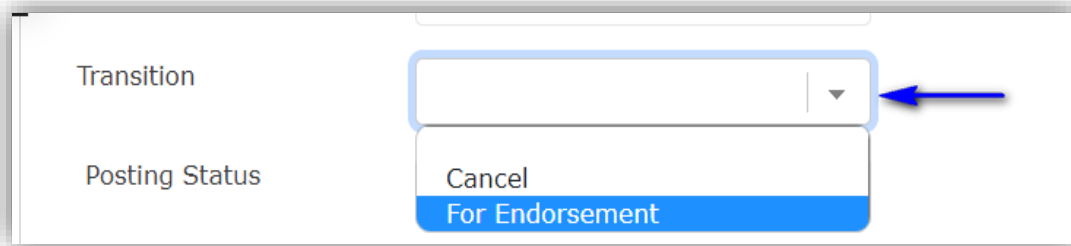
Step 13. When all items are added, click the Save button

* Description

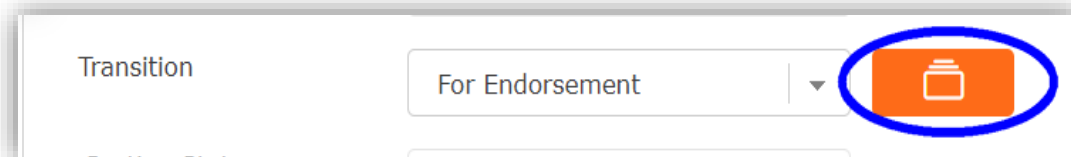
* Items Attachments

Select	Serial Number	Coding Block	Amount AUD	Amount FC
<input checked="" type="checkbox"/>		1801/1101/00000/91/211113/101	120.00	0.00

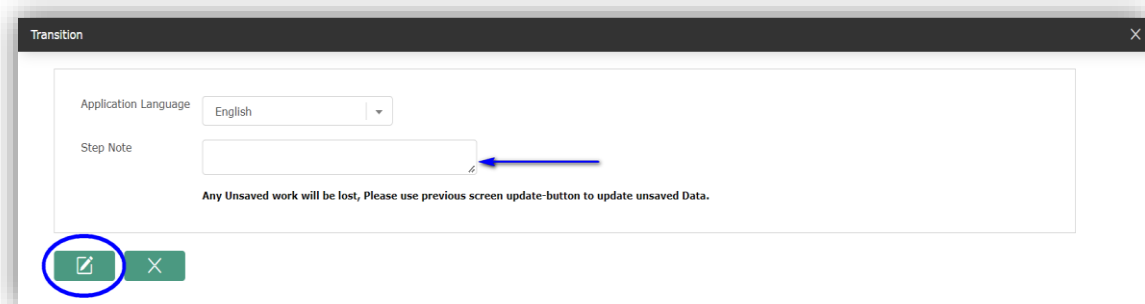
Step 14. Click Ok on the message displayed that the transaction is inserted. Go to the Transition field of the screen and select the "For Endorsement" from the dropdown list



Step 15. Click the Transition button.



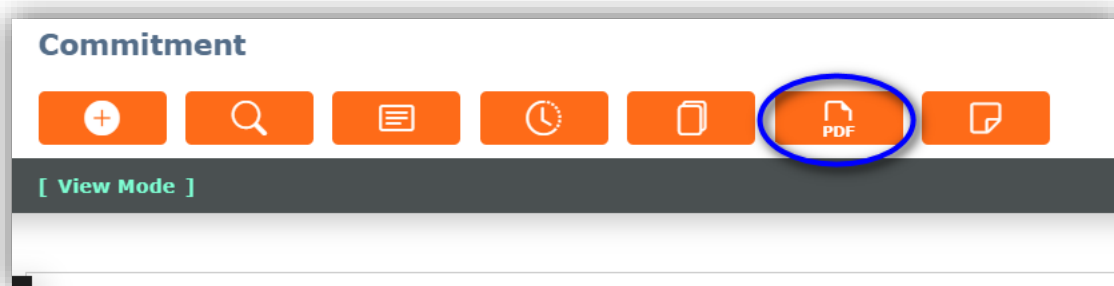
Step 16. Enter the remarks on the step note for the next approver. Click the Finish button to complete the submission.




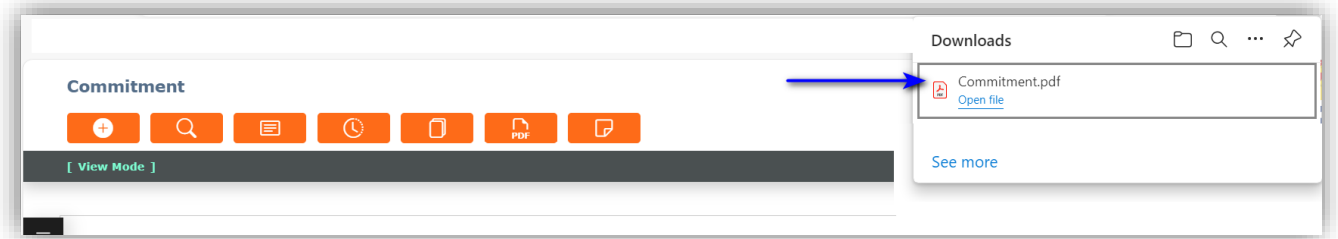
3.2.2 How to print the Commitment report.

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

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



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



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



GOVERNMENT OF KIRIBATI

Ministry of Education

P. O. Box, 263, 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 KV20_PILLARS-Wealth/KDP_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: fb_admin

1 / 1

3.2.3 How to change the Vendor/supplier 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.

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

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

+ 🔍 ☰ 🕒 📄 PDF ✍️

[Update/Delete Mode]

* 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	2001053	+	🔍
Name	Tioti IOANE		

Step 5. Click the Update button.

Commitment

[Update/Delete Mode]

Approved By:

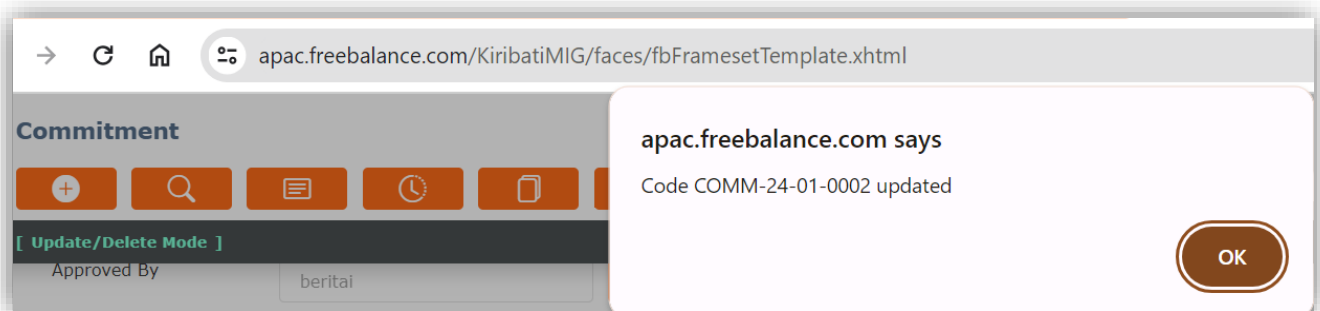
Approved On:

Description:

* Items | Attachments

Select	Serial Number	Coding Block	Amount AUD	Balance AUD
<input type="checkbox"/>	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.



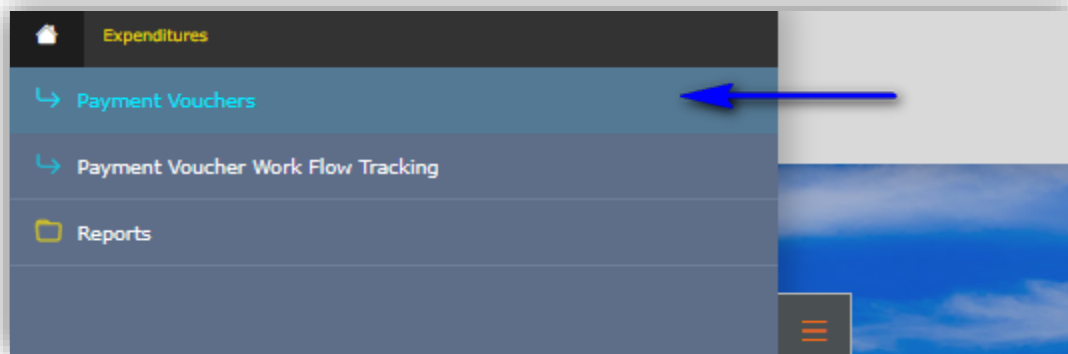
3.3 Payment Vouchers for Commitment

The preparation of the Payment Voucher will be done by the Treasurers of the Outer Islands. The presented and submitted Department Warrant Report and Commitment report is the basis of the preparation of the Payment Voucher.

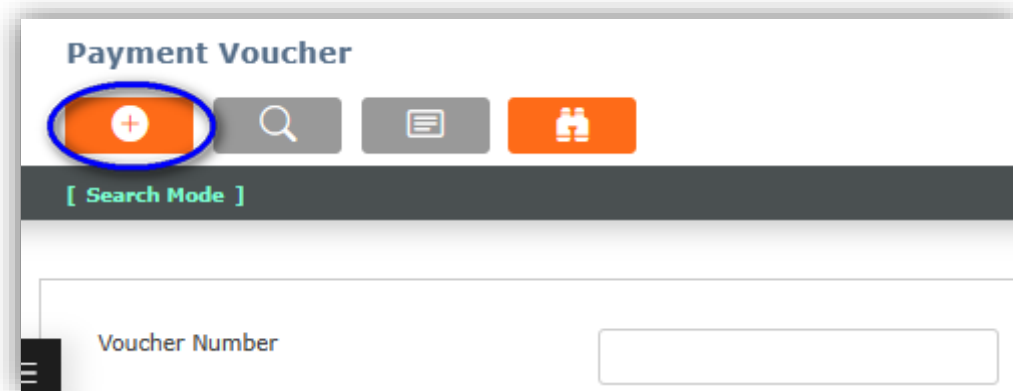
3.3.1 How to prepare Payment Voucher

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 "Outer Island Expenses" from the dropdown list.

Payment Voucher

[Insert Mode]

Voucher Number

* Fiscal Year

* Fiscal Period

* Voucher Date

* Payment Voucher Classification

* Accounting Office

* Payment Voucher Status

- Outer Island Expenses
- Pay to Others Payment for Multiple Payees
- Payment for Advances
- Payment for Balance Sheet Items

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

* Vendor

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

Vendor

[Search Mode]

Code

Eligibility Status

Name

Short Name

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

Vendor

+ [Add]
🔍 [Search]
☰ [List]
✕ [Close]

[Selection Mode]

Code	Name
4990	Te Atinimarawa .Co. Ltd

Step 7. Make sure that the Bank Account Number of the Vendor is correct.

Payment Voucher

+ [Add]
🔍 [Search]
☰ [List]

[Insert Mode]

Is Purchase Order Related Payment Voucher

is Prepaid

* Paid Status

* Vendor 🔍 🗒

Name

* Bank Account ←

Branch

Bank

Step 8. Enter the Claim Number/Invoice Number and the date.

Payment Voucher

[Insert Mode]

Te Atinimarawa .Co. Ltd

* Bank Account: 941946

Branch: ANZ Kiribati

Bank: ANZ Kiribati

* Invoice/Claim Number: 0301 Charter

* Invoice/Claim Date: 1/3/2024

Step 9. 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: [Dropdown menu]

* Treasury Bank Account: [Dropdown menu]

- Recurrent Budget - Payments
- Development Budget - Payments

Step 10. Make sure that the Treasury Bank Account is the code 621212 for State Fund.

Payment Voucher

+
🔍
☰

[Insert Mode]

Branch	ANZ Kiribati	
Bank	ANZ Kiribati	
* Invoice/Claim Number	0301 Charter	
* Invoice/Claim Date	1/3/2024	📅
* Invoice Receipt Date	1/3/2024	📅
* Payment Location	Outer Islands ▾	
* Payment Mode by Fund Type	Recurrent Budget - Payments ▾	
* Treasury Bank Account	621212	🔍 🗨

Step 11. Enter the Narration of the PV transaction. Then click the Import Commitment Button.

Approved Date		
Narration	Payment for Charter March 1 , 2024	

* Payment Voucher Line Items

* Payment Voucher Payment Details

Attachments

+

🗑

📝

🔍

📄

✍

📁

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

Step 12. Click the Import Commitment Item

Commitment Item

[Search Mode]

Serial Number

Status

Coding Block

Commitment

Step 13. Click the Search button.

Commitment Item

[Search Mode]

Serial Number

Step 16. Click to select the Commitment to pay.

Commitment Item

IFMIS - TRAINING
FreeBalance Applic

[Selection Mode]

Select	Obligation	Created On	Serial Number	Coding Block	Amount Domestic	Description
<input type="checkbox"/>	COMM-23-18-0002	16/7/2023 07:50:18	<u>1</u>	1801/1101/00000/91/211113/101	120.00	using - July 2023

Step 17. Click the Save button.

Select	Serial Number	Commitment Item	Coding Block	Description	Amount AUD	Tax Amount AUD	Net Amount AUD	Amount FC	Tax
<input checked="" type="checkbox"/>	1		1801/1101/00000/91/211113/101	using - July 2023	120.00	0.00	120.00	0.00	

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

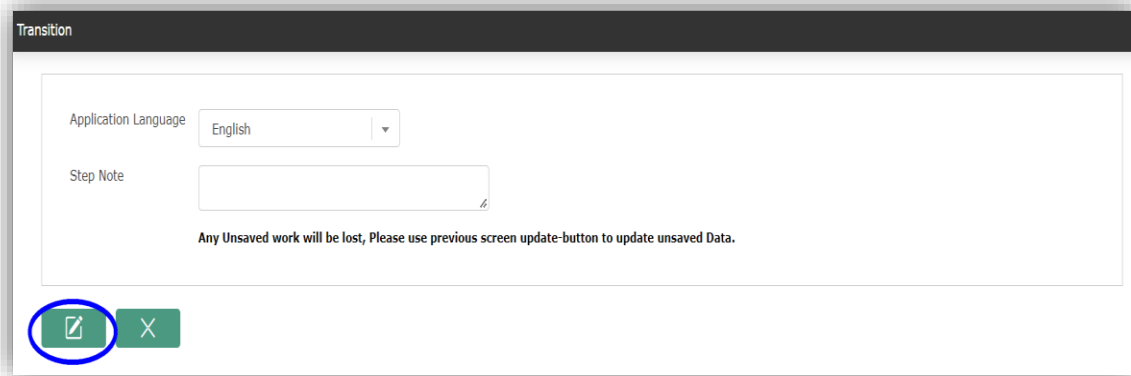
* Payment Voucher Status: Created
 Workflow Process Status: Prepared
 Transition: ▼
 Posting Status:

Cancel
Request for Authorization

Step 19. Click the Transition button.


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

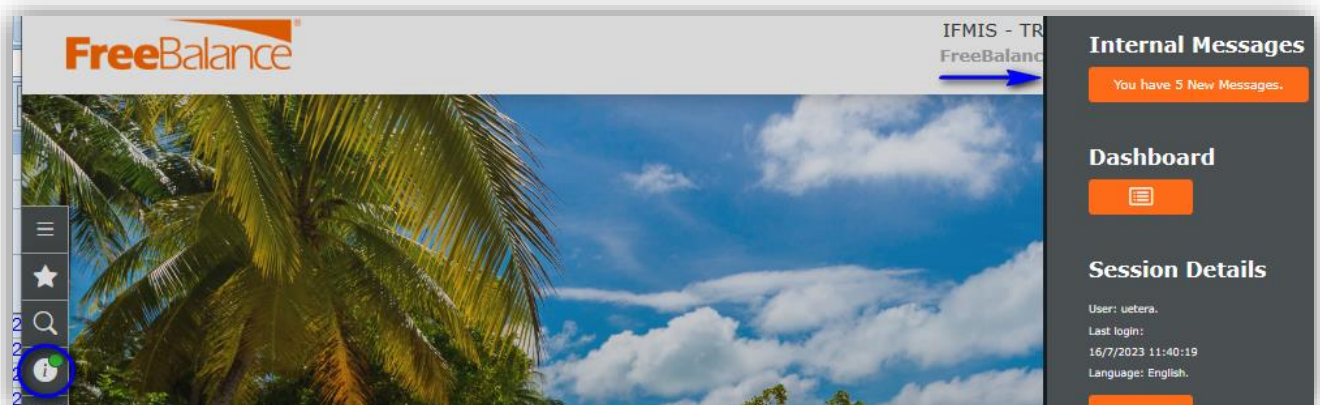
Step 20. Enter the remarks on the step note for the next approver. Click the Finish button. A message is displayed saying that the workflow transition is executed.



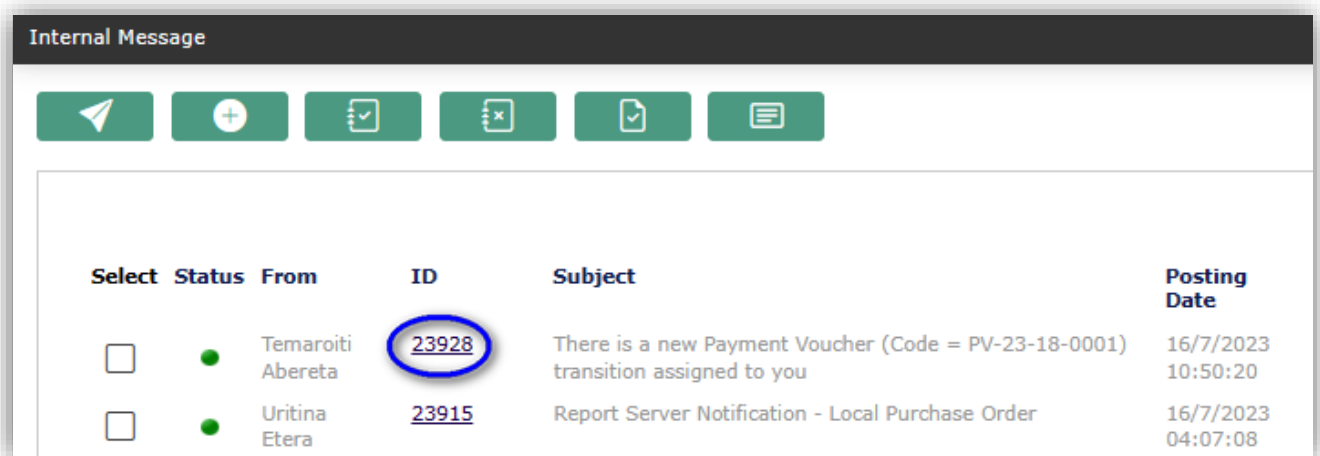
3.3.2 How to authorize Payment Voucher

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.




Step 3. Click on Update Domain button.

From	<input type="text" value="Tamaroiti Abereta"/>
Organization Name	<input type="text" value="Administration"/>
Subject	<input type="text" value="There is a new Payment Voucher (Code = PV-23-18-0001) transition assign"/>
Body	<p>Transaction = Payment Voucher Transaction Id = 108 Code = PV-23-18-0001 Description = Payment for Inv 321 to Moel Options Available: Ministry Authorized, Prepared</p>
<p>Entity Payment Voucher </p>	


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	<input type="text" value="Approval Requested"/>
Workflow Process Status	<input type="text" value="For Authorization"/>
Transition	<input type="text" value=""/> 
Posting Status	<input type="text" value="Authorize by Line Ministry"/> <input type="text" value="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	<input type="text" value="Approval Requested"/>
Workflow Process Status	<input type="text" value="For Authorization"/>
Transition	<input type="text" value="Authorize by Line Ministry"/> 
Posting Status	<input type="text" value="Saved"/>

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

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

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

3.3.3 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.



GOVERNMENT OF KIRIBATI
Ministry of Women, Youth, Sports and Social Affairs
Kiribati

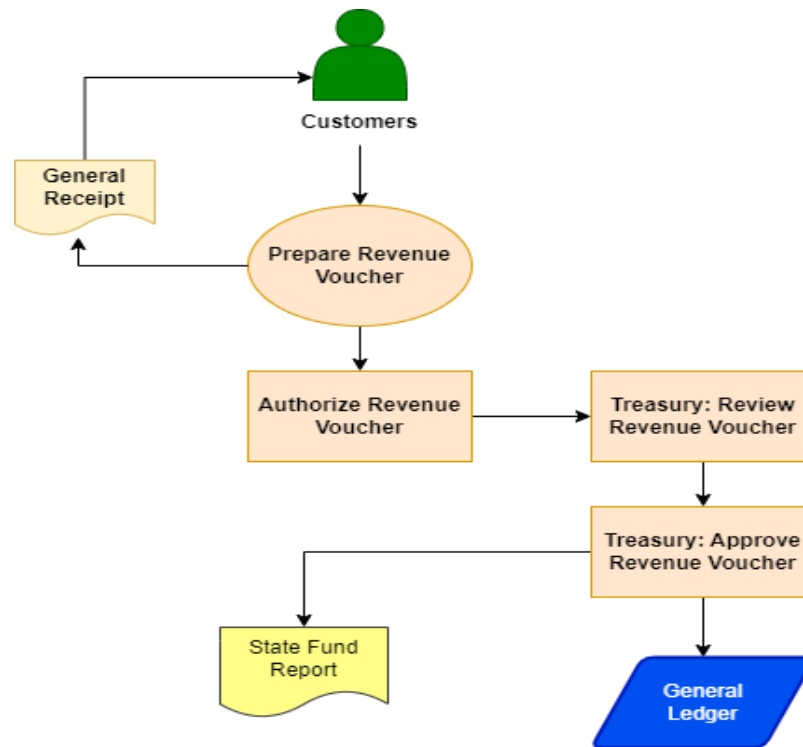
PAYMENT VOUCHER

Payment For	: Administration (1801)	Number	: PV-23-18-0001
Payee Name	: MOEL TRADING	Payment Method	: EFT
Payee Address	: South Tarawa	Invoice Number	: 321
Payee Bank Account	: Bank: ANZ Kiribati /Account Number: 296756		

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

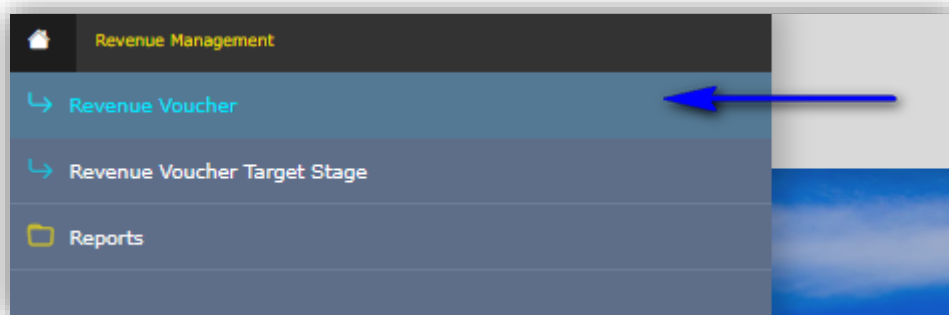
4 Outer Islands Collections

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

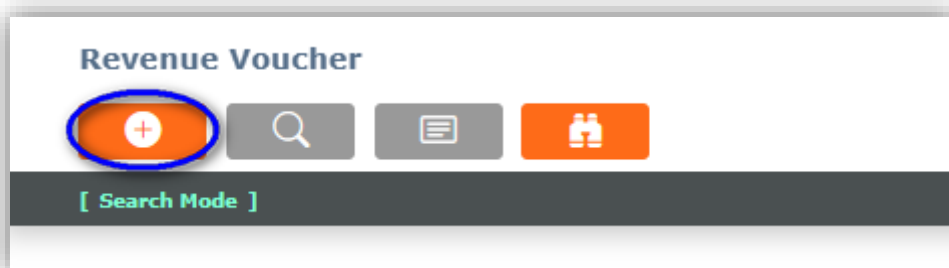


4.1 How to record Revenue Vouchers

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



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



Step 3. Select the applicable from the dropdown list.

A screenshot of a software interface showing a form with several fields. The 'Collection Classification' field is open, displaying a dropdown menu with the following options: 'Collections in Outer Islands', 'Collection - Nippon Causeway', 'Collection from Customs', 'Collection from Imprest', 'Collection from Poster Sales', 'Collection from Sales (All)', 'Collection of Fees (All Types)', 'Collection of Tax Revenue', 'Collections in Outer Islands' (highlighted in blue), 'Fishing License Collection', and 'Grant Income'. Other fields include 'Institution', 'Revenue Invoice Type', 'Invoice Workflow Status', and 'Posting Status'. A search icon is visible to the right of the dropdown.

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

A screenshot of a software interface showing a form. The 'Customer' field contains 'GP'. Below it, the 'Collected from (Name of Individual)' field contains 'Meere'. A blue arrow points to the 'Collected from' field. To the right of the 'Customer' field are two orange buttons with search icons.

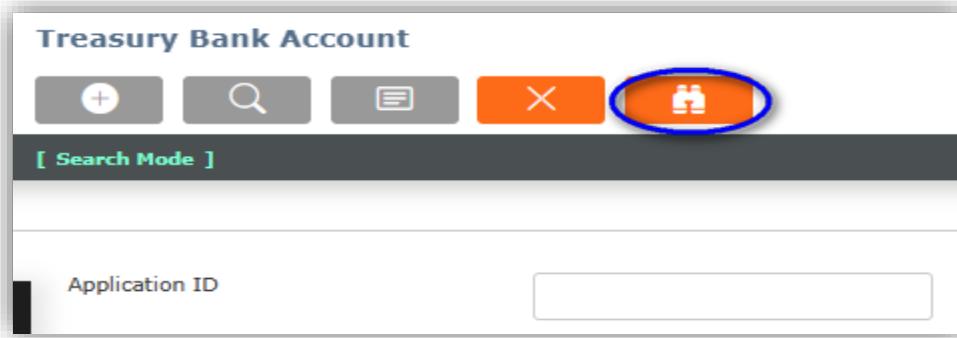
Step 5. Select the applicable mode from the list

A screenshot of a software interface showing a form. The 'Receipt Mode' field is open, displaying a dropdown menu with the following options: 'Recurrent Budget - Payments' and 'Development Budget - Payments'. The 'Bank Account' field is empty. A search icon is visible to the right of the dropdown.

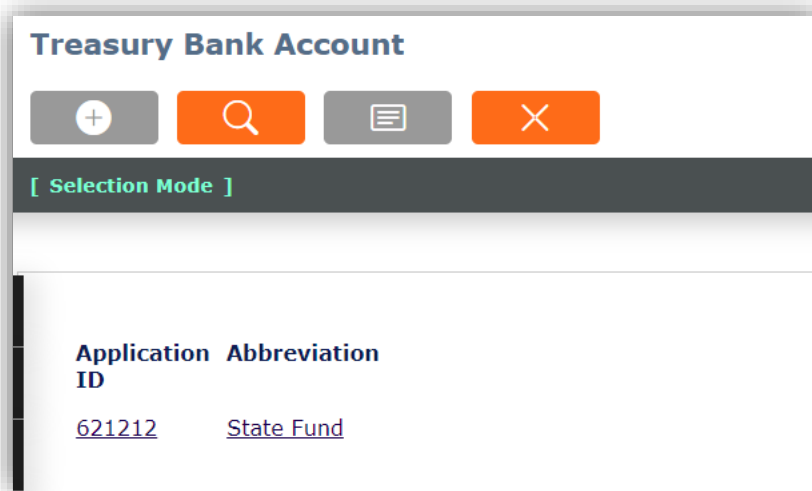
Step 6. Bank Account: Click on the Lookup button and click on the find button for the displayed screen. Click to select the applicable item from the list. Or the User can type in directly the codes of the Bank Accounts.

A screenshot of a software interface showing a form. The 'Bank Account' field is empty. To the right of the field is an orange button with a search icon, which is circled in blue.

Step 7. Click the Find button.




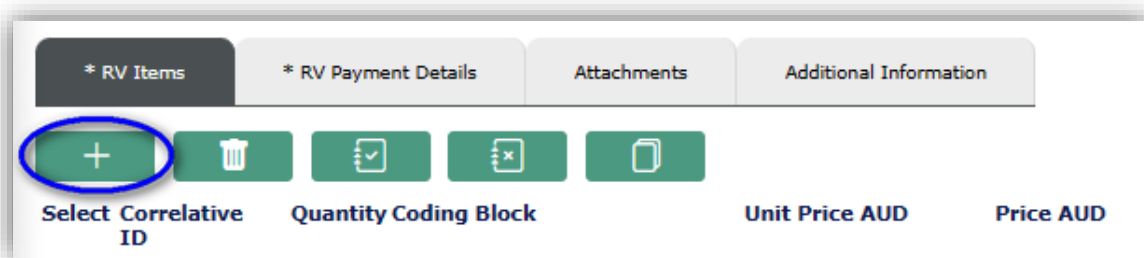
Step 8. Click to select the Bank Account. The selected code will be displayed in the field Bank Account.



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



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



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

* Description	<input type="text"/>	
Unit Of Measure	<input type="text"/>	
* Unit Price AUD	<input type="text" value="0.00"/>	
Unit Price FC	<input type="text" value="0.00"/>	
* Coding Block	<input type="text"/>	
Sub Ledger Type	<input type="text" value="Not Applicable"/>	
* Quantity	<input type="text" value="1.000"/>	

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

* Coding Block	<input type="text"/>		
----------------	----------------------	--	--

- **SUB HEAD:** Select the Division from the dropdown list
- **FUND AGENCY:** Select 1101- GoK for recurrent budget, from series 2 codes if from Statutory expenses, and from series 3 if from development fund expenditures.
- **PROJECT:** Select 00000-Not Defined if this is from recurrent budget, else select the appropriate.
- **LOCATION:** Select from the list. This should only display the Location of the Island Council.
- **NAC:** Select the Revenue code applicable from the list for codes starting with 1...
- **COFOG:** Select the applicable COFOG from the list. **Remember for revenue items COFOG code will always be 000**

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

Coding Block

SUB_HEAD: 2203 - MOJ- Civil Registration [Search] [Add]

FUNDING AGENCY: 1101 - Cons. Fund- GoK [Search] [Add]

PROJECTS: 00000 - Not Defined [Search] [Add] Prev 1 - 500 Next [Search] [Add]

LOCATION: 25 - Banaba [Search] [Add]

NATURAL ACCOUNT CODE: 142256 - Fees [Search] [Add]

COFOG: 013 - General services [Search] [Add]

[Save] [Cancel]

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 [Add] [Search] [Search]

Sub Ledger Type: Not Applicable

* Quantity: 1.000

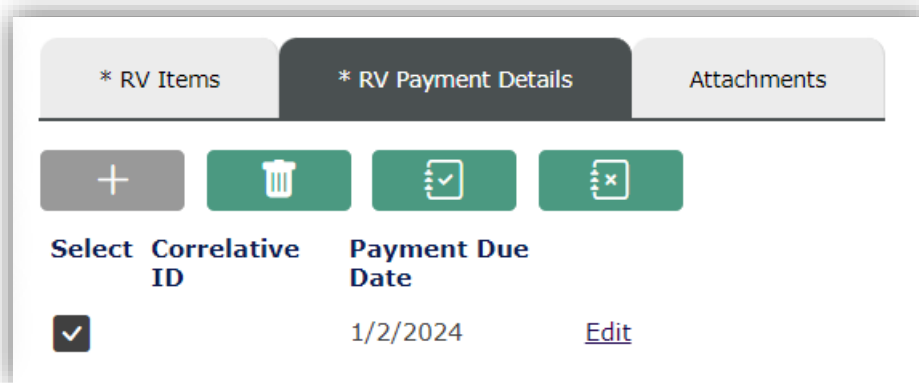
* Price AUD: 3.00

* Price FC: 0.00

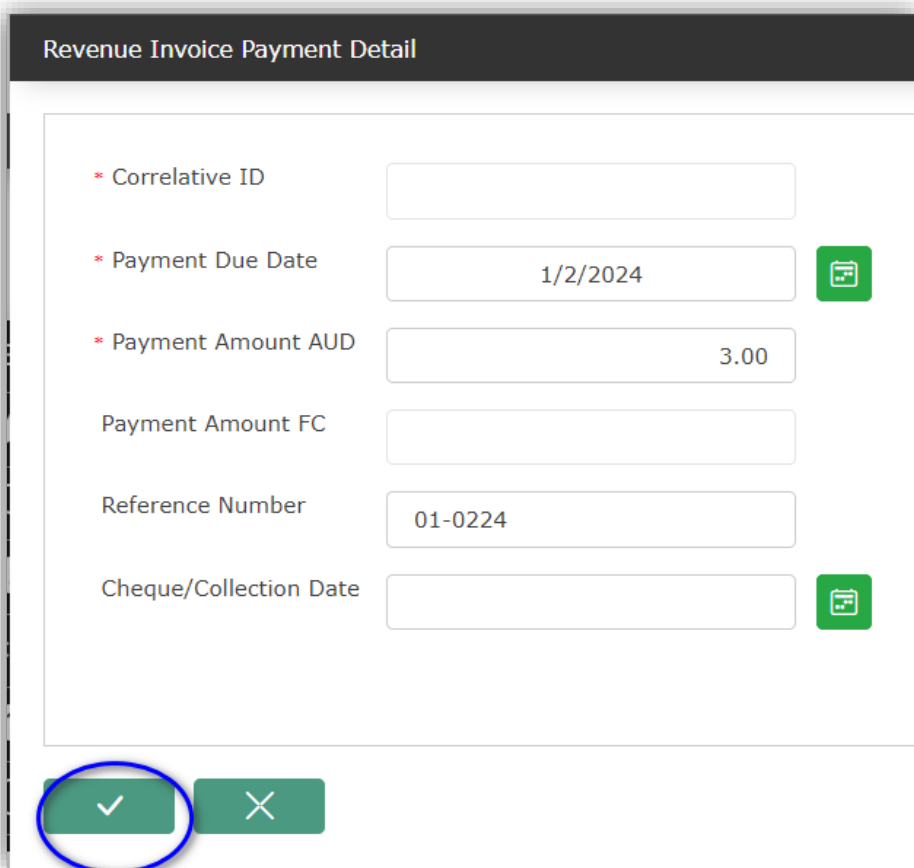
Step 15. The saved items are displayed as a line item here

Select	Correlative ID	Quantity	Coding Block	Unit Price AUD	Price AUD	Price FC	Description	
<input checked="" type="checkbox"/>		1.000	2203/1101/00000/25/142256/013	3.00	3.00	0.00	-Court fee	Edit

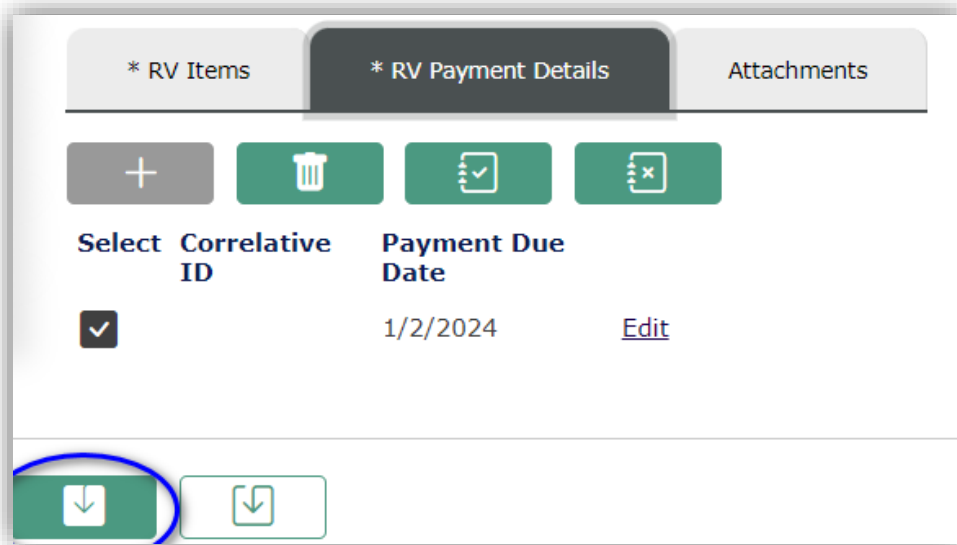
Step 16. Go to the tab RV Payment Details to add the details of the collected amounts. Click the edit link



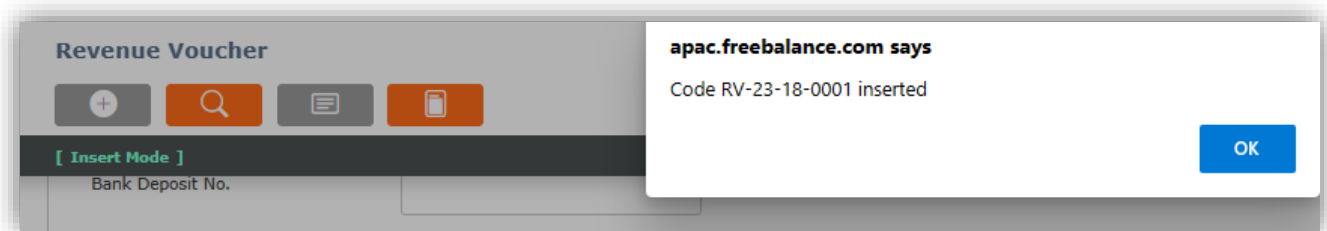
Step 17. Enter the reference number of the payment and the collection date. Then click the update and Return button



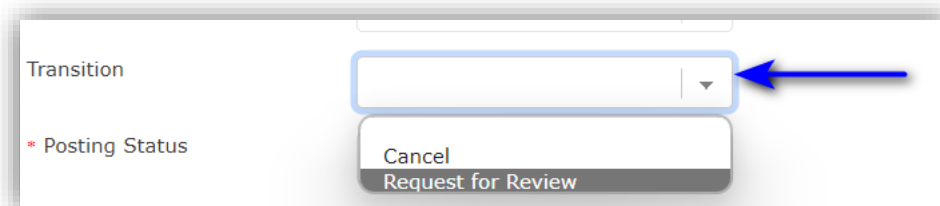
Step 18. Click the Save button when done. A message is displayed that the Transfer Voucher workflow is executed.



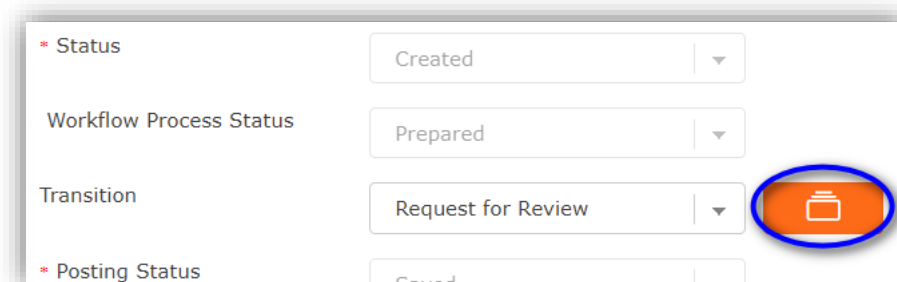
Step 19. Click ok on the message displayed.



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



Step 21. Click the Transition button.





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

Transition

Application Language: English

Step Note:

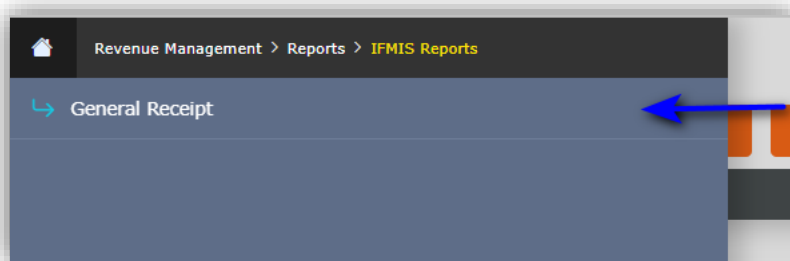
Any Unsaved work will be lost, Please use previous screen update-button to update unsaved Data.

4.2 How to print 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	Tereiango 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	Tereiango 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

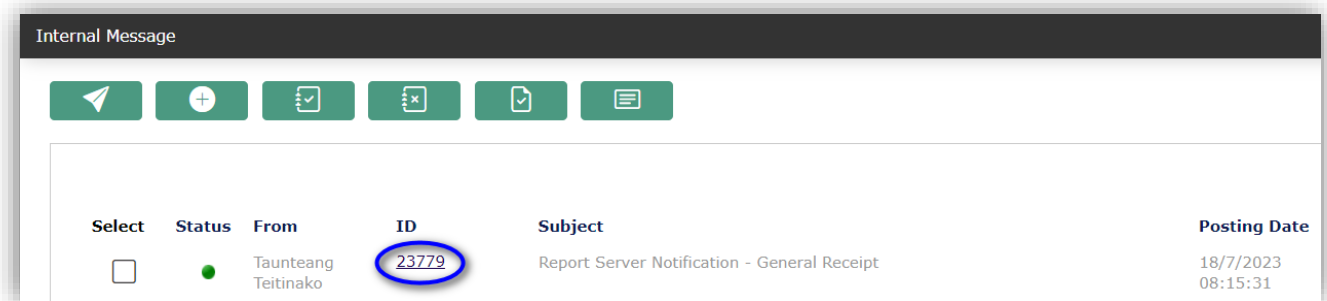
* Fiscal Year	2023	▼
* Fiscal Period	JULY	▼
Ministry	17-MFED	▼
Customer		
Revenue Voucher		
PDF		

 The Report General Receipt Was Send To Report Server With ID: ID:WIN-AVHO2F8TMOV-61588-1689578465682-5:22:1:1:1

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



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



Step 7. Scroll down to the bottom on the screen for the details and click the link to the file to download the General Receipt.

Internal Message

Organization Name: Treasury

Subject: Report Server Notification - General Receipt

Body: Report General Receipt With Report Server ID: ID:WIN-AVHO2F8TMOV-61588-1689578465682-5:22:1:1:1 it is Ready

Send Email:

Requires Action:

Receive Read Notice:

Receive Action Notice:

Posting Date: 18/7/2023 08:15:31

Reading Date:

Due Date:

Action Date:

Attachments

Attachment Information	File Name (Click to Download)
Title: General Receipt	General Receipt-ID:WIN-AVHO2F8TMOV-61588-1689578465682-5:22:1:1:1.PDF
By: [Name]	
Date: 18/7/2023	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 : MOE/ Primary (1502) No. B : RV-23-15-0003

Station : Bikenibeu (14) Date : 03 Aug 23

Received From : Sieruka Karee and Evelyn Karee

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

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

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

Accountable Officer

General Purpose Form 14

Republic of Kiribati
GENERAL RECEIPT

Ministry/Department : MOE/ Primary (1502) No. B : RV-23-15-0004

Station : Bikenibeu (14) Date : 03 Aug 23

Received From : Tite Matiilda Kaono

the sum of : ** NINETY Dollars**

in settlement of : Rurubao school fee for term 2

Amount \$: \$ 90.00 Cash/Cheque No: - Mareta Tanoua

Accountable Officer

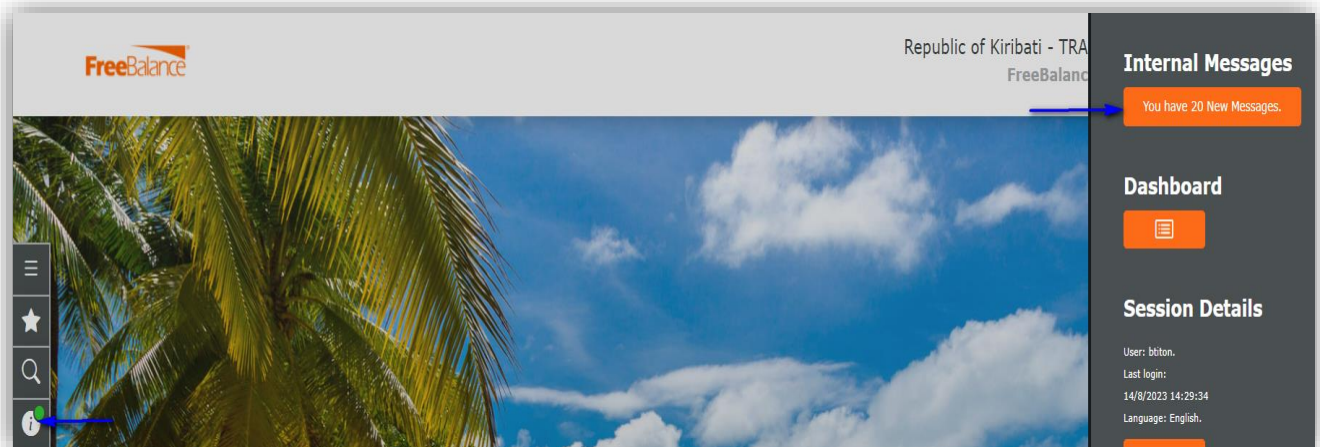
General Purpose Form 14

4.3 How to Authorize the Revenue Voucher

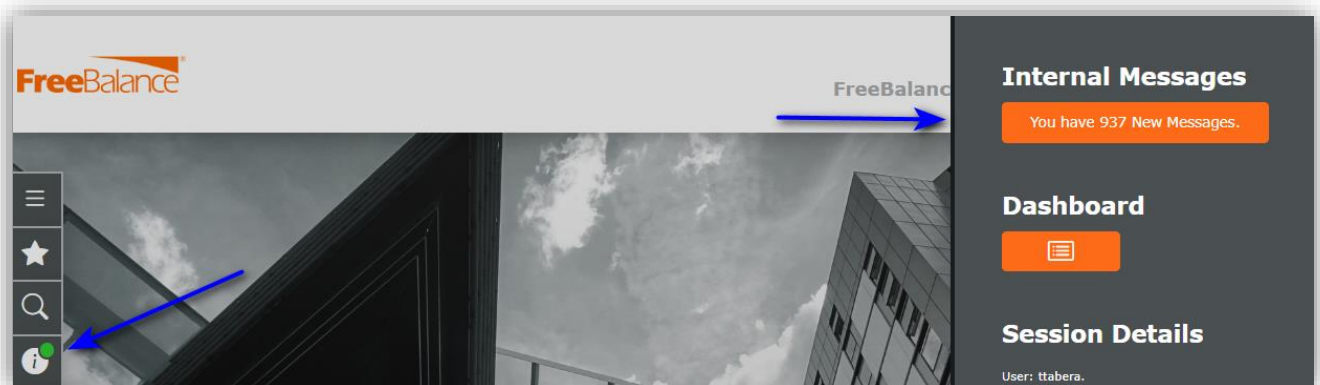
The authorization of the Revenue Voucher will be done by the Island Clerk designated for each of the Outer Islands.

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:

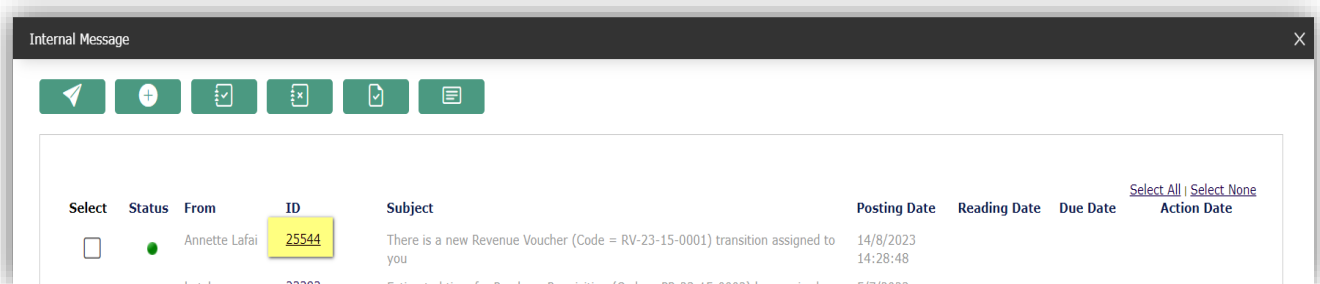
Step 1. After logging in, click the  to display the Internal Messages.




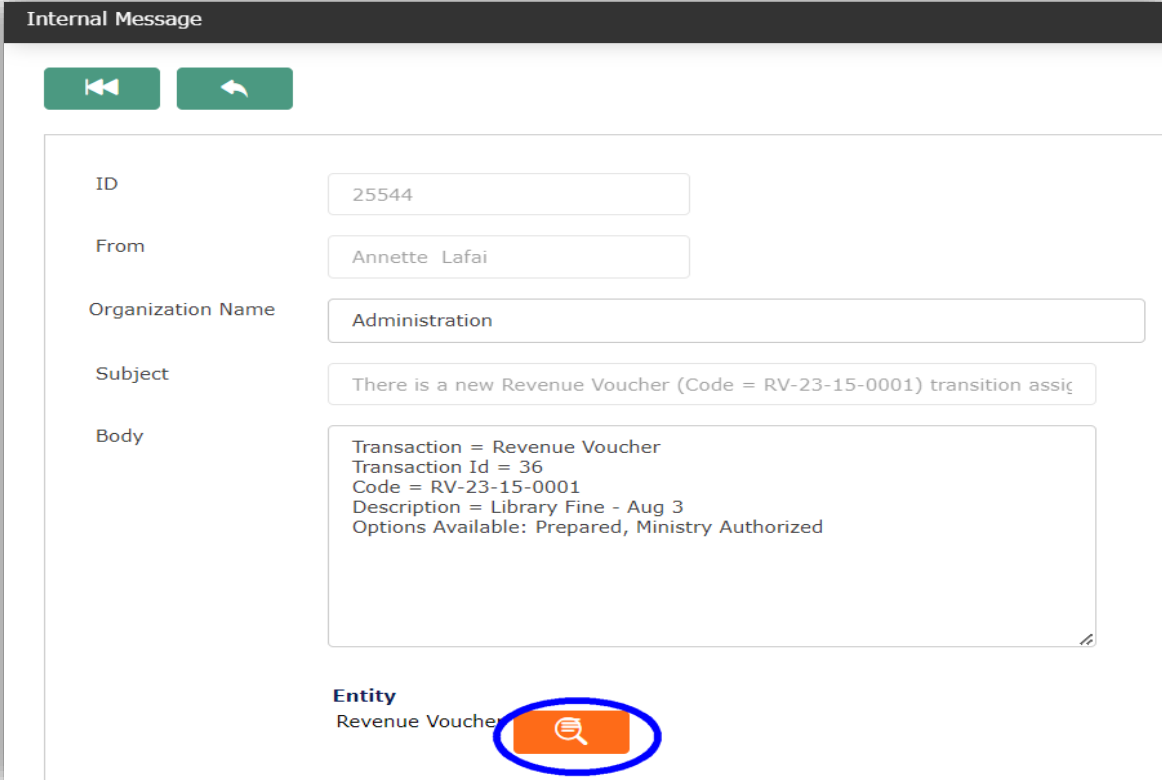
Step 2. Click the New messages box on the internal messages.



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




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

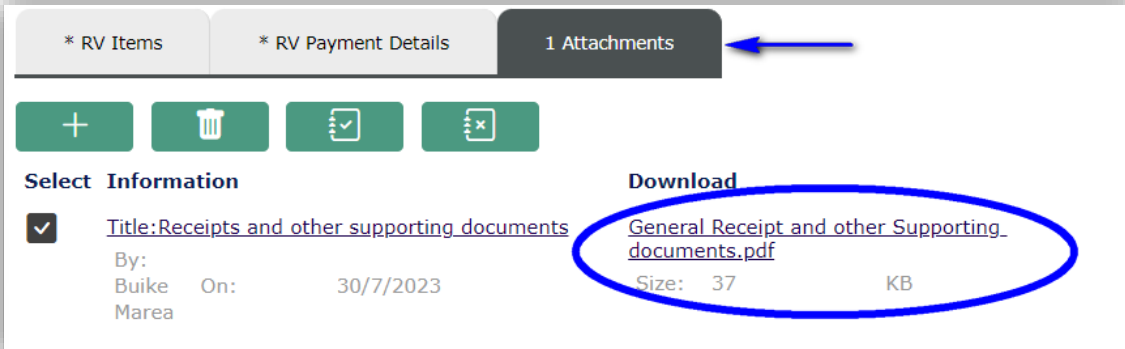


Internal Message

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


Entity
 Revenue Voucher 

Step 5. Go to the **Attachment** tab, by clicking it. The document is displayed as a line item. Click the link to the file to download the document.



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

Select	Information	Download
<input checked="" type="checkbox"/>	Title: Receipts and other supporting documents By: Buike On: 30/7/2023 Marea	General Receipt and other Supporting documents.pdf Size: 37 KB

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

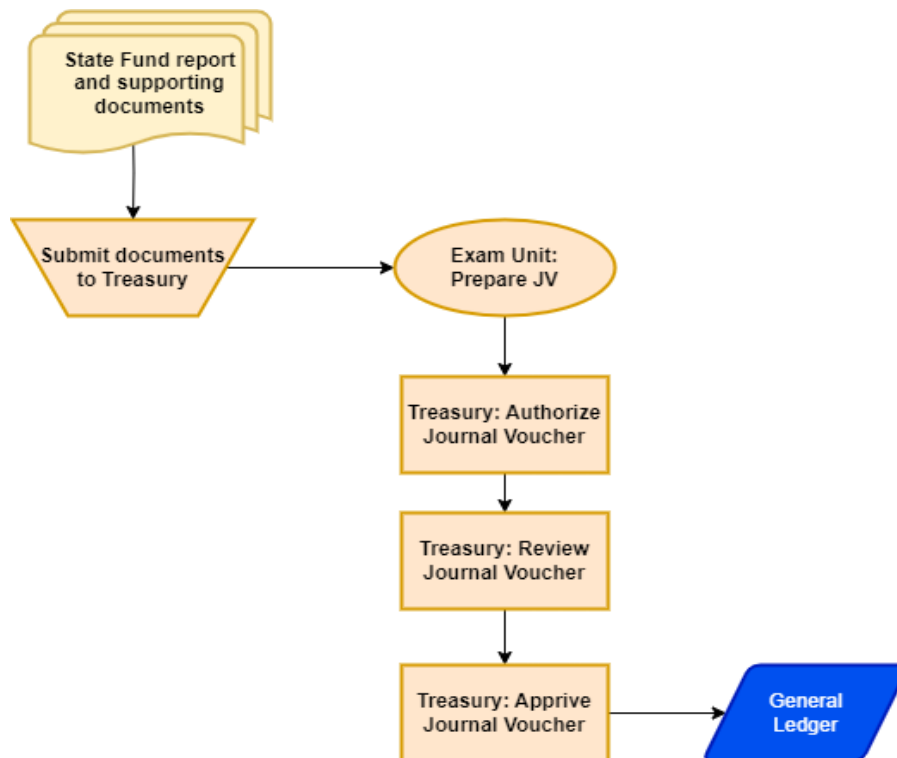
Note: In case, the Revenue Voucher needs to be returned to prepared for modification, select “**Return for Modification**” and click the Transition button. This will be sent back to **Prepared** status.

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

5 Other Processes

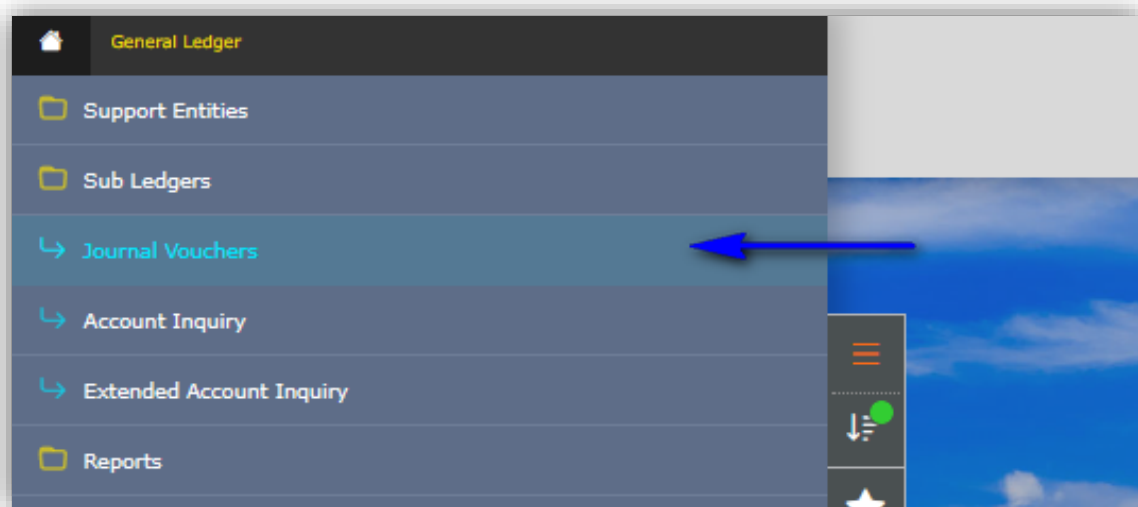
5.1 Record transactions from state fund of other Outer Islands

To record the transactions from the other Outer Islands that are not yet using IFMIS, the submitted State Fund Report to the Treasury the summarized data will be entered in IFMIS through the Journal Voucher. This will be done by users from the Examination Unit.



To record the details of the Outer Island State Fund Report, follow these steps.

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



Step 2. Click the New  button.

Journal Voucher

[Search Mode]

Voucher Number

Fiscal Year

Fiscal Period

Voucher Date

Step 3. Select the **“Outer Island Transactions”** from the list.

* Type

Classification


- Inter Ministry Transactions
- Month/ Year End Adjustments
- Outer Island Transactions**
- Reallocation Adjustment
- Retirement of Imprest- Nil Bal.

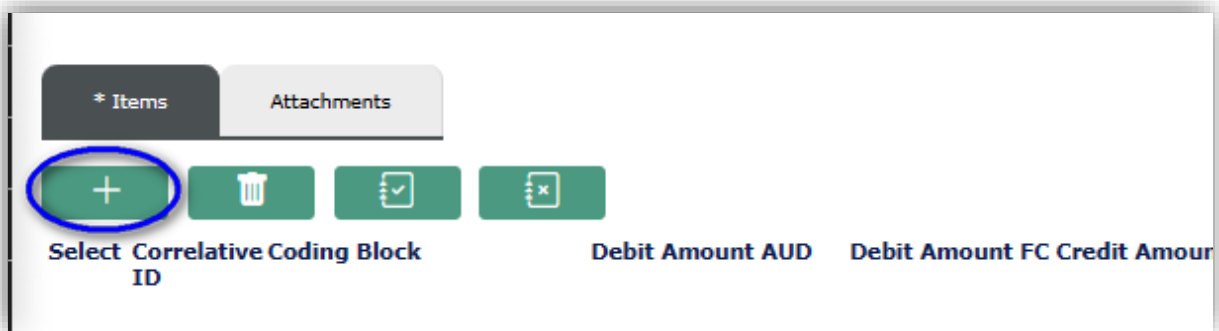
* Total Debit Amount AUD

* Total Debit Amount FC

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

* Narration

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



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

* Description

Commitment (PO)

Commitment (PO) Item

Close Remaining Commitment (PO) Item

* Debit AUD

Debit FC

* Credit AUD

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

* Coding Block

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

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

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

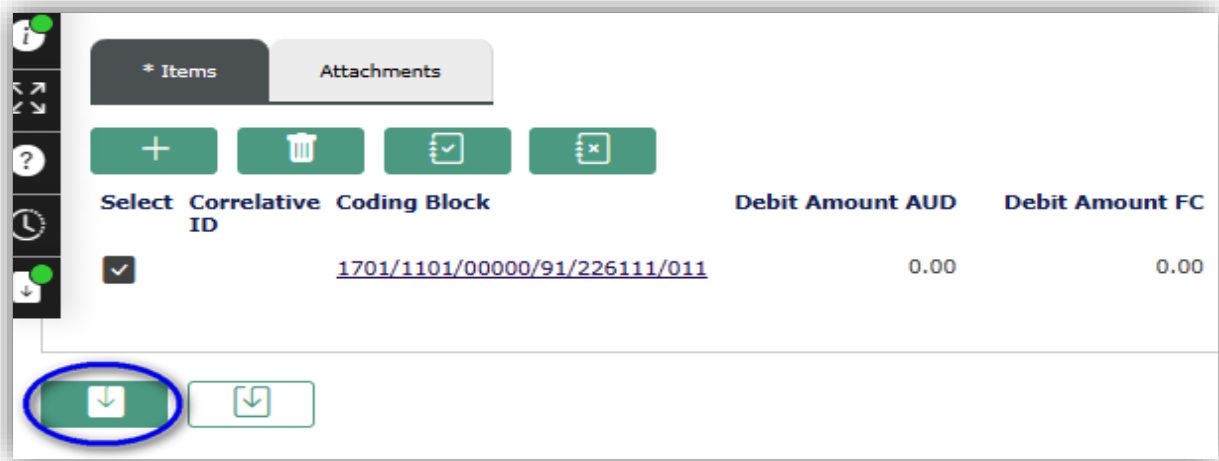
SUB_HEAD	1701 - Administration		
FUNDING AGENCY	1101 - Government of Kiribati_Consolidate		
PROJECTS	00000 - Not Defined	Prev 1 - 500	Next
LOCATION	91 - National (Country Wide)		
NATURAL ACCOUNT CODE	226111 - Telephone Bills		
COFOG	011 - Executive and legislative organs, fin.		


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

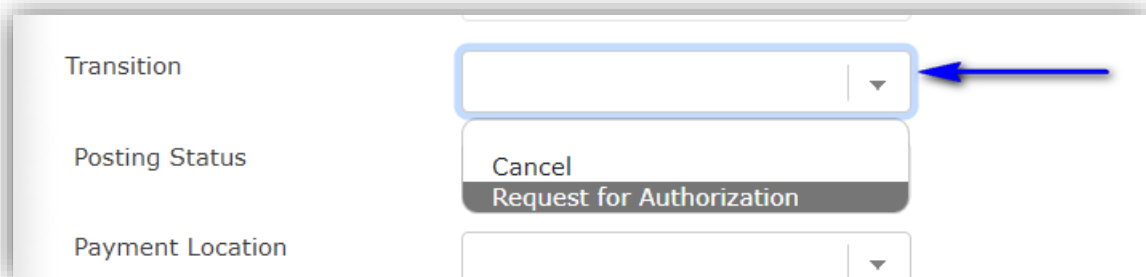
Transaction Number	<input type="text"/>
Payee Reference	<input type="text"/>
Is Normal Roll Up Applied	<input checked="" type="checkbox"/>

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

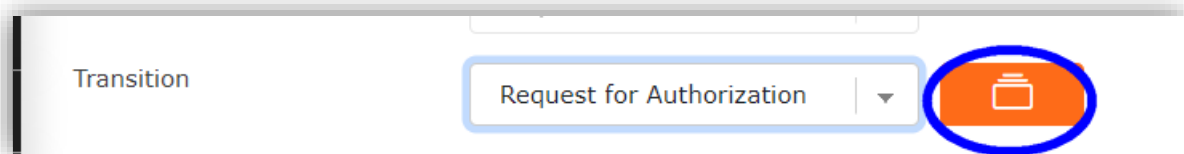
Step 11. Click the save button once done. A message is displayed saying that the JV workflow transition is executed.



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



Step 13. Click the Transition button.



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

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: (dropdown menu open)

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

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

Transition

Application Language: English

Step Note:

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

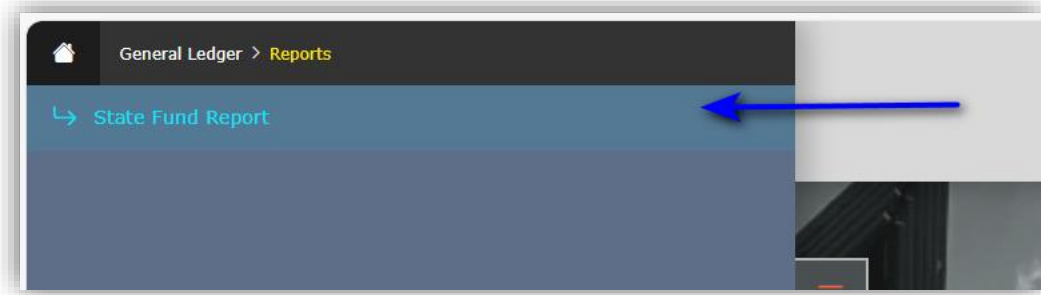
Transition: Authorize by Line Ministry

Application Users: (dropdown menu closed)

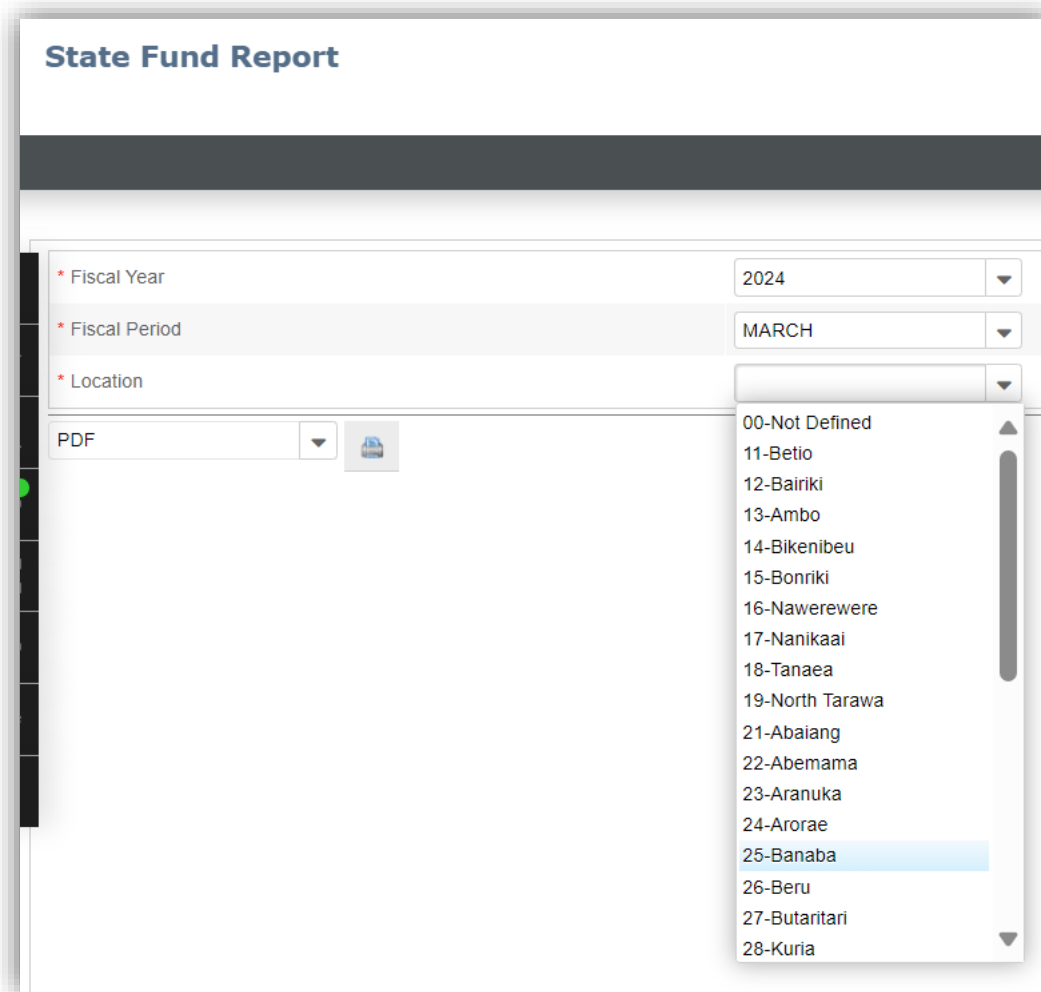
5.2 How to generate State Fund Report

The State Fund Report is available to Outer Island Users as well as the Treasury and Examination unit. To generate the report, follow these steps.

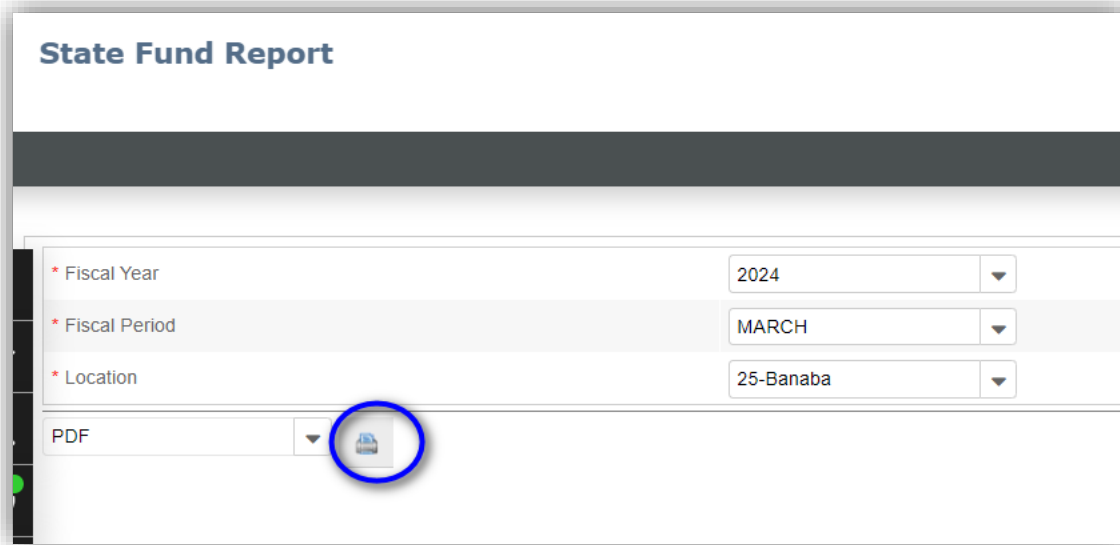
Step 1. Navigate the Menu > General Ledger > Reports > State Fund report



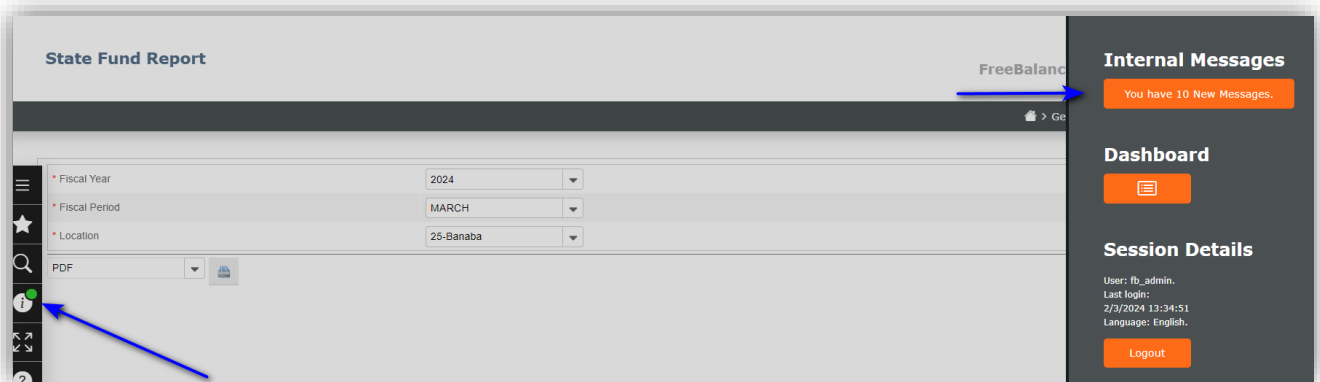
Step 2. Provide the necessary filers.



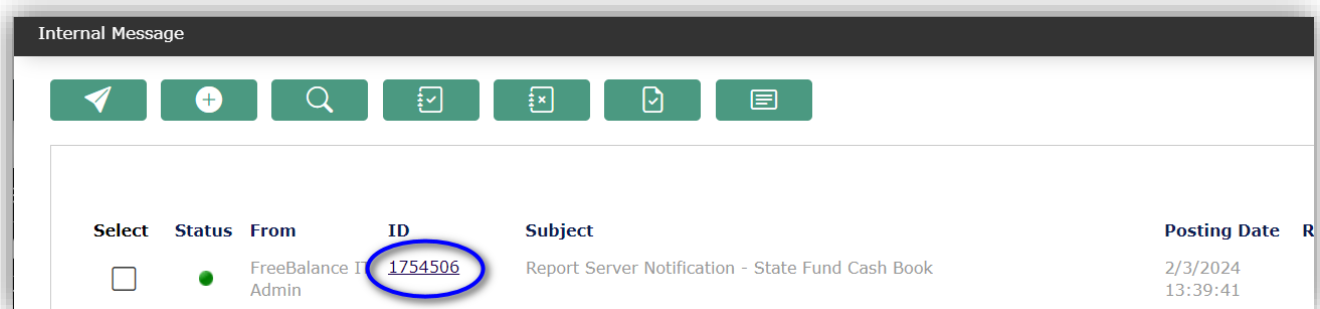
Step 3. Click the Generate report button.



Step 4. Click the (i) and go to the Internal message.



Step 5. Click the linked ID of the generated report



Step 6. Scroll at the bottom of the screen and click the link of the file to download.

Internal Message

Report State Fund Cash Book With Report Server ID: ID:WIN-AVHO2F8TMOV-55459-1708522828649-5:6929:1:1:1 it is Ready

Send Email
 Requires Action
 Receive Read Notice
 Receive Action Notice

Posting Date: 2/3/2024 13:39:41

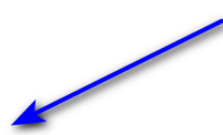
Reading Date:

Due Date:


Action Date:

Attachments

Attachment Information	File Name (Click to Download)
Title: State Fund Cash Book By: FreeBalance On: 2/3/2024	State Fund Cash Book-ID:WIN-AVHO2F8TMOV-55459-1708522828649-5:6929:1:1:1.PDF Size: 39 KB



Step 7. The sample report is below.

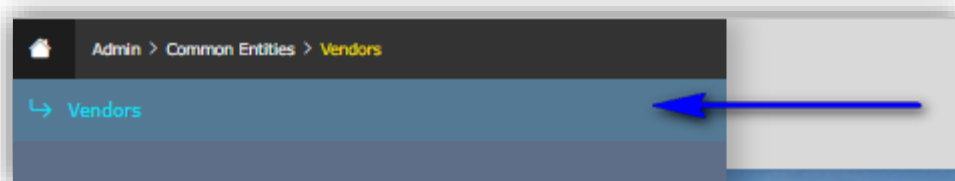


STATE FUND CASH BOOK
Cash Book for 91-National (Country Wide) Island Council
FOR DECEMBER 2023

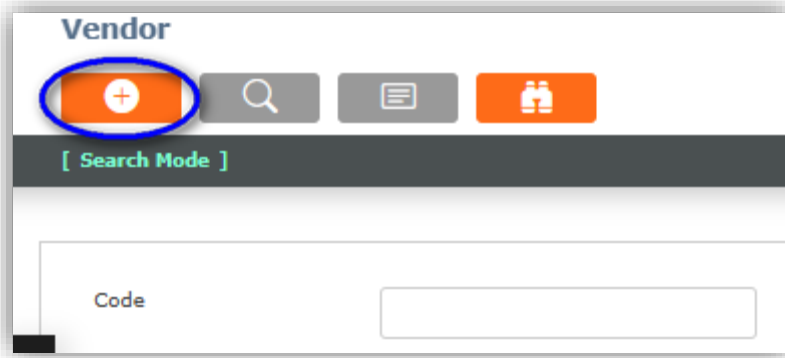
DATE	RECEIVED FROM/ PAID TO	CODE	REFERENCE NUMBER	DEBIT AMOUNT	CREDIT AMOUNT	BALANCE
Balance						0.00
Aug 17, 2023	Mwaake Eritai ROMITI	142250	JV-2023-AUG-14-0009	0.00	200.00	-200.00
Sep 18, 2023	Mariamangarita Meritima Atanteora	142250	JV-2023-SEP-14-0116	0.00	160.00	-160.00

5.3 How to create of New Vendor

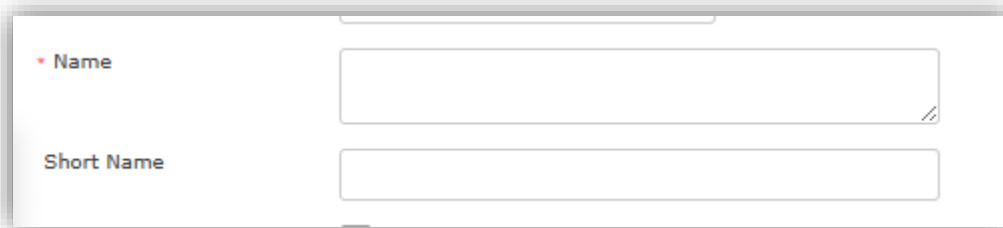
Step 1. Navigate the Menu > Admin > Common Entities > Vendors > Vendor.



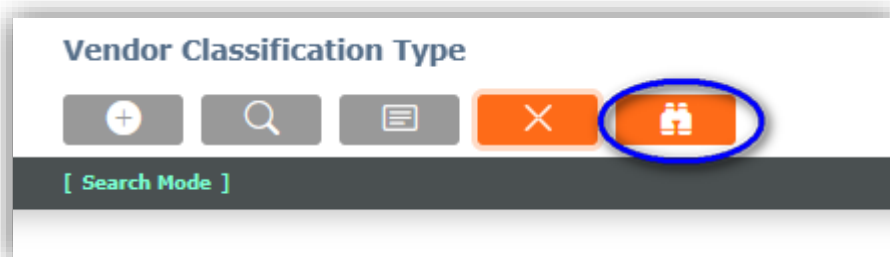
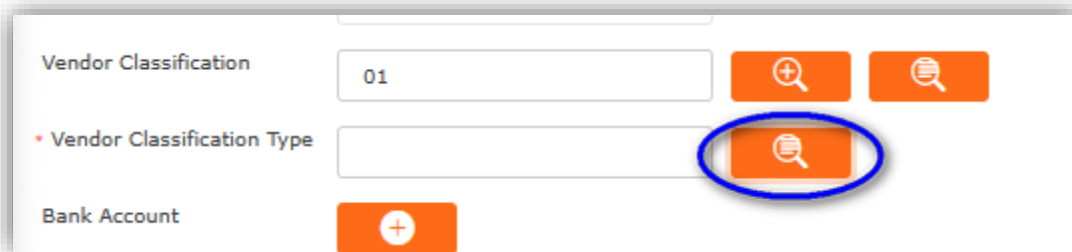
Step 2. Click the New button.

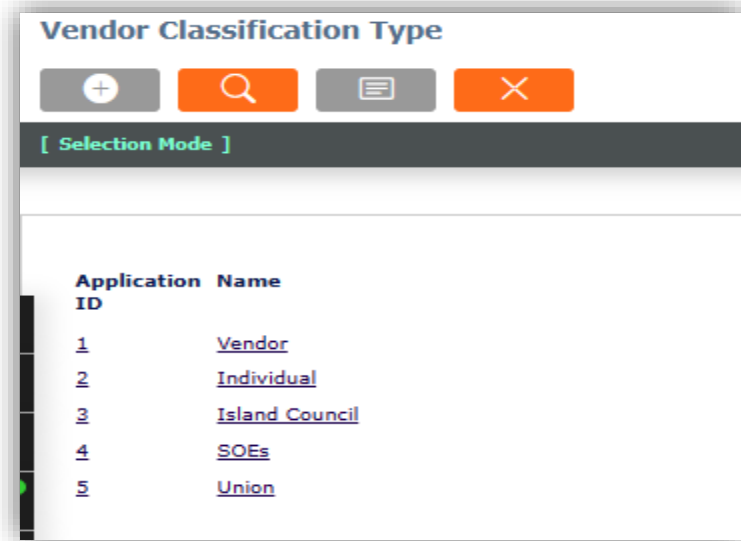


Step 3. Enter the Name and Short Name

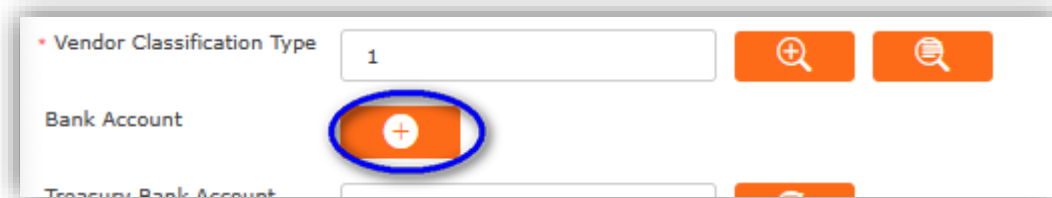


Step 4. Click the Lookup on the Vendor Classification Type Click the Lookup on the selection screen displayed. Then click to select the applicable type.

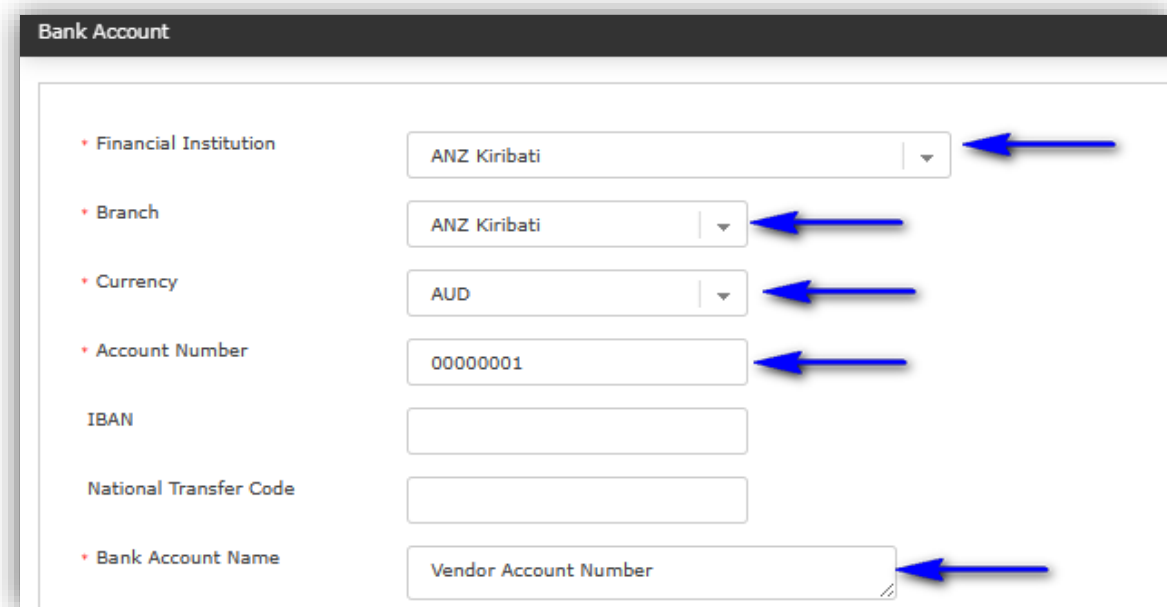




Step 5. Click the New button in the Bank Account



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



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

Comments

Intermediary Bank BIC

• Is Active

• Created On 16/7/2023

Commercial Bank Account Name

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

- Click on the Address tab and click New.

* Addresses * Contacts * Vendor Business Types

Select Address

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

Is Main ?

Address Type

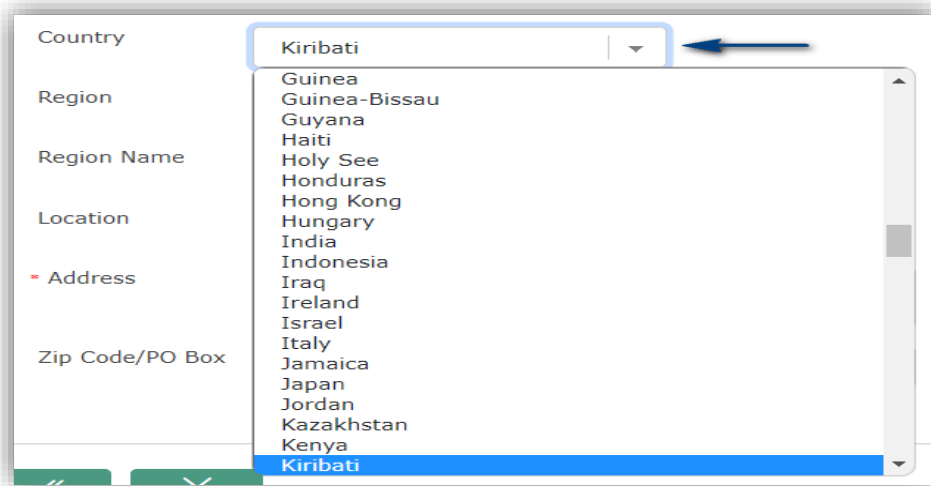
Country

Region

Region Name

Unknown
Emergency
Home
Mailing
Permanent
Routing Information
Temporary
Unknown
Work

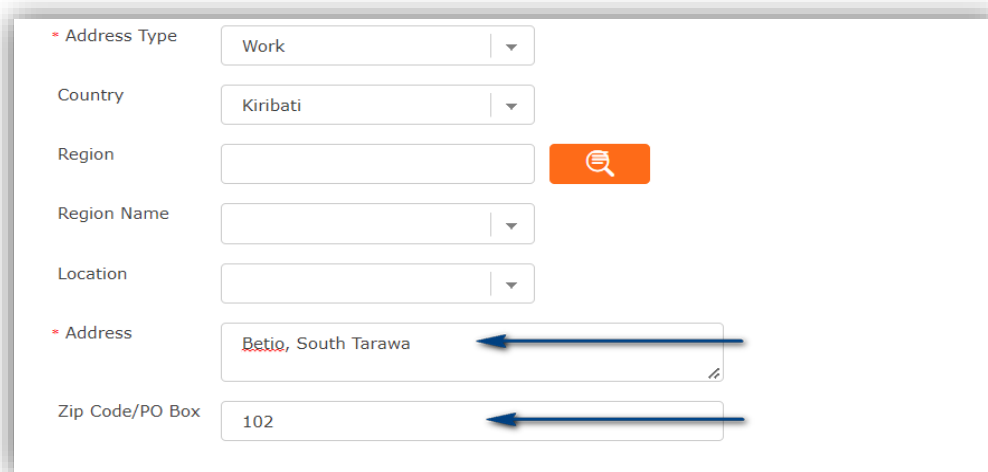
- Select the Country, again by clicking on the dropdown field.



Country: Kiribati

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

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



* Address Type: Work

Country: Kiribati

Region: [Search Icon]

Region Name: [Dropdown]

Location: [Dropdown]

* Address: Betio, South Tarawa

Zip Code/PO Box: 102

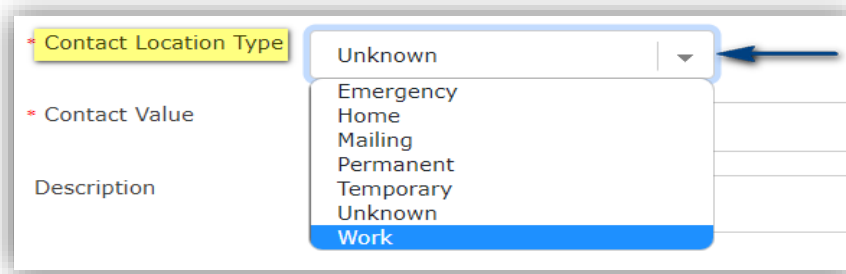
- After all the details are indicated, click the Save and Return button to go back to the main screen.

Step 10. Add the Vendor Contact Information.

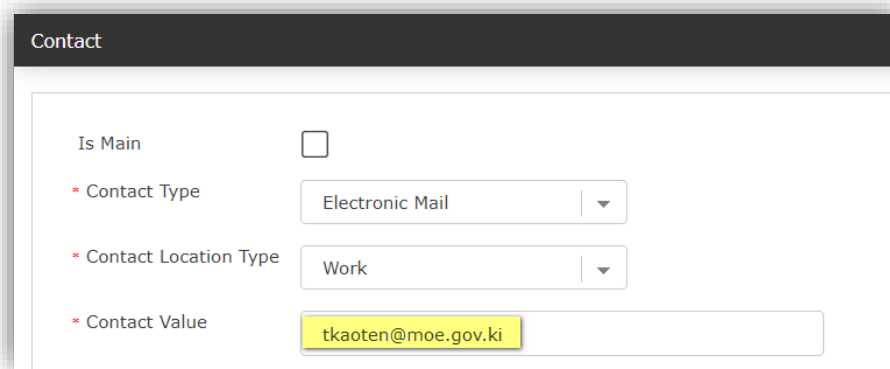
- Click on the Contact tab and click New.

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

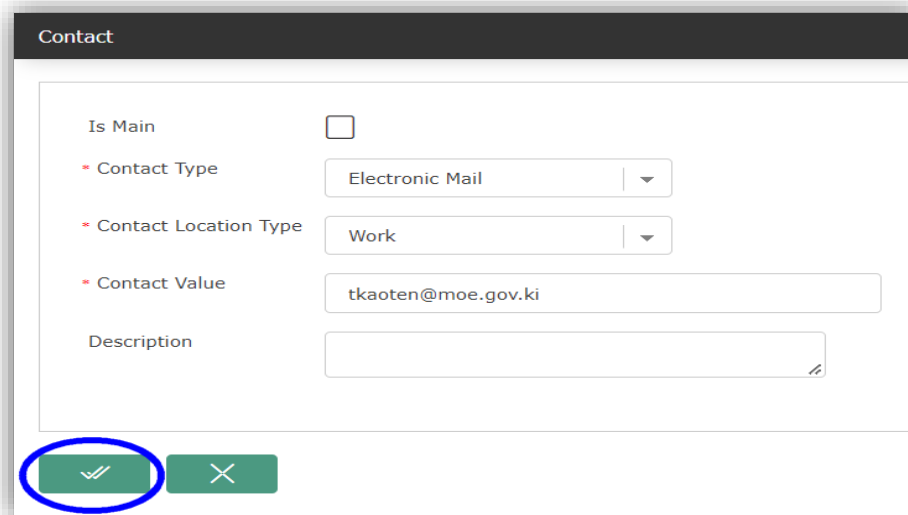
- From the Contact Location type field, click on the dropdown list and select applicable location type.



- Enter the Contact value. If phone or mobile number is the current type selected, then indicate the Phone Number. If Electronic Mail, then set the email address of the Vendor

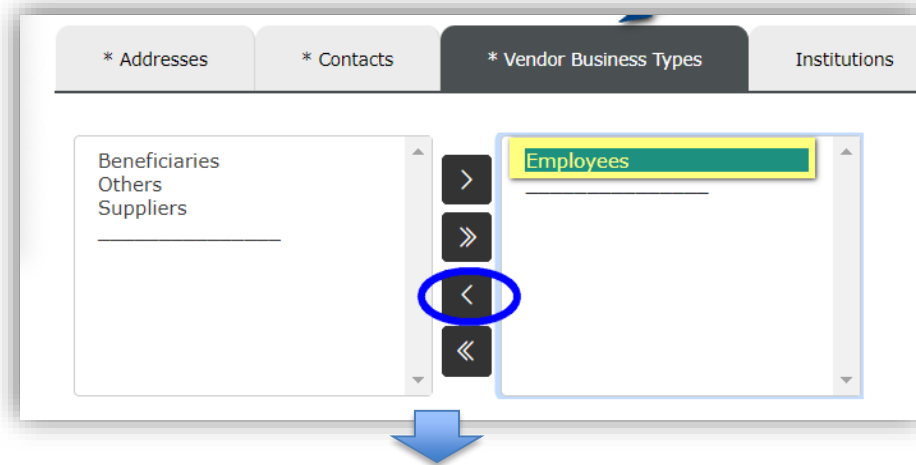


- After all the details are indicated, click the **Save and Return** button to go back to the main screen.

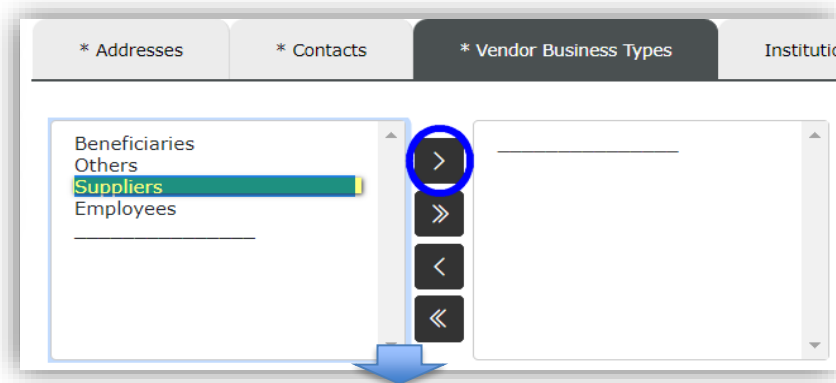


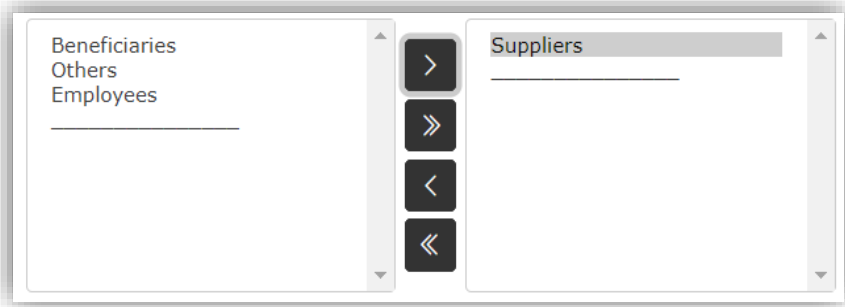
- Do the same process in adding a new Contact information.

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



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



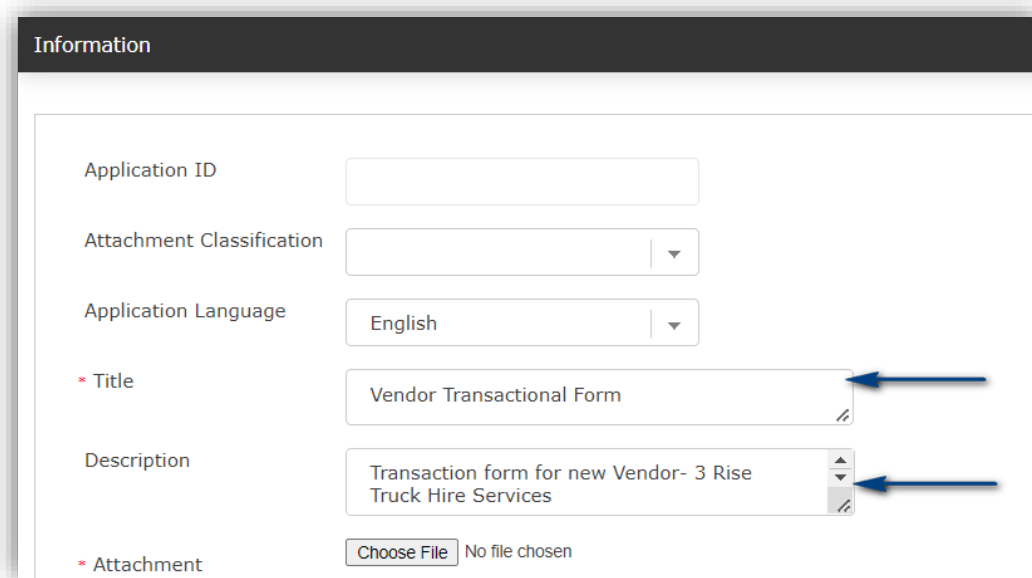


Step 12. Before saving, ensure to Attach the scanned **Transaction form** to support the request made.

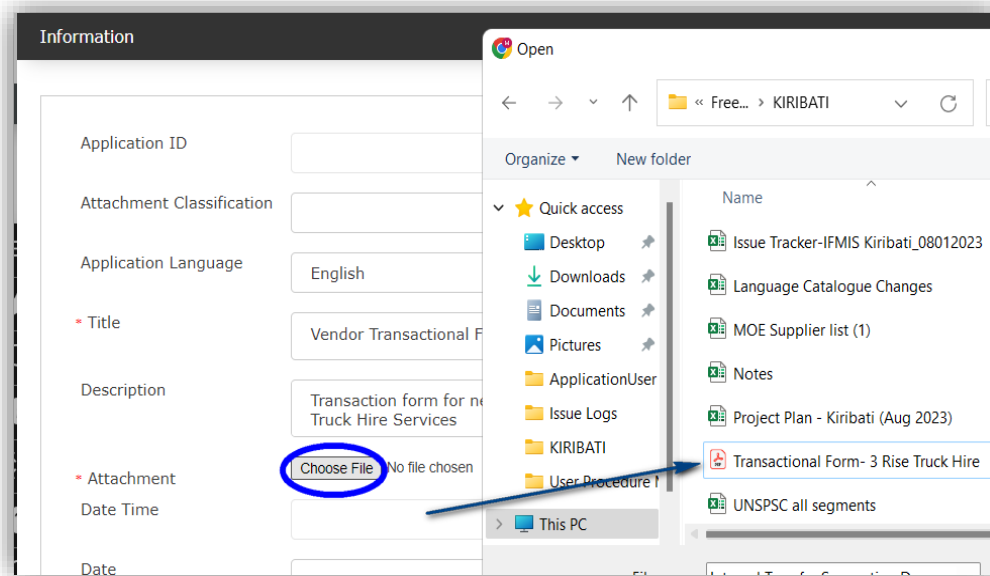
- Click on the Attachment tab and click New.



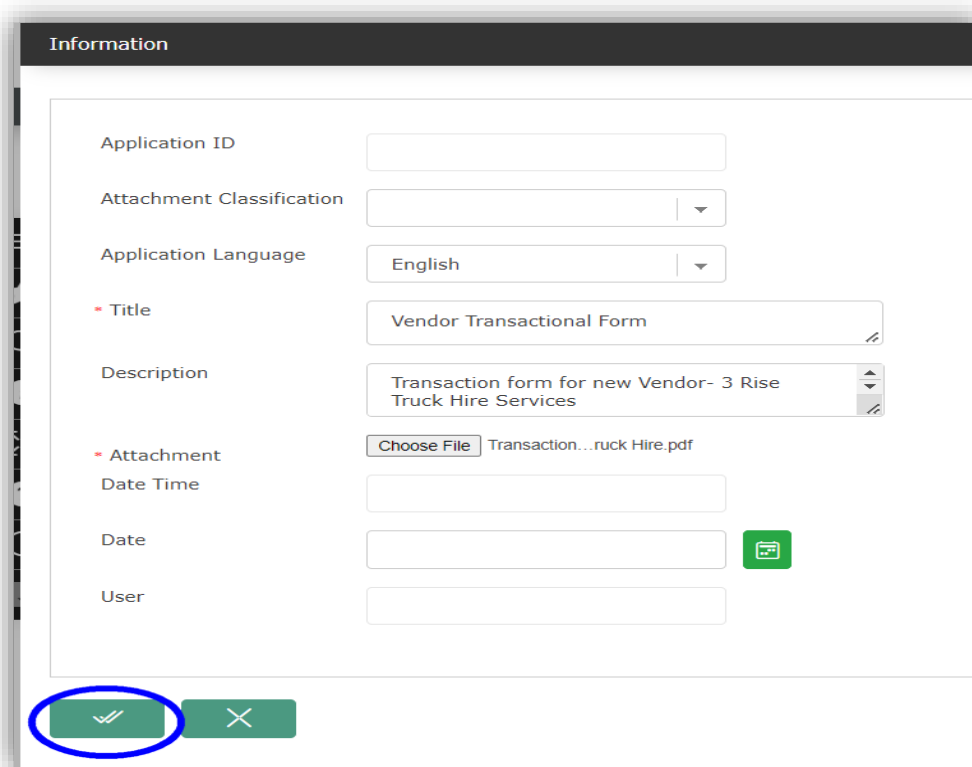
- Define the Attachment Title and Description



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

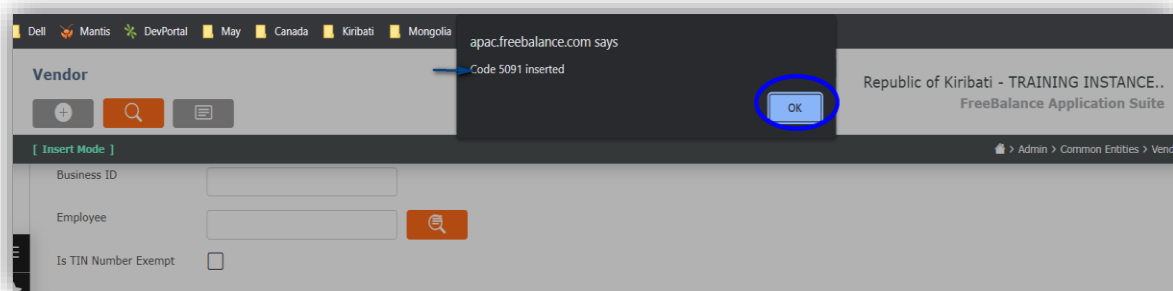
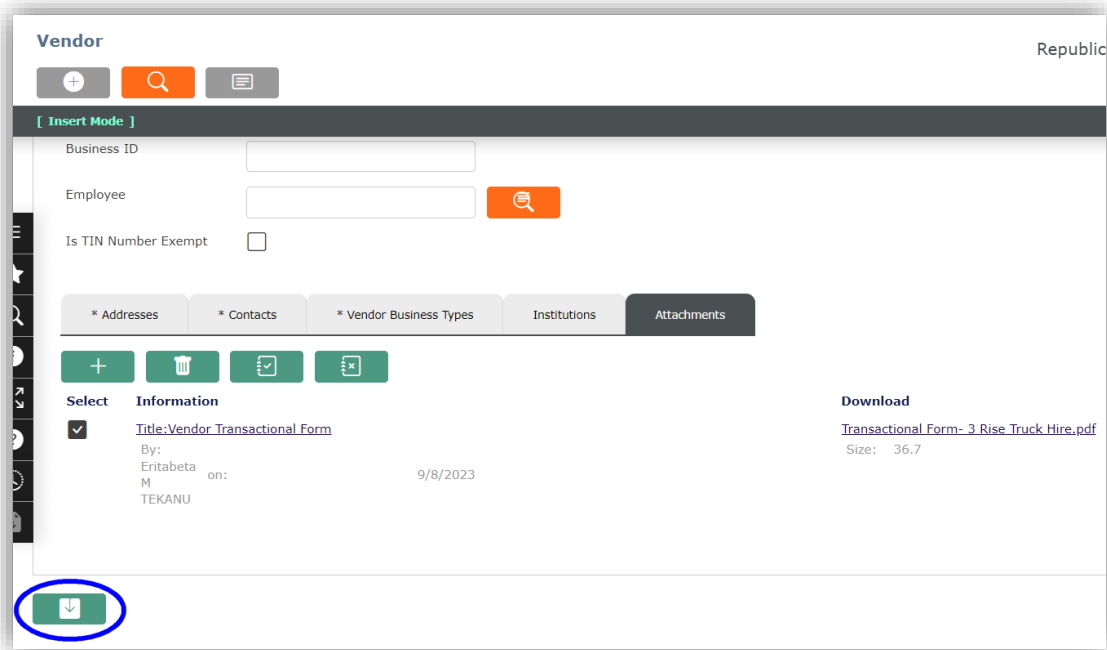



- After all the details are indicated, click the **Save and Return** button to go back to the main screen.



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

Step 13. Click the Save button from the Vendor main screen, once done. The system will provide the saved Vendor ID Number. Click OK, and take note of the ID provided for your reference.



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

Vendor

[Update/Delete Mode]

Code: 60

Eligibility Status: Eligible

Workflow Process Status: Created

Transition: ▼

* Name: For Approval (Companies)
For Approval (Employees/Individuals)

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.

✎ ✕


5.4 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.


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	<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

+ 🗑️ ☑️ 📄✕

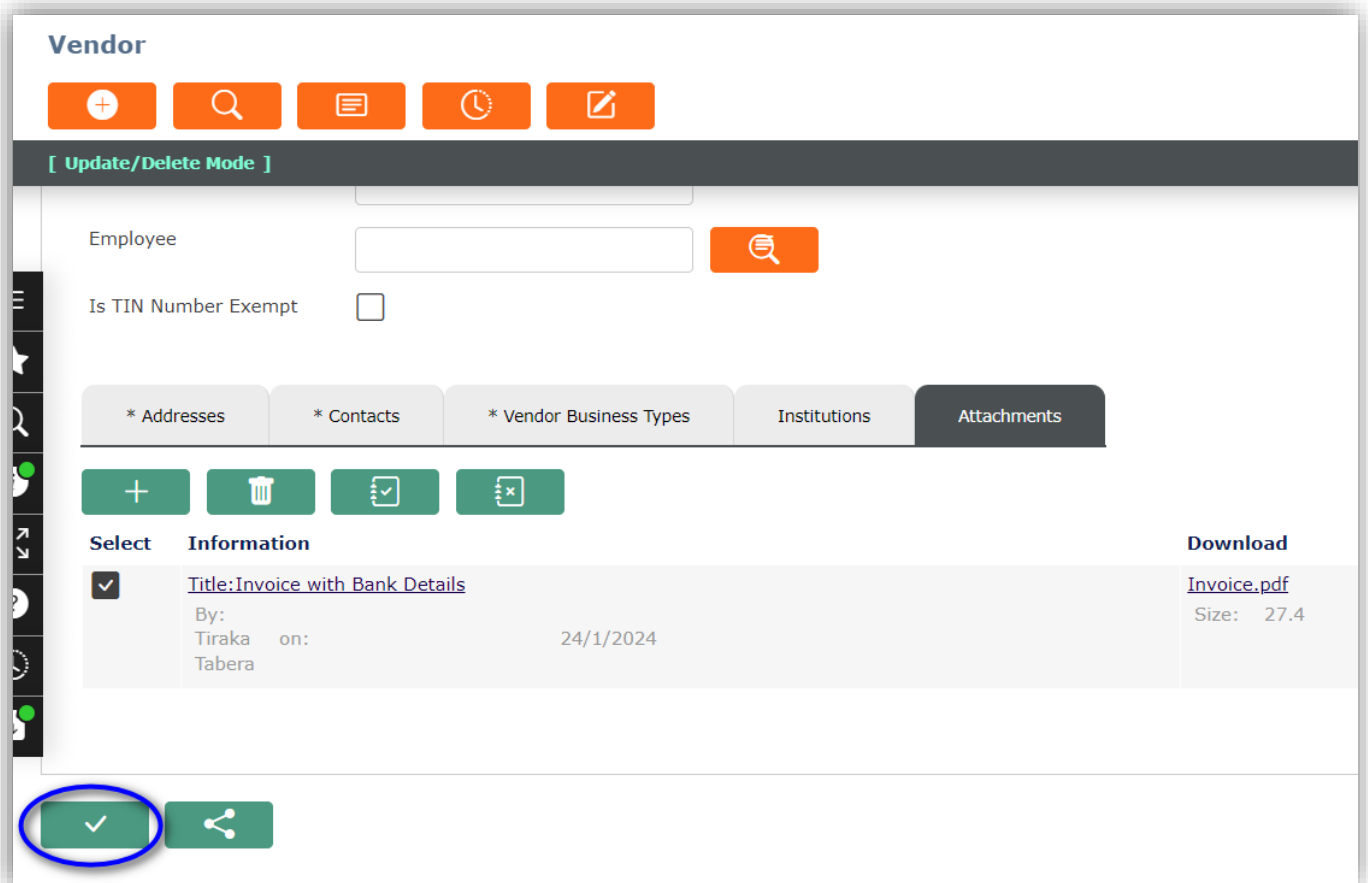
Select Information Download

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

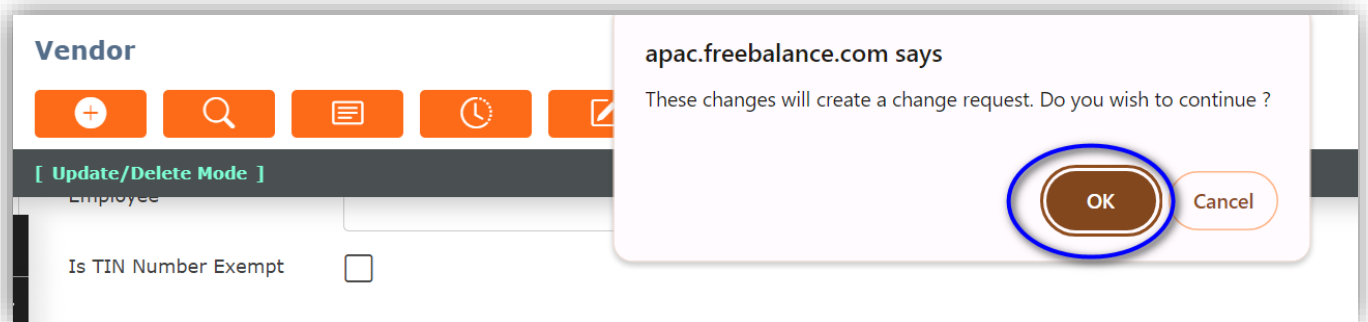
Vendor
Information

Application ID	<input type="text"/>
Attachment Classification	<input type="text" value=""/>
Application Language	<input type="text" value="English"/>
* Title	<input type="text" value="Invoice with Bank Details"/> ←
Description	<input type="text"/>
* Attachment	<input type="button" value="Choose File"/> Invoice.pdf ←
Date Time	<input type="text"/>
Date	<input type="text"/> <input type="button" value="📅"/>
User	<input type="text"/>

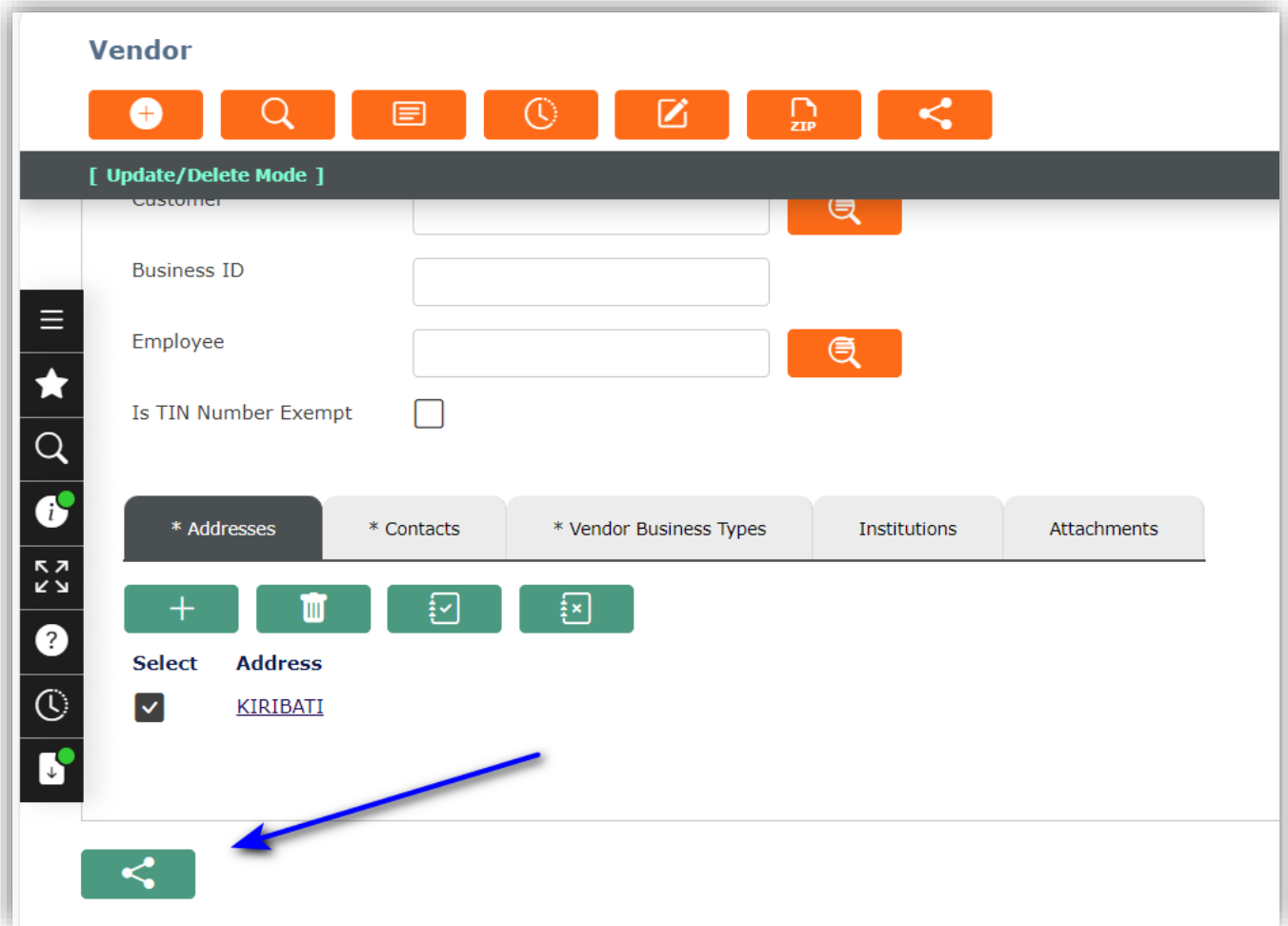
Step 6. Click on the Update button.



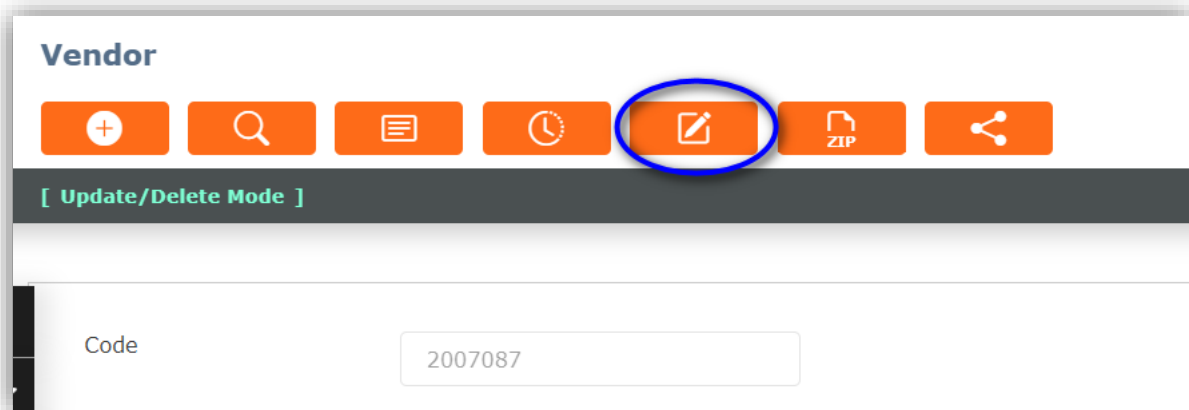
Step 7. Click Ok on the message displayed.



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

* Workflow Status

Workflow Process Status

* Domain ID 🔍

Restricted Properties Only

* Last Operation Sequence

Change Request Type

Restriction Context

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	btamuero	
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	btamuero	
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	