PERSONS RESPONSIBLE:

End User
Budget Staff
Budget Officer
Accounting Staff
Accountant
ORD Staff
Regional Director

STEPS:

ACCESS FAIMS

Secure credentials from the Systems Administrator.
Log In using your **email** and **password** at ***https://faims2.dost9.ph***.

CREATING OF FINANCIAL REQUEST

Navigate to **Financial Request** > **Request** and click on the create new button.
Fill up data needed for the new financial request.
Specify the **Request Type** and the **Division**.
Select the applicable **Fund Source**, **Project Type** and **Project**.
Search and select the **Payee / Creditor** from the dropdown menu.
Provide the complete details of the **Financial Request** in the **Particulars** and the **Amount**.
Click the **Create** button.
The form will redirect to the **Request View** after submission.

UPLOADING ATTACHMENTS

While in the **Request** View, click on the **View Attachments** button.
This will display a modal window indicating the list of required documents for the request.
Click **PROCEED** to generate attachment items.
With each attachment item, click the **View** button to display the file selection window.
Click on **Browse** to select the file intended for the specified attachment and click **Upload**.
Repeat the previous step until all rows are assigned with corresponding attachments.
Completing all attachment will make **Submit for Verification** button to green.
Click this button **Financial Request** and confirm **submission**.

VERIFICATION OF FINANCIAL REQUEST

Using a **Verifier** account, navigate to **Financial Request** > **Verification** > **Pending**.
A list of Financial Requests for verification will be displayed.
Open the desired **Financial Request** through the **View** button under the **Actions** column.
Click the each of the **View** buttons under the **Attachments** column.
Click the magnifying glass to zoom in at the attachments. If in order, **Mark the attachment** as **VERIFIED**.
Completing this action for all attachments will enable the **Submit for Validation** button.
Click this button and **Confirm Submission**.

Prepared by:	Approved by:
ICT Manager	Quality Management Representative

VALIDATION OF FINANCIAL REQUEST

Using a **Validator** account, navigate to **Financial Request** > **Validation** > **Pending**.
A list of **Financial Requests** for validation will be displayed.
Open the desired **Financial Request** through the **View** button under the **Actions** column.
Click the each of the **View** buttons under the **Attachments** column.
Click the magnifying glass to zoom in at the attachments.
If all attachments are in order, click the **Validate Request** and confirm **Validation**.

OBLIGATION OF FINANCIAL REQUEST

Using a **Budget Staff** or **Budget Officer** account, navigate to **Financial Request** > **Obligation** > **Pending**.
Click the **Validated Requests** button to open a modal window. Select the Request that are ready for obligation. Specify the **Fund Source** and the **Expenditure Class**.
Click on **Create** and will be redirected to the **OSDV** view.
Click the **Add** button on the **Obligation** panel.
Search and select the appropriate expense account where the Request will be Obligated.
Add the project name, if needed. Enter the **Amount** then generate the **ORS** number for obligation.

DISBURSEMENT OF FINANCIAL REQUEST

Using an Accounting Staff or Accountant account, navigate to **Financial Request** > **Disbursement** > **Pending**.
Click the **Add** button under the **Disbursement** panel to open a modal window.
Search and select the appropriate **Account Titles** and specify the **Entry Type** (**Debit** or **Credit**) and **Amount**. If **Taxable**, set **YES** on the **Credit** entry and click the button under the **Tax** column to set the **Tax Category** and if **Tax** Registered.

APPROVAL OF FINANCIAL REQUEST

Using a Regional Director account, navigate to **Financial Request** > **For Approval** > **Pending**.
A list of **Financial Requests** for approval will be displayed.
Open the desired **Financial Request** through the **View** button under the **Actions** column.
Click the each of the **View** buttons under the **Attachments** column.
Click the magnifying glass to zoom in at the attachments.
If all attachments are in order, click the **APPROVE FINANCIAL REQUEST** and confirm **Approval**.

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