

MINUTES OF MEETING
DRY RUN OF NEW FINANCIAL REQUEST IN FAIMS
07 October 2020

Attendance:

Martin A. Wee
Rosemarie S. Salazar
Thelma E. Diego
Aris D. Moratalla
Robert B. Abella
Ingrid T. Abella-Colcol
Teffanie Mae M. Catalya
Jeanivie L. Alama
Marilyn Ann C. Bueno
Kristine Mae R. Sarita

The meeting started at 4:07 PM. Mr. Aris D. Moratalla thanked everyone, staff and PSTCs for participating in the dry run implementation of the Paper-light Finance Processing Module in FAIMS. He showed the request made which is 15 in total, validated by OIC, ARD Thelma Diego and ARD Rosemarie Salazar and for approval of RD Martin A. Wee. He also showed what it will look when request is approved. He then asked every one for feedback or any difficulties encountered during the dry run.

Difficulties Encountered / Questions / Concerns Raised	
OS/DV number formatting	The system follows the format of the existing OS/DV
Reimbursement for supplies, travel, meals is smooth but the payroll still has something to work on for the system to facilitate it.	Add matrix and names of personnel and the computation of salary
For the reimbursement of travel, how does it work if there is correction?	There's a portion for RBA to access, comment and edit the amount indicated in the request and the originator will be notified of the changes made. Comments should be clear why correction was made.
For cash advance of payment	Accounting and Budgeting will verify the completeness of the attachment. RSS can comment and the originator will be notified through email, the status of the

	request is pending if corrections were not accomplished yet.
How to trace actions made?	It has black chain where all actions (verification, validation, approval, including comments) is logged with time stamp.
For Cash on Delivery transaction	<ul style="list-style-type: none"> - Will add another layer for Purchasing and MCB will indicate if the item is COD or not - For some request, attachment is made optional.
Not all Payee/Creditor are not yet included in the database	<ul style="list-style-type: none"> - For PO, check the existing merchant/creditor - Request to add merchant/creditor/service provider if not yet on the list - MCB will approve the request
Payment of SETUP /GIA	Payment for SETUP and GIA should be separated <ul style="list-style-type: none"> • Release of Fund for iFund SETUP • Release of Fund for SETUP Provide checklist of requirement for GIA and SETUP
If signatory is on leave, who will validate or approved?	There is an alternative personnel assigned.
It is a paper light system. Request can still be printed with signature if needed.	RD Martin Wee will talk to COA about it.
One of the difficulties encountered is the selection of request type since some are not use to it yet	
Adding of account title	Accounting Unit
Attachments of GIA Proposal are bulky, should we attached everything?	Only the LIB and significant pages will be attached (checklist of attachment will be provided as guide for the verifier)
Who will give the instruction to proceed the Release of Fund without MOA?	Request approval from RD to proceed without MOA so that verifier and validator will process it.

Launching of the new Financial Processing module will be on 13 October 2020.