

User Manual - Finance Department

Purchase Requisition System v3.0

Your Role

As **Finance Officer**, you review budget and financial aspects.

Responsibilities

- Review budget availability
- Verify financial compliance
- Approve or reject based on budget
- Track organizational spending
- Manage FX rates and budgets
- Generate financial reports

Getting Started

Login

1. URL: <http://localhost:3000>
2. Username: `sarah.banda` (or your username)
3. Password: `password123`

Dashboard

Key Metrics

- Pending financial reviews
- Total approved amount (month)
- Budget utilization
- Department spending breakdown
- FX rate status

Reviewing Requisitions

Step 1: Access Finance Queue

- Click "Finance Approvals"
- View requisitions approved by HOD

Step 2: Review Financial Details

Check:

- **Budget Code:** Correct and active
- **Budget Availability:** Sufficient funds
- **Pricing:** Reasonable and competitive
- **Currency:** Correct (ZMW/USD)
- **FX Rates:** Current rates applied
- **Total Amount:** Calculated correctly

Step 3: Budget Verification

1. Check budget code validity
2. Verify available balance
3. Consider committed amounts
4. Check spending trends
5. Confirm authority limits

Step 4: Make Decision

Approve

- Budget available
- Prices reasonable
- Financially compliant
- Proper documentation

Add Comment:

Approved. Budget code `FIN-2025-001` has sufficient funds (K75,000 available). Amount is within departmental authority limits.

Reject

- Insufficient budget
- Excessive pricing
- Wrong budget code

- Non-compliant

Add Comment:

Rejected - **Insufficient budget.**
Budget code FIN-2025-001 has only K25,000 remaining
(K50,000 requested). Please use alternative **budget** code **or** defer to next quarter.

Request Info

- Need budget clarification
- Require cost breakdown
- Need alternative quotes

Budget Management

Managing Department Budgets

1. Click "Budget Management"
2. View all department budgets
3. Update allocations
4. Track utilization
5. Set alerts

Adding/Updating Budgets

Add New Budget:

1. Click "Add Budget"
2. Enter:
 - Budget code
 - Department
 - Amount (ZMW)
 - Fiscal period
 - Description
3. Click "Save"

Update Budget:

1. Find budget in list
2. Click "Edit"
3. Update amount or details
4. Click "Update"

Budget Monitoring

Check Budget Status:

- Total allocated
- Amount spent
- Amount committed (pending)
- Available balance
- Utilization percentage

Set Budget Alerts:

- 75% utilization warning
- 90% utilization critical
- Over-budget notification

FX Rate Management

Viewing FX Rates

1. Click "FX Rates"
2. View current rates:
 - USD to ZMW
 - Date last updated
 - Historical rates

Updating FX Rates

1. Go to "FX Rates" → "Update Rate"
2. Enter new rate
3. Effective date
4. Source (e.g., Bank of Zambia)
5. Click "Update"

Note: System uses latest rate for USD conversions

Multi-Currency Requisitions

When items in USD:

- System auto-converts to ZMW
 - Uses current FX rate
 - Shows both amounts
 - Budget checked in ZMW
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Financial Reports

Available Reports

1. **Budget Utilization Report**
 - By department
 - By budget code
 - Variance analysis
2. **Spending Analysis**
 - Monthly trends
 - Category breakdown
 - Top spenders
3. **Commitment Report**
 - Pending requisitions
 - Future obligations
 - Cash flow forecast
4. **Approval Statistics**
 - Finance approval rate
 - Average approval time
 - Rejection reasons

Generating Reports

1. Click "Reports" → "Financial Reports"
 2. Select report type
 3. Choose date range
 4. Select filters (department, budget code)
 5. Click "Generate"
 6. Export to Excel or PDF
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Financial Compliance

Check These Items

Budget Compliance:

- Valid budget code
- Sufficient funds
- Correct fiscal period
- Within authority limits

Pricing Compliance:

- Market rates reasonable
- Quotes compared (if high value)
- No obvious overpricing
- Currency correct

Documentation:

- Supporting quotes attached
 - Cost breakdown provided
 - Budget approval (if required)
 - Special approvals (if applicable)
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Authority Limits

Approval Thresholds

Amount	Authority Required
Up to K50,000	Finance approval
K50,001 - K100,000	Finance + MD
Over K100,000	Finance + MD + Board

Your Role:

- Approve up to K50,000 independently
 - Recommend to MD for higher amounts
 - Flag to MD for special cases
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Common Scenarios

Scenario 1: No Budget Code

Reject: "Budget code missing or invalid.
Please provide valid budget code **and** resubmit.
Contact Finance **for** budget code list."

Scenario 2: Budget Exceeded

Reject: "Budget exceeded. Code FIN-001 has K25,000 available but K50,000 requested. Options:
1) Use alternative budget code
2) Split across multiple codes
3) Defer **to** Q2"

Scenario 3: High Price

Request Info: "Price appears high. Please provide:
1) Three vendor quotes for comparison
2) Justification for selected vendor
3) Market rate research"

Scenario 4: Wrong Currency

Request Info: "Please clarify currency. Items listed in USD but local ZMW pricing may be more favorable.
Confirm vendor requirements."

Budget Year-End

End of Quarter Actions

1. Review all pending requisitions
2. Check budget commitments
3. Identify unused allocations
4. Prepare rollover requests
5. Generate quarter-end reports

Budget Closure

1. Finalize all pending approvals
2. Reject unfunded requests
3. Document carry-forwards
4. Archive financial records
5. Prepare next period budgets

Tips for Finance Review

Speed Up Approvals

1. **Check Budget First** - Saves time
2. **Standard Templates** - Use for comments
3. **Batch Processing** - Group similar requests
4. **Set Priorities** - Critical items first
5. **Auto-Alerts** - Monitor high-value items

Red Flags

Watch for:

- Unusual pricing
- Duplicate requests
- Budget code shopping
- Last-minute rush requests
- Missing documentation
- Round numbers (estimates?)

Working with Other Departments

With HOD

- Coordinate on budget planning
- Discuss spending patterns
- Resolve budget issues
- Plan major purchases

With MD

- Escalate high-value items
- Discuss budget reallocations
- Present financial analysis
- Recommend policy changes

With Procurement

- Coordinate on vendor payments

- Discuss pricing trends
 - Share market intelligence
 - Optimize purchasing
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Analytics Dashboard

Financial KPIs

Monitor:

- **Budget Utilization Rate** - Target: 85-95%
- **Approval Turnaround** - Target: < 2 days
- **Budget Variance** - Target: < 10%
- **Spend by Category** - Track trends

Monthly Review

Conduct monthly:

1. Budget vs actual analysis
 2. Departmental spending review
 3. FX impact assessment
 4. Forecast update
 5. Board report preparation
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Contact Information

For Budget Questions:

- CFO: Extension XXXX
- Budget Controller: Extension XXXX

For System Issues:

- IT Support: support@company.com
- Admin: admin user

For Policy:

- Finance Policy Manual
 - Procurement Guidelines
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Quick Reference

Approval Flow

Initiator → HOD → YOU (Finance) → **MD** → Procurement

Decision Criteria

- Budget available
- Prices reasonable
- Financially compliant
- Properly documented

Key Shortcuts

- Ctrl + B: Check budget
 - Ctrl + A: Approve
 - Ctrl + R: Reject
 - Ctrl + F: Filter by budget code
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End of Finance Manual