

1. New advance claim

For donor, project, budget line, show the code in addition to the description. Some staff are more familiar with the codes. See the ones on advance requests.

Kenya Red Cross Society - Create x

localhost:800/CreateAdvanceClaims.aspx

Kenya Red Cross Society

Dashboard / Advance Requests / Advance Claim / Create Staff Claim

Create Advance Claim Request

Staff Advance Claim Information
Shows information for advance claim request

Date of request: 06/09/2020

Date due: 06/10/2020

Donor: Micronutrient Initiative

Project:

Region:

Staff claim Lines
Add your staff claim lines here

Add advance claim line

Item	Purpose	Unit of Measure	Unit Cost	No. Of Units	Currency	Attachment	Amount(LCY)	Action
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2. New Advance Surrender

For donor, project, budget line, show the code in addition to the description. Some staff are more familiar with the codes.

Kenya Red Cross Society - Create x

localhost:800/CreateAdvanceSurrender.aspx

Kenya Red Cross Society

Leaves / Leave Recalls / Reports / User Profile

Date of request:

Date due:

Donor: Micronutrient Initiative

Project:

Region:

Staff surrender Lines
Add your staff surrender lines here

Add staff surrender line

Item	Purpose	Unit of Measure	Unit Cost	No. Of Units	Currency	Attachment	Amount(LCY)	Action
							0.00	

3. For new Advance/Claim/Surrender, add a new field **Preferred Payment Method**. The available options should be **MPesa** or **Cheque**

4. When adding Staff advance lines, we would like **Unit of measure** and **unit cost** to be populated automatically based on the values in **Advance type** table. They should also be uneditable when automatically filled. For advance types where these are not specified, the fields should be editable.

5. Show the Local currency(LCY) when you choose items with foreign currency. See below Amount(LCY) is 0 on the second line.

Item	Purpose	Unit of Measure	Unit Cost	No. Of Units	Currency	Amount(LCY)	Action
ARTM	Airtime	UNITS	1.00	1000.00	KES	1000.00	
IP	International perdiem	DAY	75.00	2.00	CHF	0.00	
						1,000.00	

6. Delete Attachment on New Advance request is not working

No.	Description	File Name	Action
17	TOR	LEAVE PORTAL MANUAL - Approvers Version.pdf	
No.	Description	File Name	Action

7. It should not be possible to **Submit** approval requests that don't have an attachment.

8. All approval entries (Pending, Approved, and Rejected) to have the following order of columns.
 - Advance No., Date Submitted, Employee Name, **Donor, Project, Budget Line**, Total Amount, Action
 - **Total Amount** to show correct figures
 - Add an action button for printing that prints the request/claim/surrender in the

Kenya Red Cross Society - Appro

localhost:800/ApprovalEntries.aspx?status=Pending&parent=AdvanceRequests




























Kenya Red Cross Society

Dashboard / Approval Entries / Pending AdvanceRequests

Approval Entries

Copy Excel PDF Print Column visibility

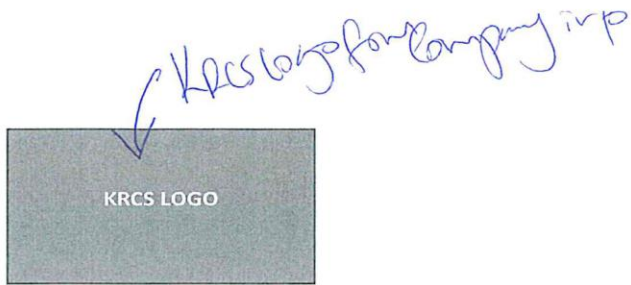
Search:

Advance No.	Date submitted	Employee Name	Total Amount	Action
ADV000009	26/04/2020	Robert Gitonga Kanake	0	  
ADV000009	26/04/2020	Robert Gitonga Kanake	0	  
ADV000009	26/04/2020	Robert Gitonga Kanake	0	  
ADV000010	26/04/2020	Robert Gitonga Kanake	0	  
ADV000011	26/04/2020	Tariq Fowzy Abdulla Twaha	0	  
ADV000011	26/04/2020	Tariq Fowzy Abdulla Twaha	0	  
ADV000012	26/04/2020	Robert Gitonga Kanake	0	  
ADV000013	26/04/2020	Robert Gitonga Kanake	0	  
ADV000014	28/04/2020	Robert Gitonga Kanake	0	  

Activate Windows
Go to Settings to activate Windows.

9. On approved Advance Request/Claim/Surrender Create an action button for Create Journal lines that creates journal lines in Navision using the rules attached below
10. On approved Advance Request/Claim/Surrender Create a column for indicating whether relevant journal lines have been created. The action to create journal lines should not create journal lines if they had been created before. This field should be used to indicate this.

11. Report Sample



KENYA RED CROSS SOCIETY
 TELEPHONE:
 P.O. BOX
 EMAIL

ADVANCE REQUISITION Title. (change according when printing surrender & claims.

Requester's Name: Name of requester.
 Date Of Request: Date of request
 County: County filled
 Project: Project filled (Code & description)
 Donor: Donor filled (Code & description)

↓ fill purpose

	Description	Unit of Measure	No. Of Units	Unit Cost	Currency	Amount LCY
1	Airtime	Units	1000	1.00	KES	1,000.00
2	Perdiem	Nights	2	5,500.00	KES	11,000.00
3						12,000.00

Addition of all line amounts.

Requested By:
 Approved By:

Print from approval details.
 Show all approvers involved.

12. General Journal Creation rules

Staff advance:

Mode of payment
Cheque →

DR Customer # EMP...

CR Bank # Project Bank

MPSA →

① DR MPSA # BNK...

CR Bank # Project Bank

② DR Customer # EMP...

CR MPSA # BNK...

Staff surrender: level 1 (surrender)

$n \times \left(\frac{DR}{GL} \right)$ exposure

where n is number of staff surrender lines

Total credit →

CR Customer # EMP

level 2 (analysis): A. Advance > Surrender

Deposit in bank

DR Bank # Project Bank

CR Customer # EMP

B. Advance = Surrender

Do nothing.

C. Advance < Surrender

Go to advance

Staff claim choose mode of payment.

If MPSA → DR AL EXP

CR EMP

DR MPSA BNK

CR Bank Proj

DR CUST

CR MPSA BNK

If Cheque → DR AL EXP

CR EMP

DR EMP

CR Bank