CLINTON
HEALTH ACCESS
INITIATIVE

GIFMS

GIFMS USER MANUAL

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Preface

This guide Contains Instructions on how to use the Gifms application. Gifms is a financial management system and this guide designed to help navigate through the various functions that one might need.

The guide covers the functions undertaken by the user and purely depends on the type of account one holds.

How This Guide is organized

This guide is divided according to the various functions in the system:

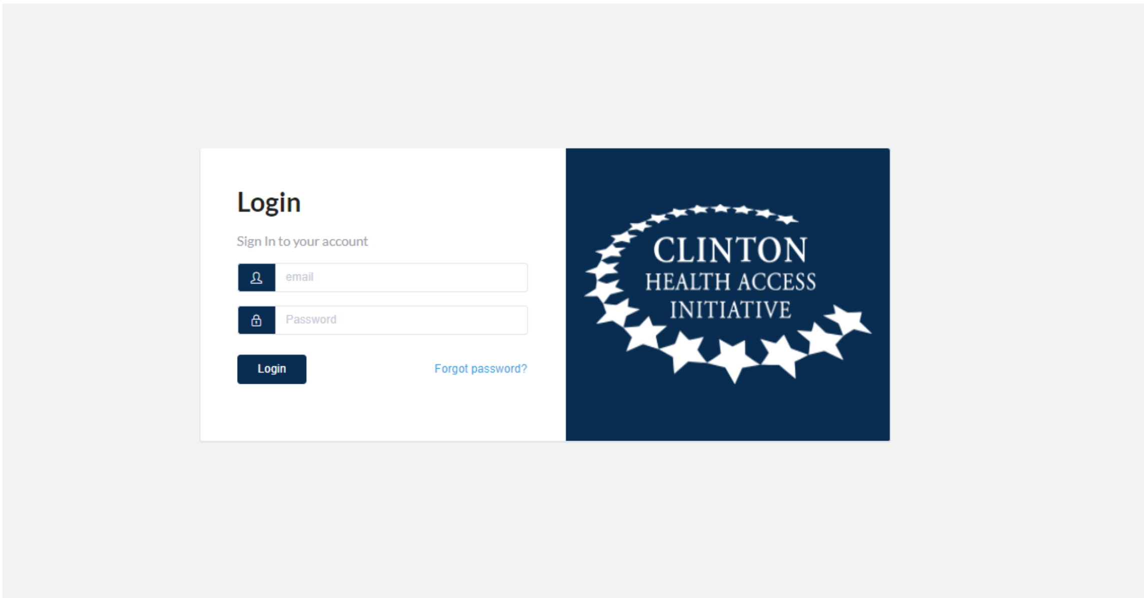
i. Login – How to access the system
ii. Invoice - How to upload and log new invoices
iii. LPO – How to request new LPOs
iv. Mobile Payment – How to use mobile payment for requests
v. Claims – How to make claims and relevant documentation
vi. Advances – How to request advances
vii. Deliveries – How to receive orders in the system

Admin Section

viii. Project Manager
ix. Accountant And Financial Manager

Section 1: Login

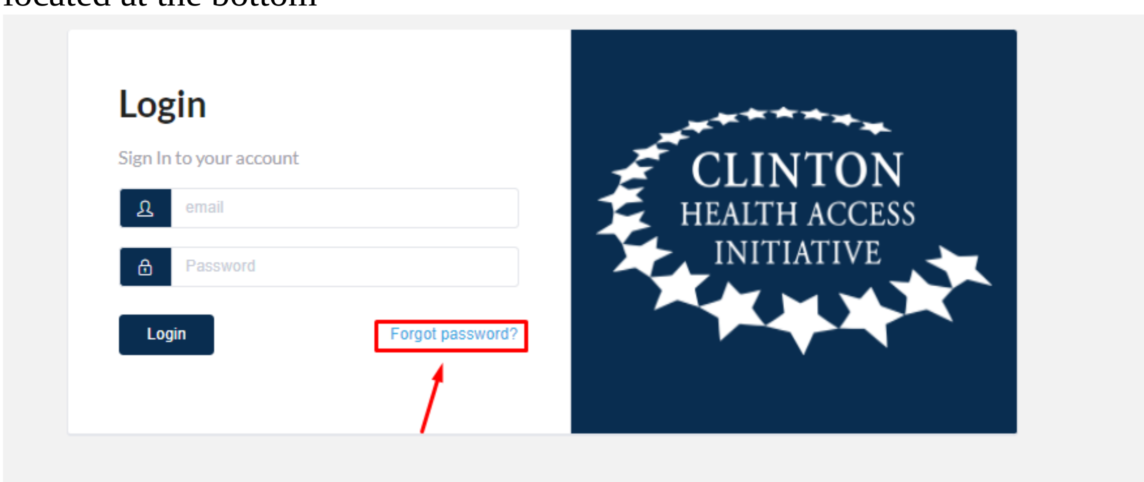
Chapter 1: Using credentials to login



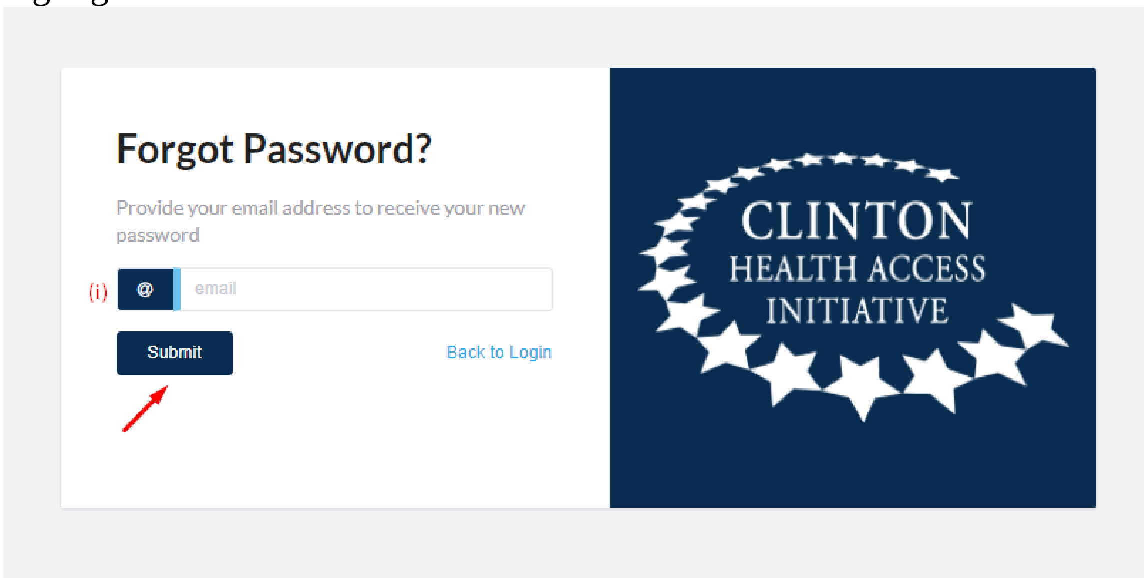
Use the credentials assigned to you to login by filling in the **Email** and **password** fields and click login. In case you forget the password you can follow the next step.

Chapter 2: Forgot Password

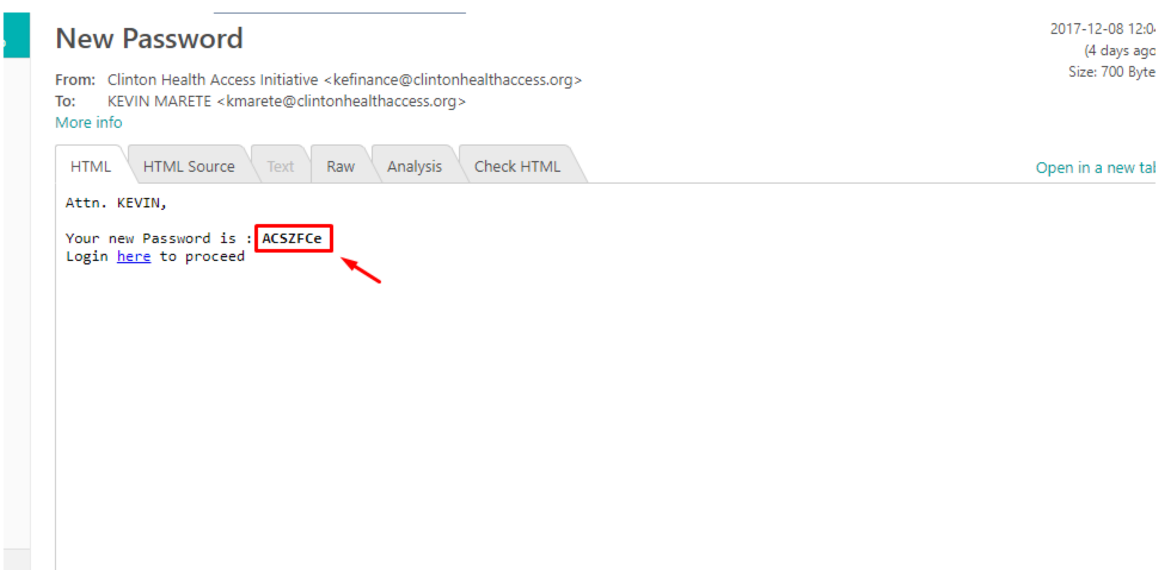
In case you forget the password you can click on the forgot password button located at the bottom



It will prompt you to type in your email (i) and click on the submit button as highlighted



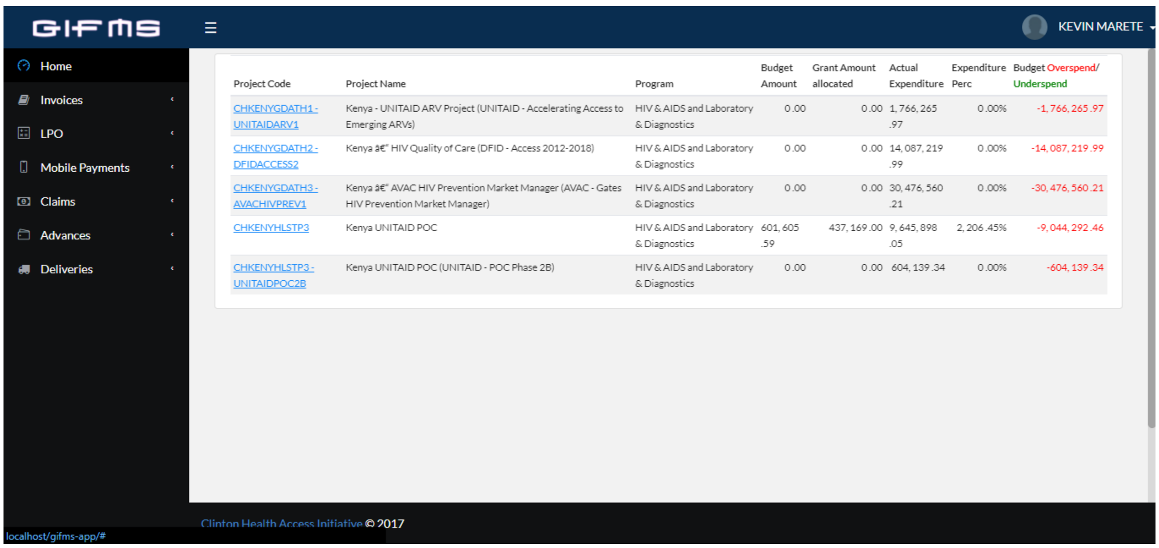
Once you click on submit and email will be sent with the new password



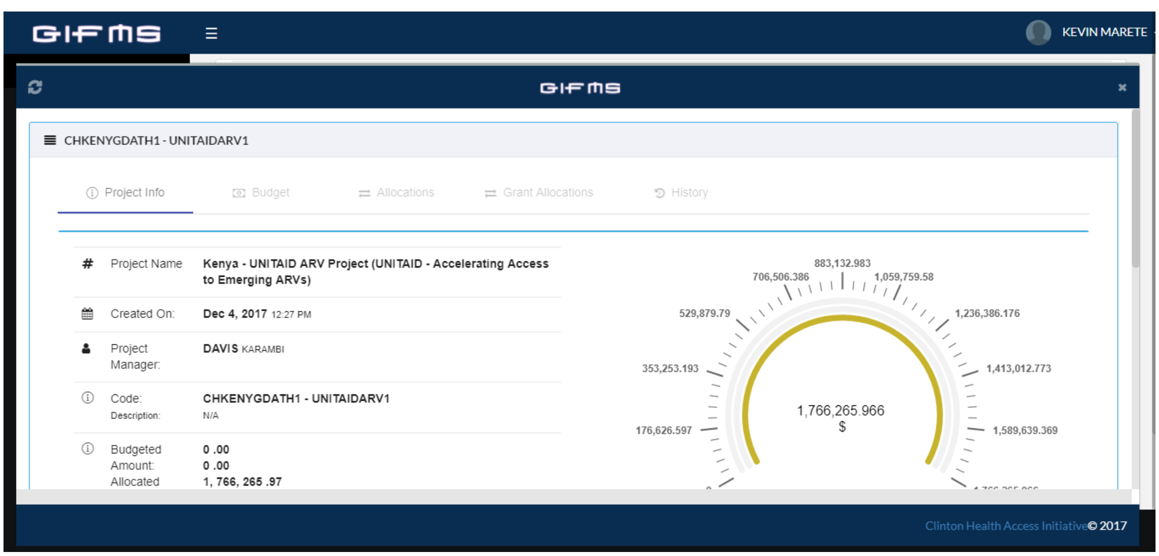
Use your new password to login in to the Gifms.

Chapter 3: Dashboard

Once you login you will be directed to the homepage. This is your dashboard and It displays the various functions you can do which are located on the left panel. It also displays the various projects which you can be able to view their details.

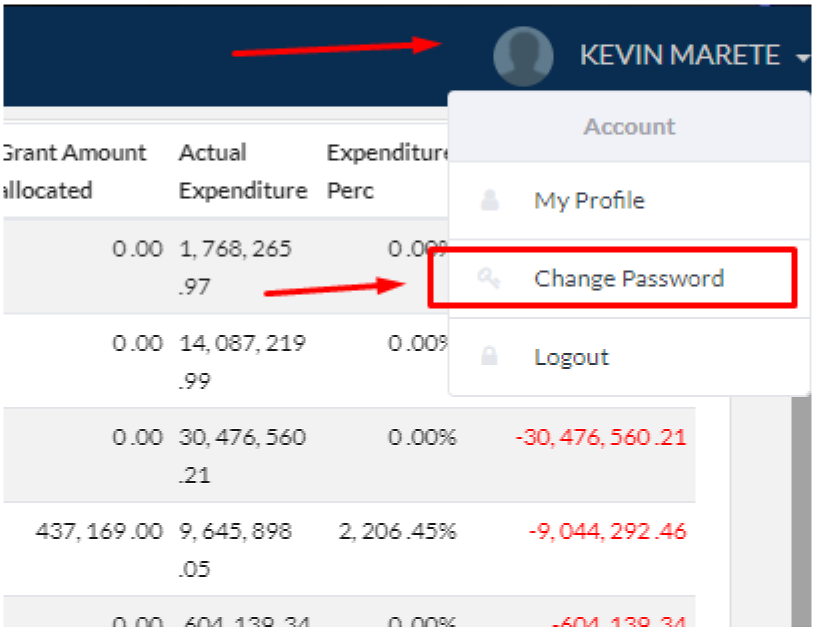


To be able to view a specific project's details click on the link highlighted in blue on the project code column. It will display the project details.

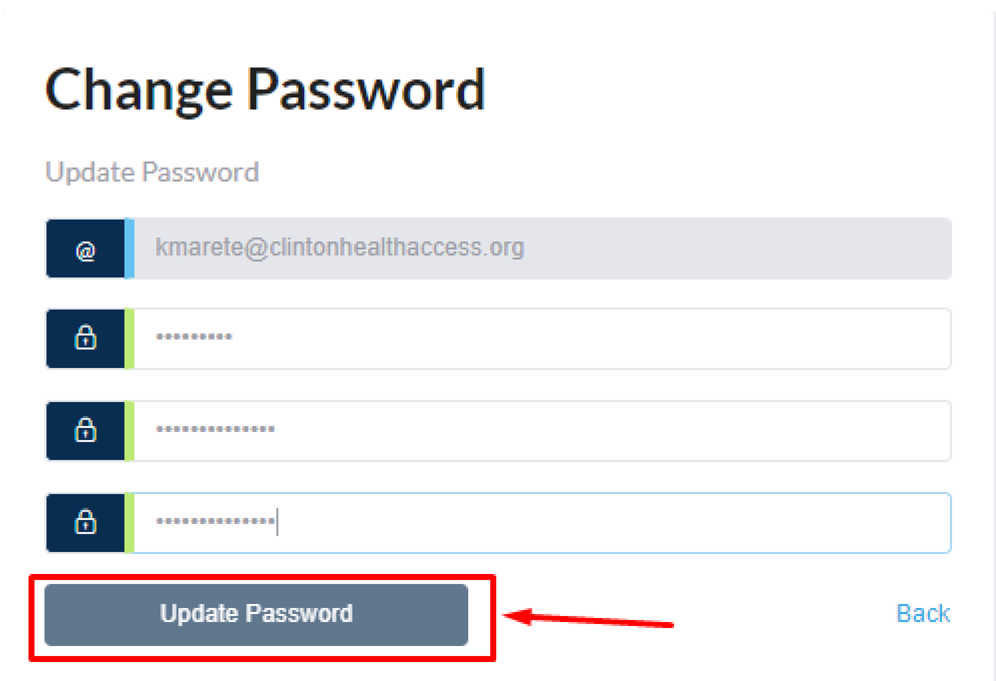


Chapter 4: Change password

To be able to change the password click on the account name icon on the top right of the screen and select change

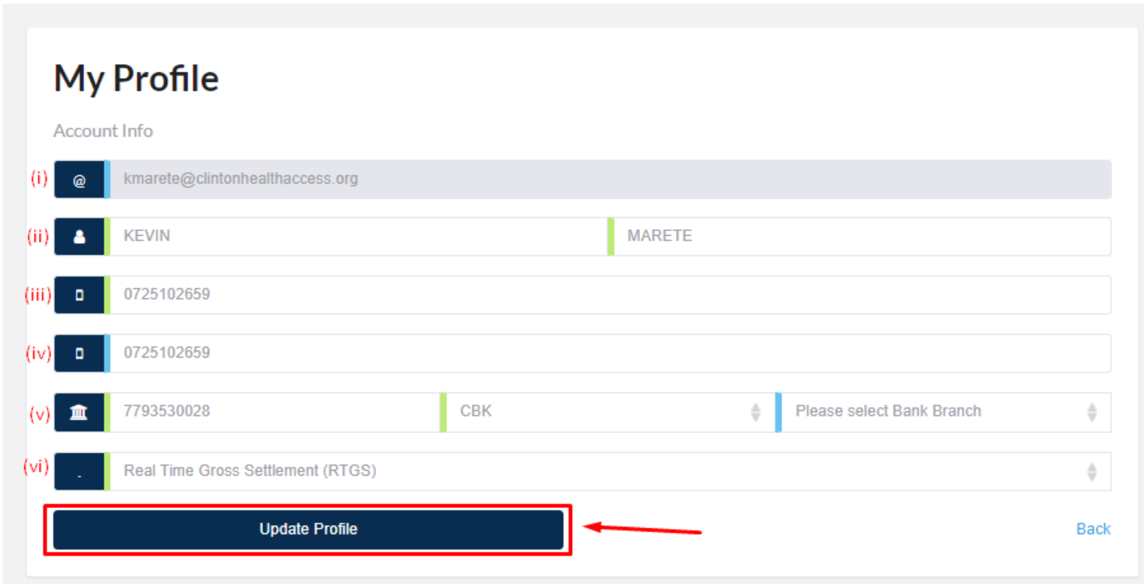


Put the current password and then set the new password. Confirm it and click on Update password



Chapter 5: My Profile

To be able to change your profile, click on the same right corner and click on the '**my profile'** button. You will be directed to this page



Your profile can be edited in the following ways:

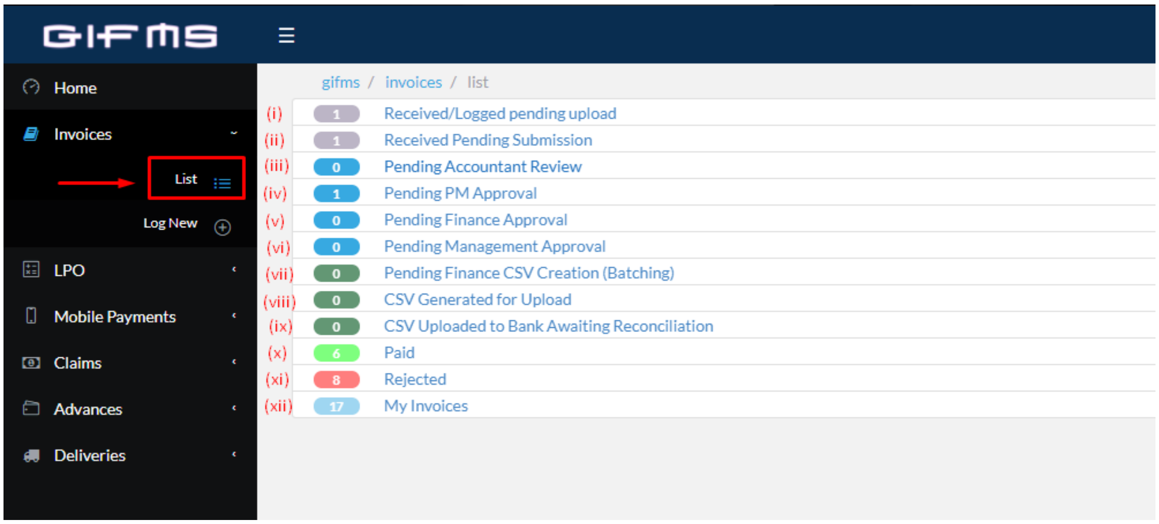
i. Your Email address will be there automatically
ii. Where to change your name
iii. Mobile 1- Input your mobile number
iv. Mobile 2- Input your second mobile number
v. Your Bank account number – Your Bank – The Branch
vi. Your preferred mode of payment

Once done you can click on the '**Update Profile'** button to save.

Section 2: Invoice

Chapter 1: Stages of the invoice

You can access the invoice section by clicking on the '**Invoices**' button on the right panel.

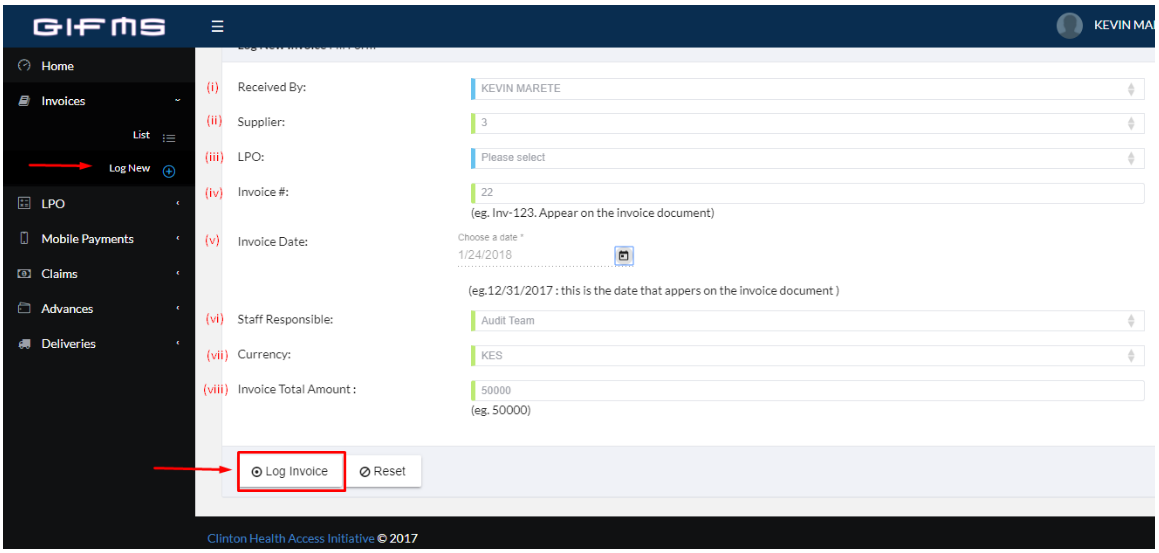


By clicking on the '**List**' button you will be able to see the various stages a particular invoice is in.

i. Once an invoice has been logged will appear here where it will be uploaded later.
ii. All uploaded Invoices will appear here pending allocation
iii. The allocated invoice will then appear here for review by accountant
iv. After the review the invoice will come here for project manager's approval
v. This stage is for the finance to approve
vi. This stage for the management to approve
vii. The invoice will then go to the finance for batching
viii. A CSV is generated after batching to be sent to the bank
ix. The CSV now uploaded and sent to the bank will await reconciliation
x. If successful the invoice will be marked as paid
xi. If unsuccessful the invoice will be marked as rejected
xii. All logged invoices from **this** account will appear here

Chapter 2: Log new invoice

Logging an invoice can be done by anyone and can be linked to the person responsible for the invoice. It can be accessed by clicking on the left panel under '**Invoices**' and selecting '**log new**'. You will be directed to this page and fill in the form as follows.

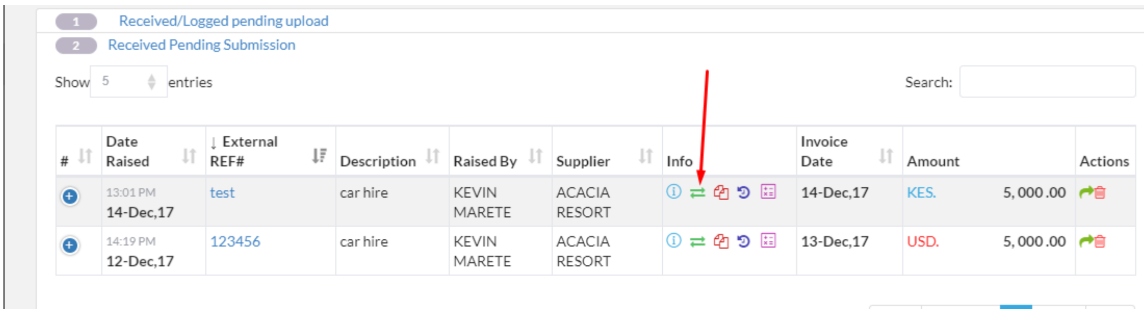


i. This will display the name of the account holder
ii. Select the name of the supplier on the invoice
iii. Select an LPO for the corresponding invoice
iv. Type in the invoice number located on the invoice document
v. Select the date the invoice is being logged in (click on the date icon)
vi. Select the staff responsible for the invoice
vii. Select the currency in use
viii. Type in the invoice amount

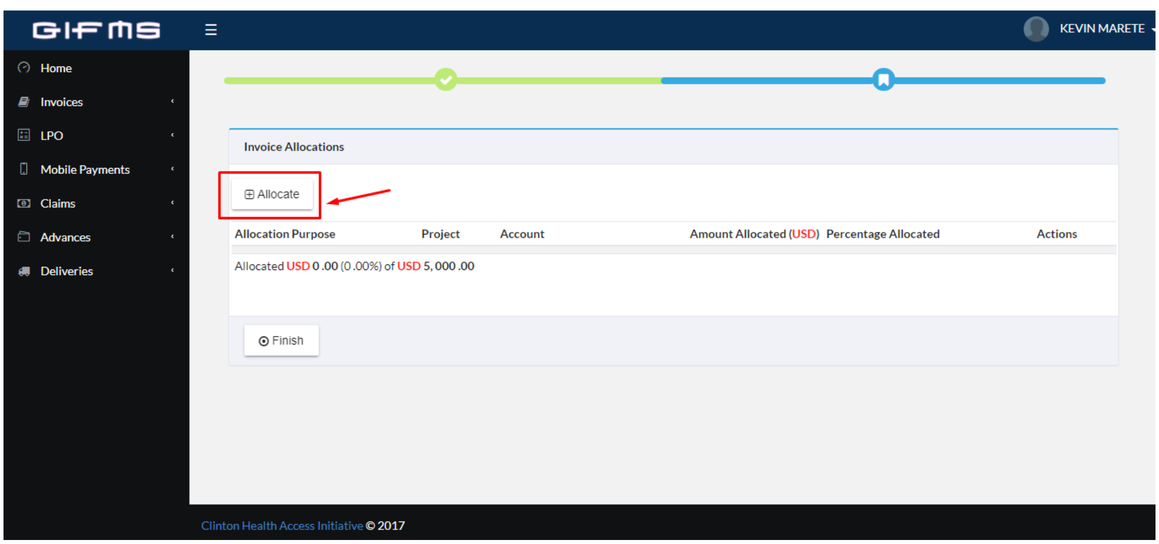
Once done click on the '**Log Invoice**' button and it will go the list pending upload from the staff responsible.

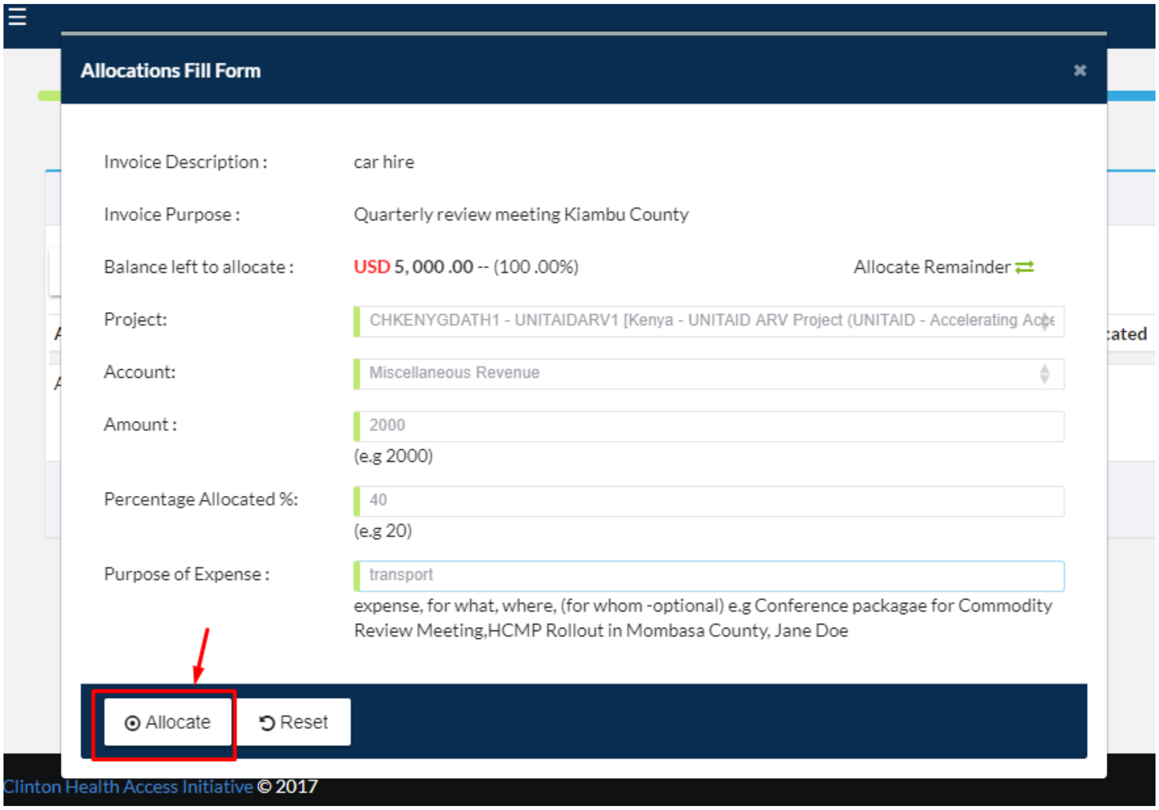
Chapter 3: Invoice Allocation

To make an Allocation for a particular invoice: you click on '**Invoices**', then the second item on the list (Received Pending Submission), and click on the icon highlighted below in green.

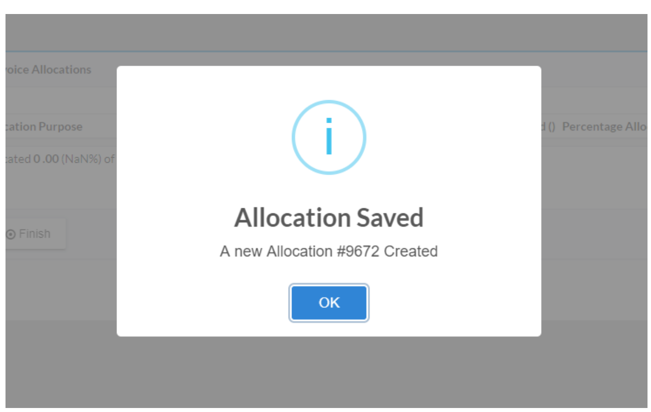


The allocations page is as shown below. Click on the '**Allocate**' button to begin allocation.

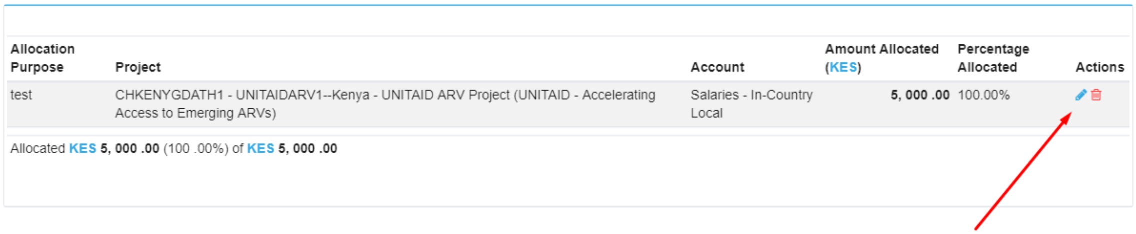




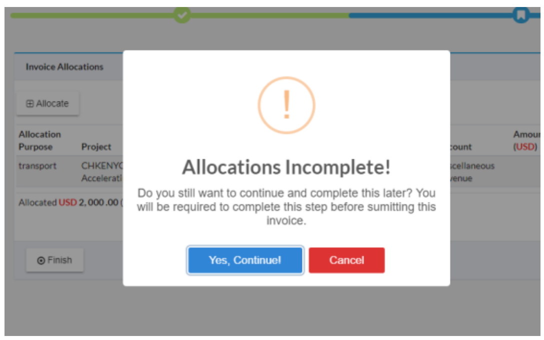
i. Will display the Invoice description
ii. Will Display the Invoice purpose of the invoice
iii. This will display the Balance left to allocate and you can choose to allocate the remainder to that expense
iv. Select the project
v. Select the account which the expense falls under
vi. Type in the amount
vii. The percentage allocated will depend on the amount but you can put the percentage and it will calculate the amount
viii. Type in the purpose of the expense and click on '**Allocate**'



Once you have saved you can choose to edit the allocation by clicking on the pen icon on the actions column as shown

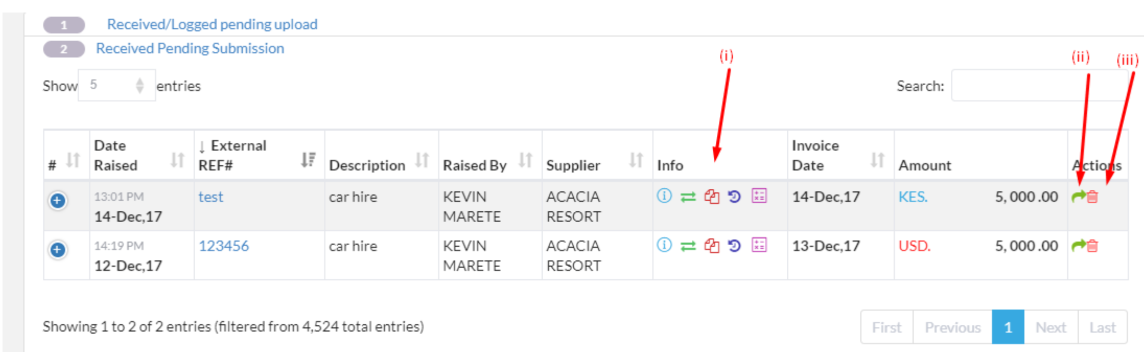


Ensure you do all allocations before you submit the invoice for approval so as to avoid this notification



Chapter 4: Invoice submission

Each stage of the invoice requires submission and they all need approval to proceed to the next stage.

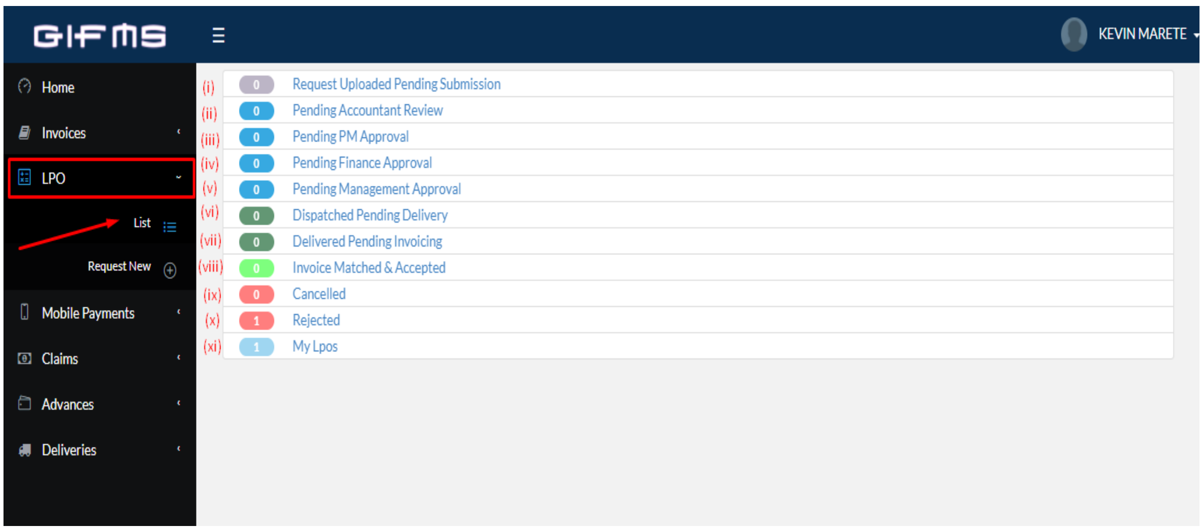


i. Use this to view Information of the invoice
ii. This icon is for submitting the invoice
iii. The icon is for deleting an invoice

Section 3: LPO

Chapter 1: LPO stages

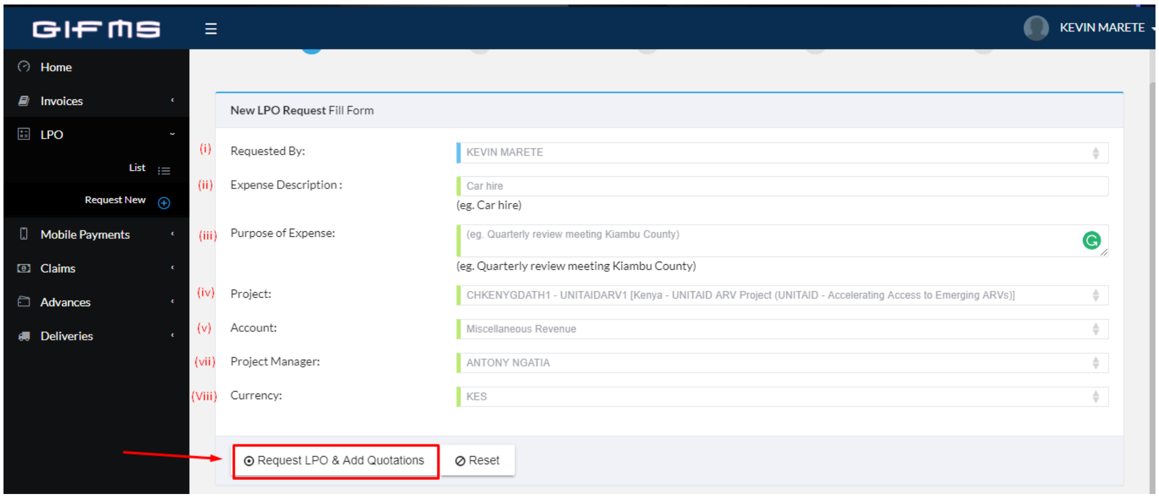
The LPO module is located on the left panel by clicking on the '**LPO**' button. Clicking on it or on the '**List**' button will display the different staged of approval that an LPO goes through just as in the invoice.



i. Where the uploaded LPOs are listed pending submission
ii. Accountant's approval of the LPO
iii. The project manager's approval of an LPO
iv. Finance approval
v. Approval by the management
vi. LPO is approved and dispatched
vii. LPO is delivered awaiting the invoice
viii. Invoice received, matched to LPO and accepted
ix. The LPO was cancelled
x. The LPO is rejected at a certain stage
xi. List of the LPOs you have submitted

Chapter 2: Request new LPO

To request a new LPO, click on the ‘**Request new’** icon located under the **LPO** module button. This will bring up a form to request for the LPO.

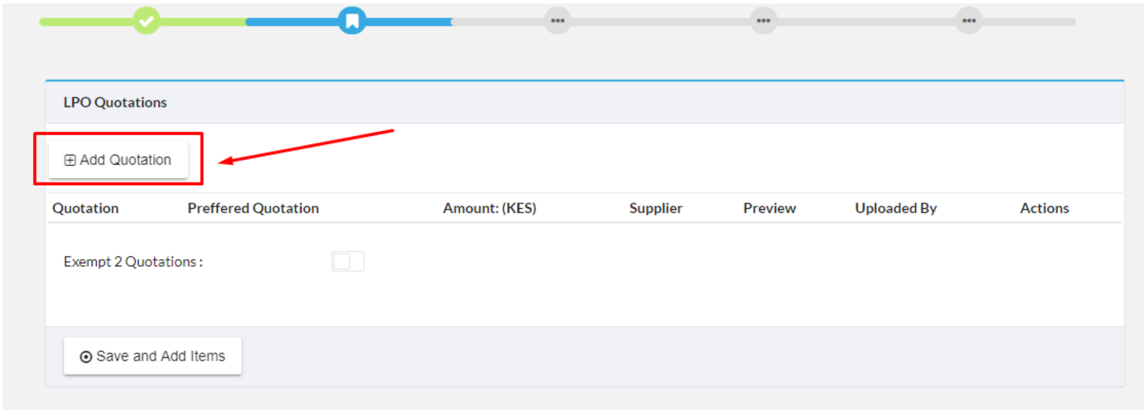


i. This will appear for the name of the account requesting
ii. Describe the expense being requested
iii. State the purpose of the expense
iv. Select the project it falls under
v. Select the account it falls under
vi. Select the project manager responsible
vii. Select the currency used

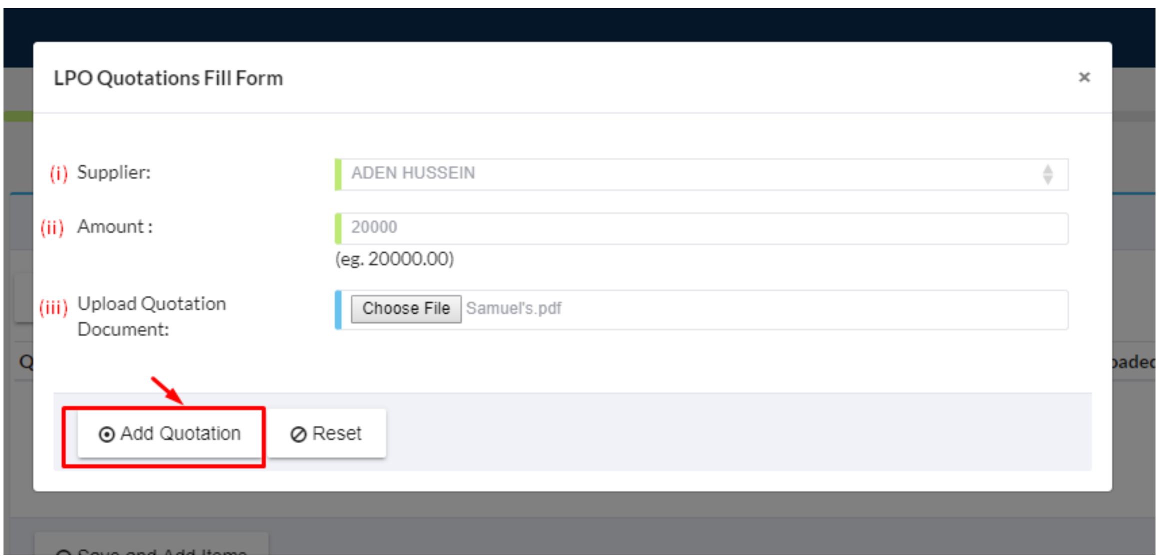
Once done click on the ‘**Request LPO & Add Quotations’** button and proceed to the quotations page.

Chapter 3: Quotations

To add a quotation, just click on the ‘**Add Quotation’** button

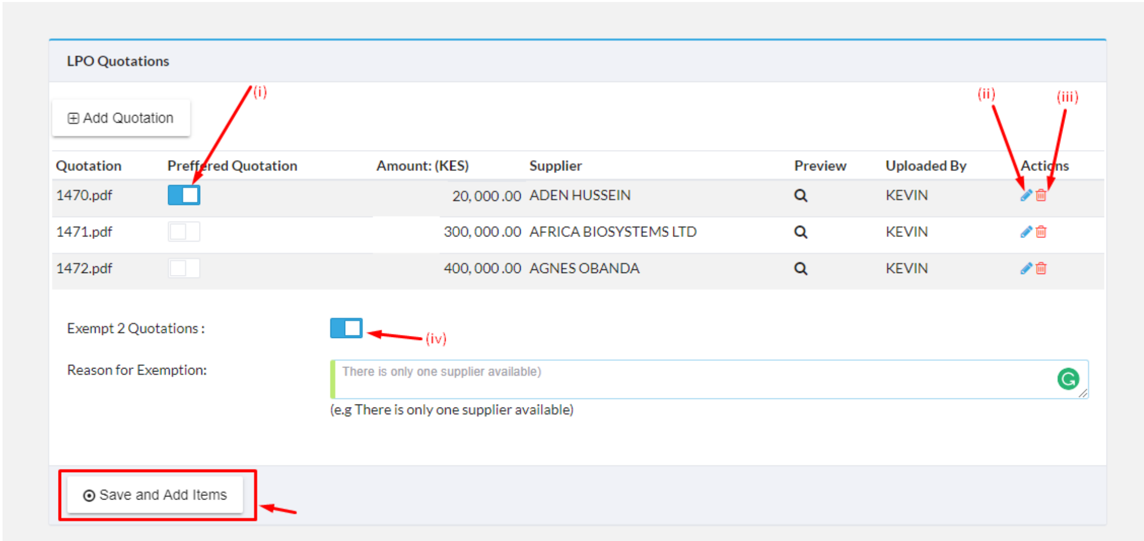


A form will pop up to fill:



i. Select the supplier of the LPO
ii. Enter the amount they offer
iii. Upload a supporting quotation document

Once done click on the Add Quotation button to save. You can add other quotations in the same way.



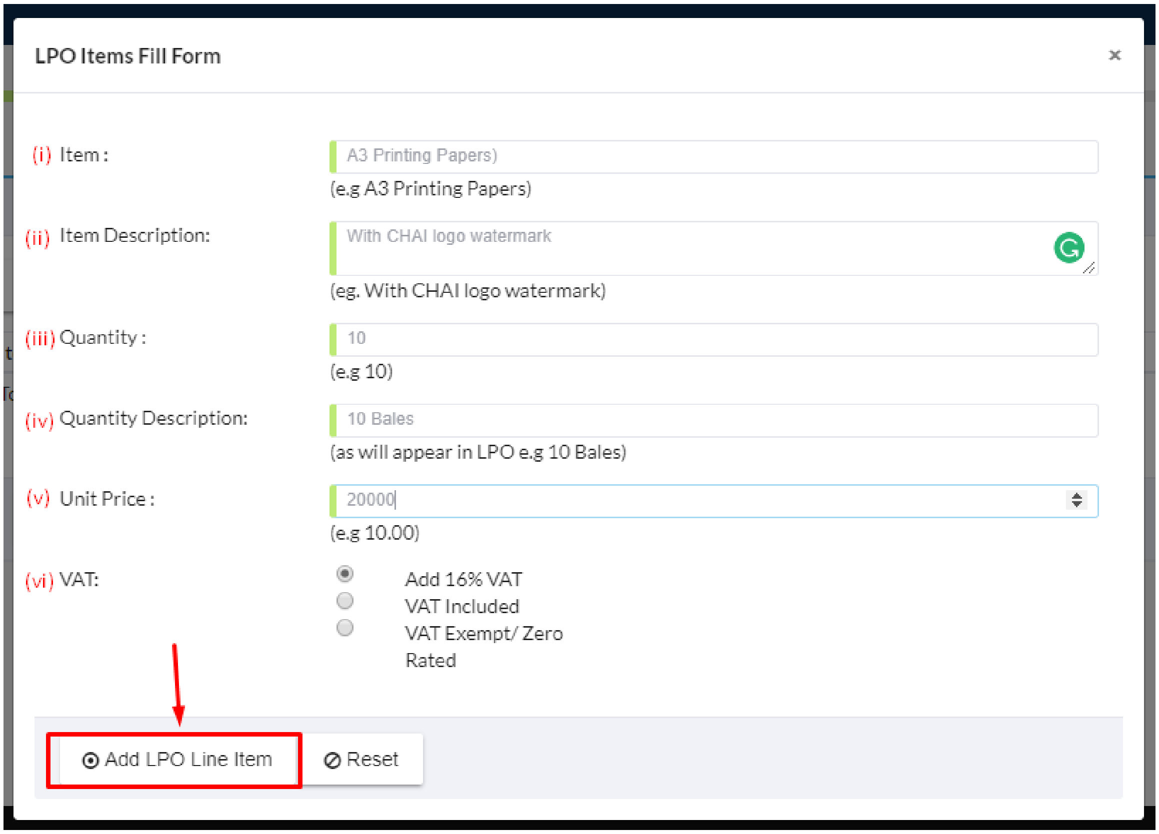
Once all the quotations have been added they will appear in the list and the sections are as follows;

i. You can select your preferred quotation by clicking on the toggle in the '**Preferred Quotation**' column as shown
ii. Use this icon to edit a specific quotation
iii. Use this icon to delete a specific quotation
iv. You can toggle this icon if you wish to exempt the other quotations for a specific one since there needs to be more than 2
v. If the Exempt 2 Quotations is toggled then give reasons for the exemption.

Once done click on the Save and Add Items to proceed to the next page

Chapter 4: Add items

To add an item click on the Add Item button to bring up this form

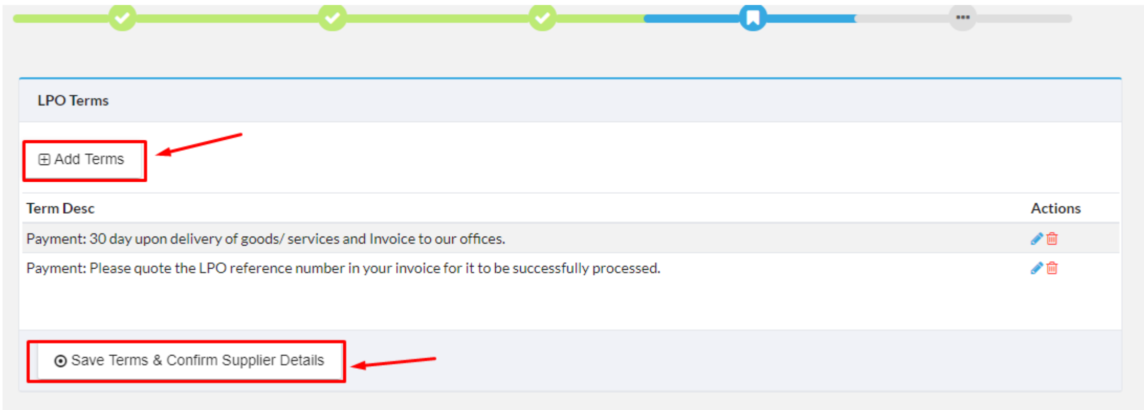


i. Type in the item being added
ii. Give a description of the item
iii. Enter the number of the items being added
iv. Give a description for the quantity
v. Enter the unit price of the item
vi. Select the VAT added to the item

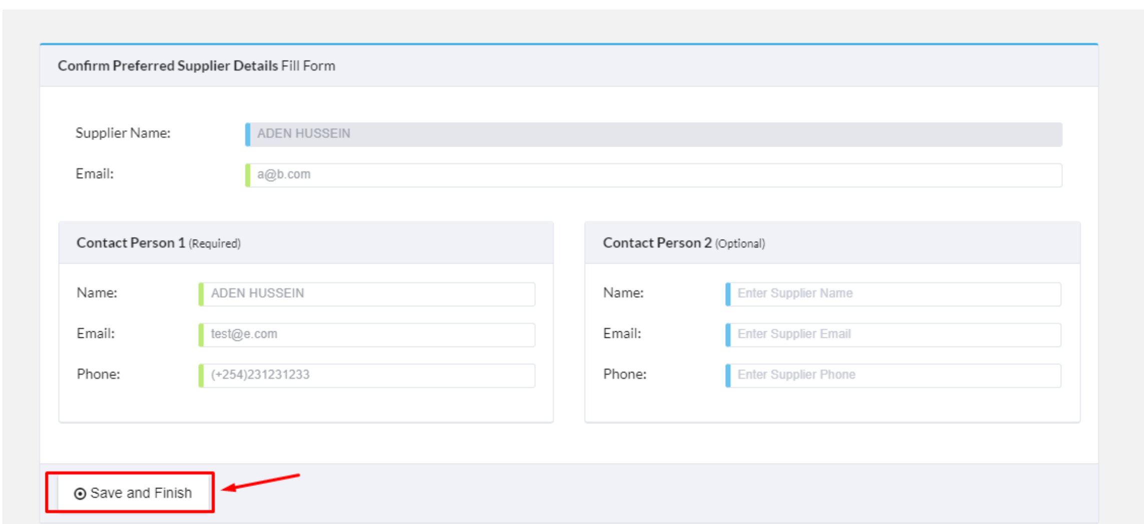
Once done click on the '**Add LPO Line Item'** button to add that specific item. Repeat the same process if there are more items then you can either save and add terms or can save and the terms later on

Chapter 4: Add Terms

To add terms click on the '**Add Terms'** button and add the terms for that LPO.



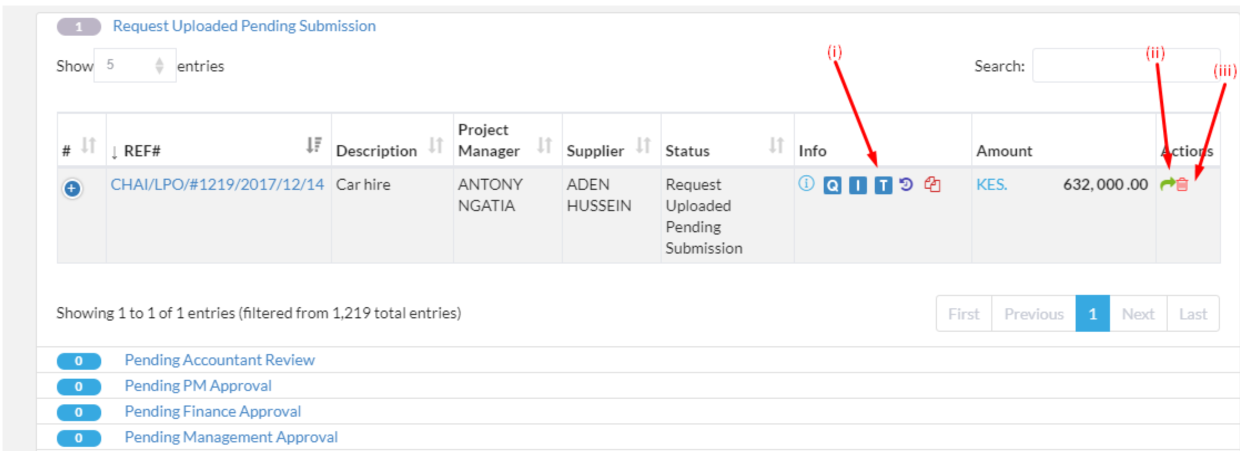
Once done click on '**Save Terms & Confirm Supplier Details'** to go to this page to be able to confirm the supplier details.



Once you have confirmed the supplier, click on '**Save and Finish'** to go to the approval page.

Chapter 5: LPO approval

After adding the LPO it will appear in the LPO list to begin the approval process.

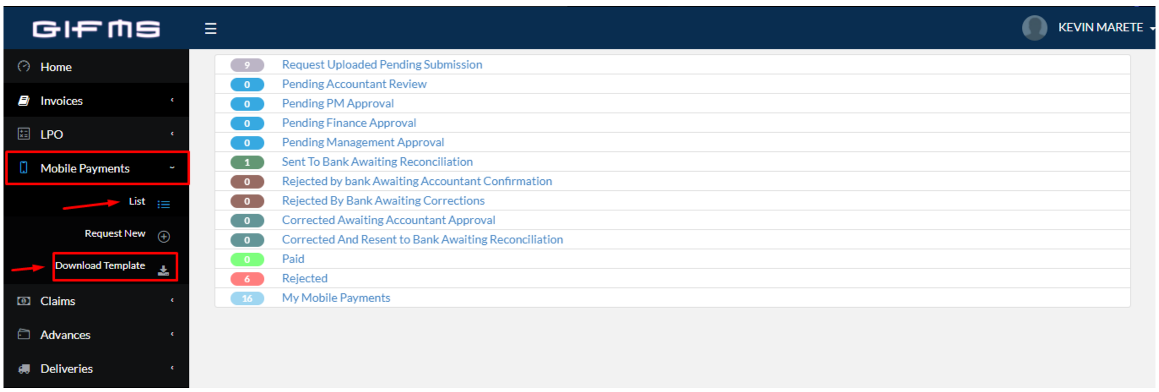


i. Click on this section to bring up information on the LPO, you can view and add details on it before approval.
ii. This icon is for submitting the LPO for approval for the accountant to review and begin the process of approval.
iii. This icon is for deleting the listed LPO.

Section 4: Mobile Payment

Chapter 1: Mobile payment stages

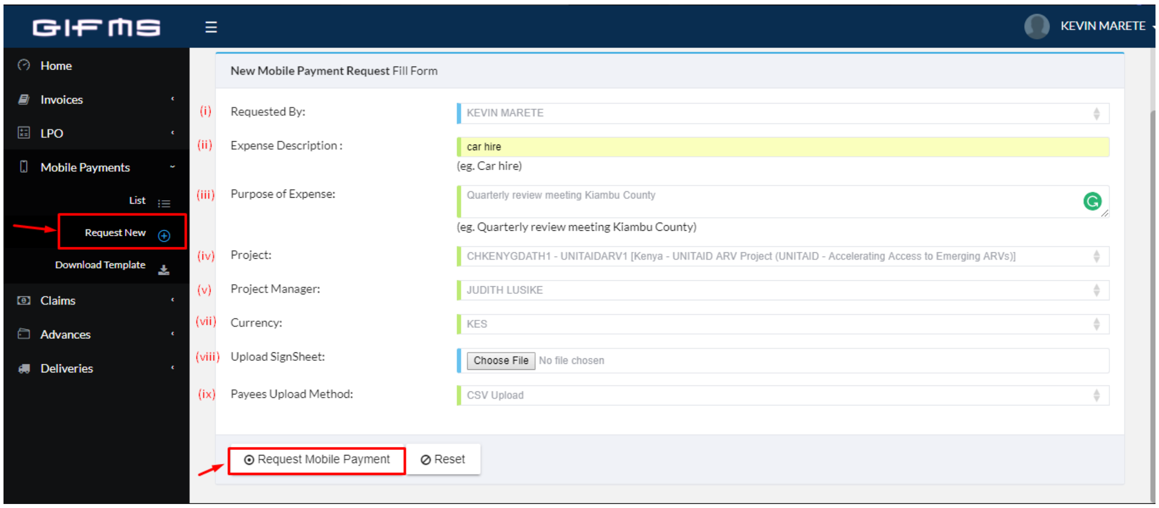
The mobile payment module is found on the right panel under ‘**Mobile Payments’** and you can access the list by clicking on ‘**List**’. There is also a template which is used for all mobile payments which can be downloaded by clicking on the ‘**Download Template’** button.



i. Where the uploaded payments requests are listed pending submission
ii. Accountant’s approval of the Mobile payments
iii. The project manager’s approval
iv. Finance approval
v. Approval by the management
vi. The document is sent to bank to await reconciliation
vii. Payments rejected by bank awaiting confirmation by accountant
viii. Payments with corrections will be rejected and will appear here
ix. Corrected payments submitted awaiting accountant approval
x. Approved corrected payments are resent to bank awaiting reconciliation
xi. All paid requests will appear here
xii. Rejected payments will appear here
xiii. List for your Mobile payments will appear here.

Chapter 2: Request New Mobile Payment

To request new mobile payment, click on the ‘**Request new’** icon under ‘**Mobile Payments’** to bring up the form.



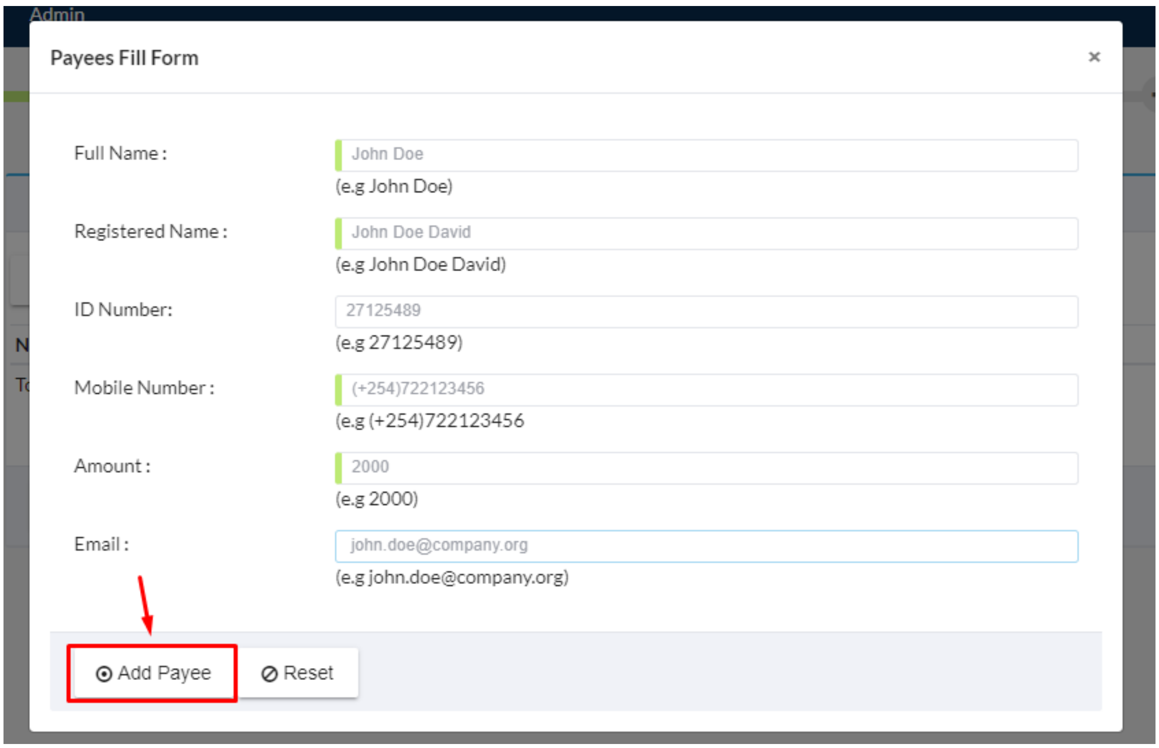
i. This will appear for the name of the account requesting
ii. Describe the expense being requested
iii. State the purpose of the expense
iv. Select the project it falls under
v. Select the project manager responsible
vi. Select the currency used
vii. Upload the sign sheet which can be downloaded from the ‘**Download template**’ icon
viii. Choose the payees Upload method

Once done click on the ‘**Request Mobile Payment**’ button to proceed.

Chapter 3: Add Payees

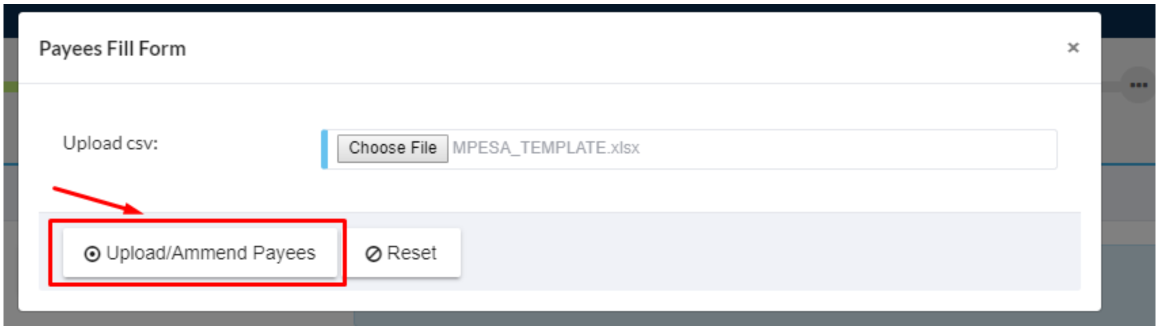
There are two ways to add payees for mobile payment, they can either be; uploaded through an Excel file or can be put manually. This is selected in the previous step where you choose the upload method.

If you choose the Form input method then you will be directed to the next page and will click on the Add payee button to fill in the form as shown.

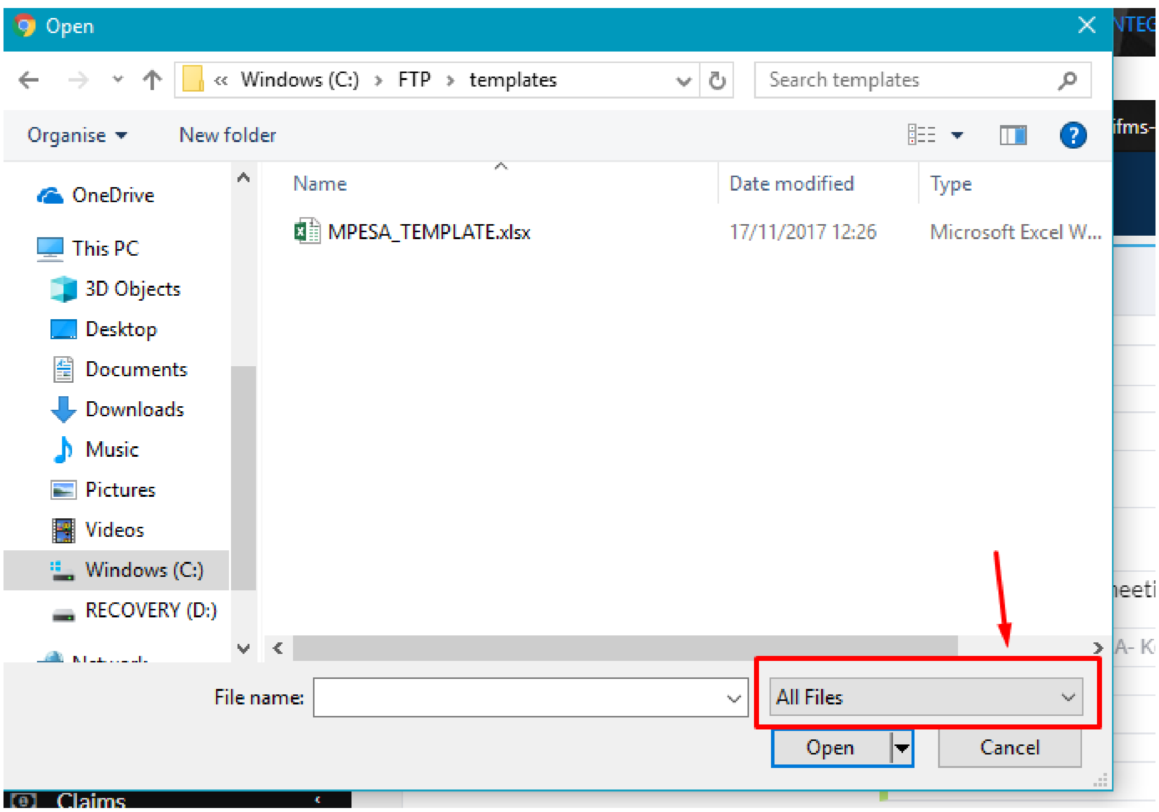


Fill in the form details highlighting the details of the payee and once done then click on the Add Payee button to save the information. Repeat the process to add all the payees.

If you choose the CSV method then you will fill in the payee details in an excel sheet (from the template) and click on the '**Add/Amend Payees**' button to upload the file.



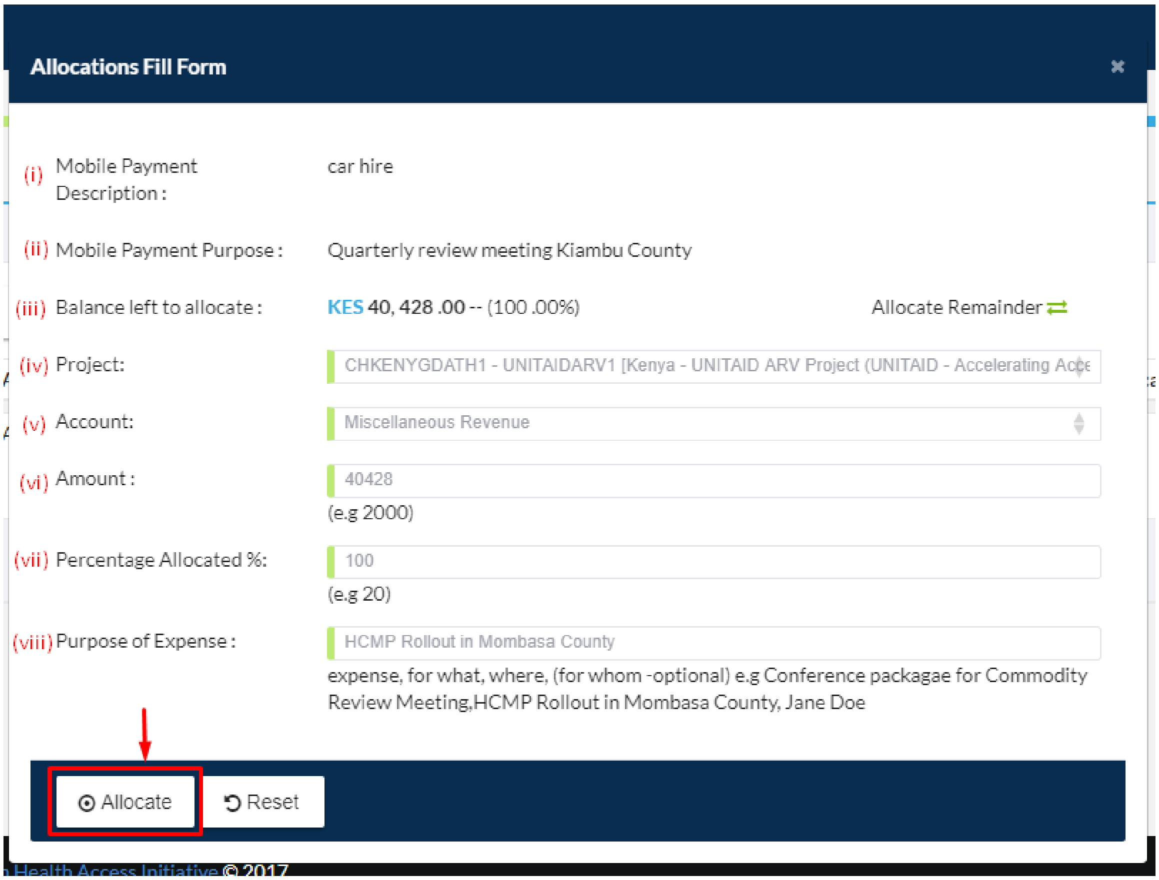
Choose the file and click on '**Upload/Amend Payees**' button. If you cannot find the file when choosing it, click on '**All files**' as shown below



Once verified, click on the '**Allocate**' button to go to the next page.

Chapter 4: Payee Allocation

Once the payees have been added you will be redirected to the allocation page. Click on the '**Allocate**' page and fill in the allocation form.

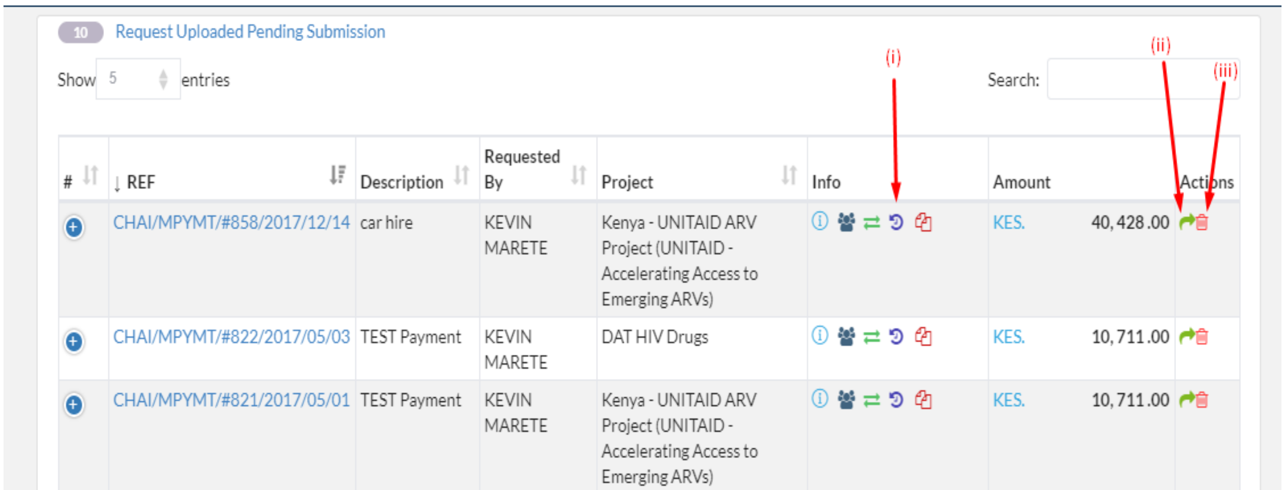


i. Displays the mobile payment description
ii. Displays the mobile payment purpose
iii. This will display the Balance left to allocate and you can choose to allocate the remainder to that expense
iv. Select the project
v. Select the account which the expense falls under
vi. Type in the amount
vii. The percentage allocated will depend on the amount but you can put the percentage and it will calculate the amount
viii. Type in the purpose of the expense and click on '**Allocate**'

Once done click on '**Finish**' once all allocations are made.

Chapter 5: Mobile Payment Approval

After adding the Mobile payment it will appear in the mobile payment list to begin the approval process.


10 Request Uploaded Pending Submission

Show 5 entries

(i) (ii) (iii)

Search:

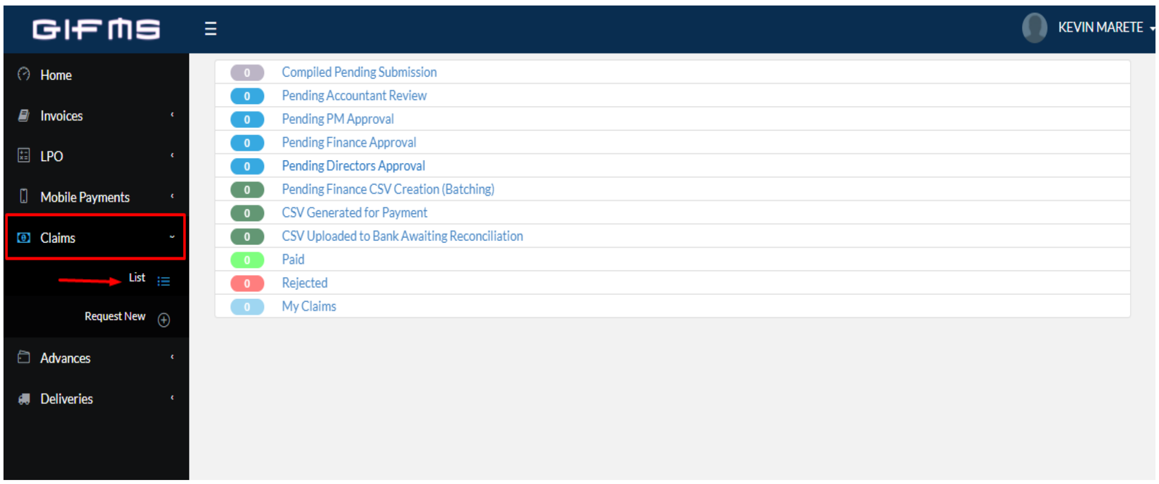
#	REF	Description	Requested By	Project	Info	Amount		Actions
	CHAI/MPYMT/#858/2017/12/14	car hire	KEVIN MARETE	Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to Emerging ARVs)		KES.	40,428.00	
	CHAI/MPYMT/#822/2017/05/03	TEST Payment	KEVIN MARETE	DAT HIV Drugs		KES.	10,711.00	
	CHAI/MPYMT/#821/2017/05/01	TEST Payment	KEVIN MARETE	Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to Emerging ARVs)		KES.	10,711.00	

i. Click on this section to bring up information on the Mobile Payment, you can view and add details on it before approval.
ii. This icon is for submitting the Mobile Payment for approval for the accountant to review and begin the process of approval.
iii. This icon is for deleting the listed Mobile Payment.

Section 5: Claims

Chapter 1: Claims Approval Stages

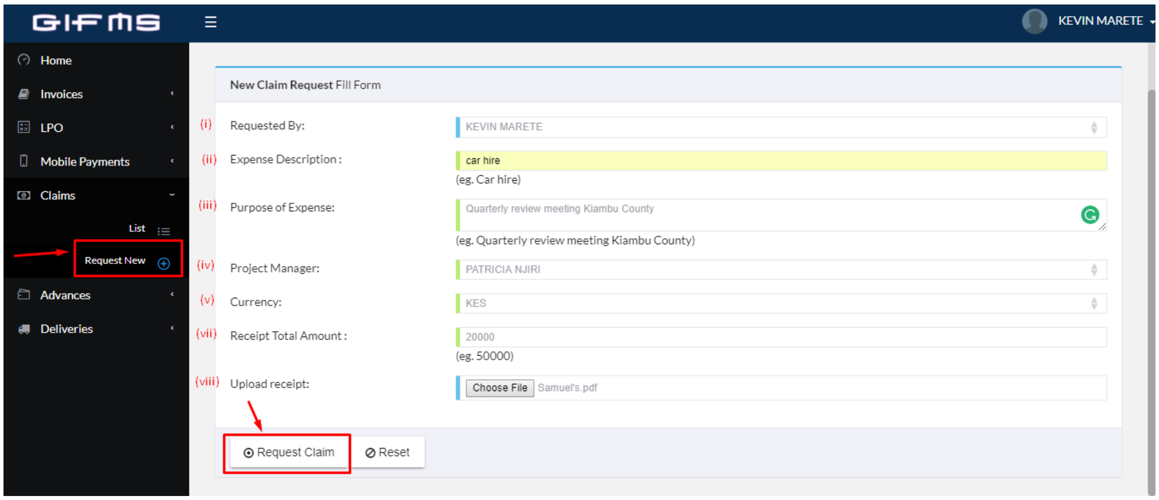
The Claims module is found on the right panel under '**Claims'** and you can access the list by clicking on '**List**'.



i. The requested claims will be compiled here
ii. Accountant's review of the claims
iii. The project manager's approval
iv. Finance approval
v. Approval by the Director
vi. Creation of the CSV by the finance
vii. Generation of CSV for payment
viii. CSV uploaded to the bank for reconciliation
ix. Claims that have been paid will appear here
x. List for your claims will appear here.

Chapter 2: Request new Claim

To request a new claim, click on the Request New icon under Claims on the right panel.

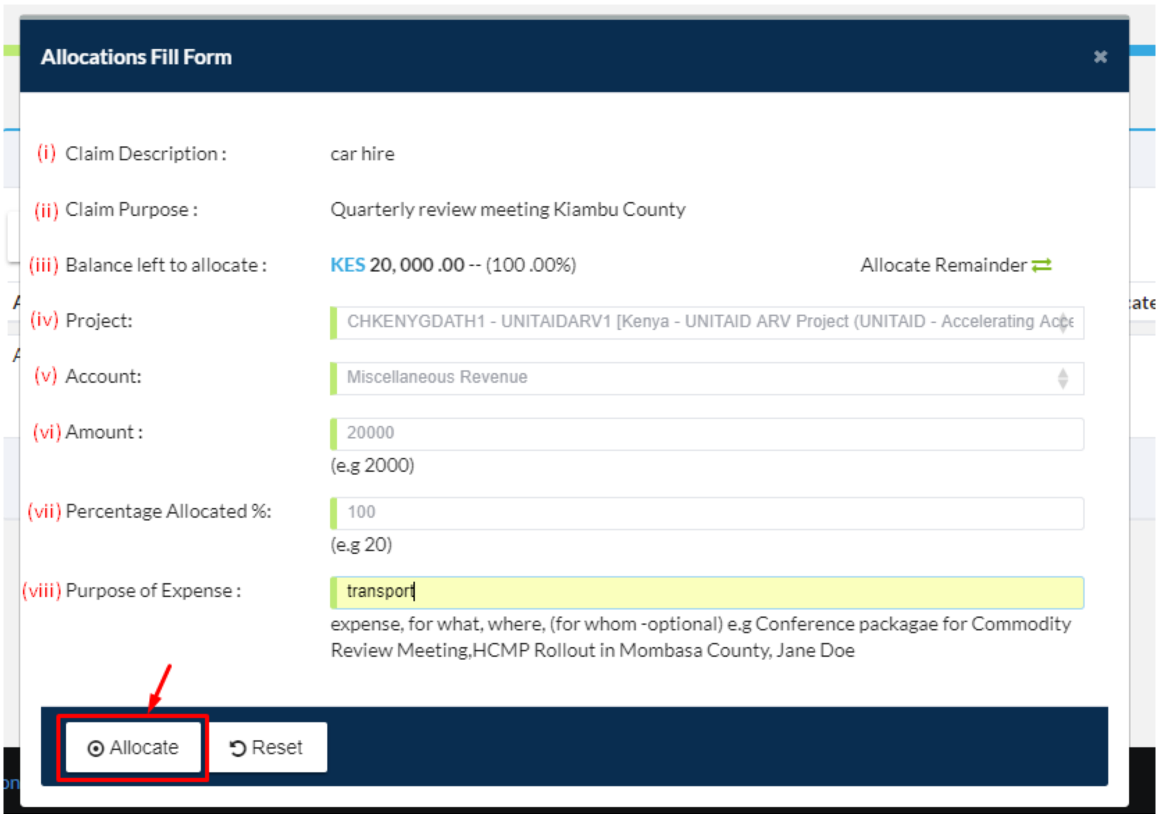


i. This will appear for the name of the account requesting
ii. Describe the expense being requested
iii. State the purpose of the expense
iv. Select the project manager responsible
v. Select the currency used
vi. Indicate the Receipt total amount
vii. Upload the supporting documents

Once done click on the ‘**Request Claim**’ button to proceed to the next step.

Chapter 3: Claim Allocation

After filling in the claim request form, you will be directed to the allocations page where to allocate you will click on the '**Allocate'** button. The allocations form will show and should be filled as follows:

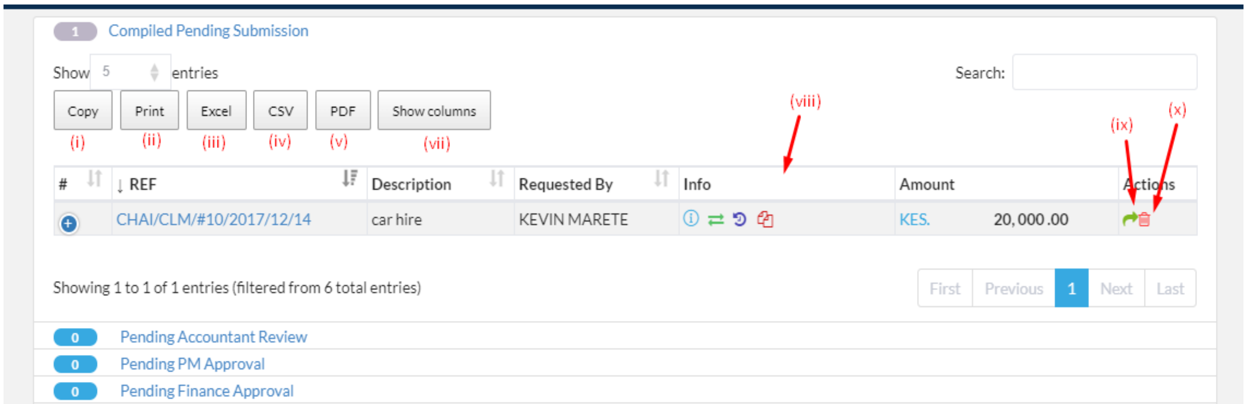


i. Displays the claim description
ii. Displays the claim purpose
iii. This will display the Balance left to allocate and you can choose to allocate the remainder to that expense
iv. Select the project
v. Select the account which the expense falls under
vi. Type in the amount
vii. The percentage allocated will depend on the amount but you can put the percentage and it will calculate the amount
viii. Type in the purpose of the expense and click on '**Allocate'**

Once done with allocations click on '**Finish'** to go for approval.

Chapter 4: Claim approval

All requested claims will appear in the ‘**Claims’** list for submission as shown.

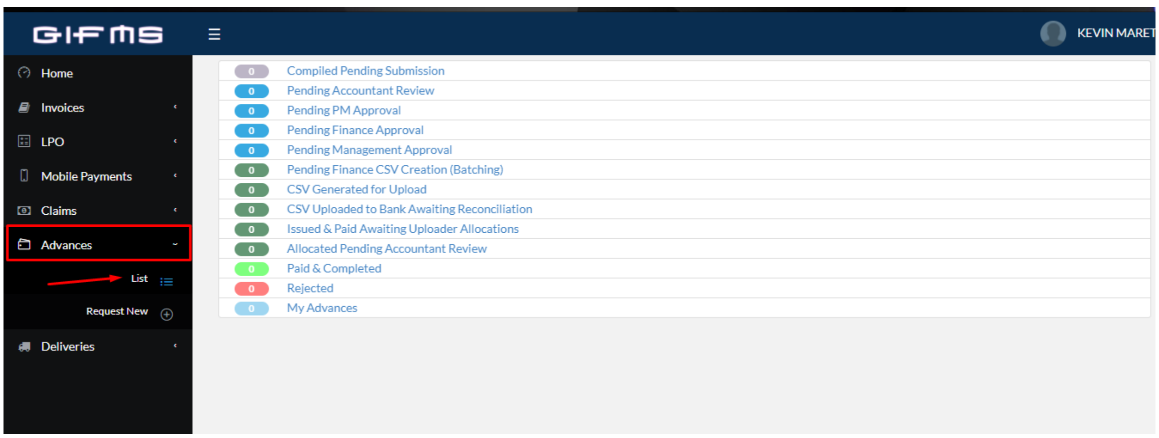


i. Click on **Copy** to copy the entries into you clipboard
ii. Click on **Print** to be able to print a copy of the claims listed
iii. Click on **Excel** to get a spreadsheet of the claims entries
iv. Click on **CSV** to generate a CSV of the claims
v. Click on **PDF** to generate a pdf of the claims
vi. Click on **Show columns** to choose which columns should be displayed or appear in any of the above documents.
vii. Click on this icon to submit for approval.

Sections 6: Advances

Chapter 1: Advances Approval Stages

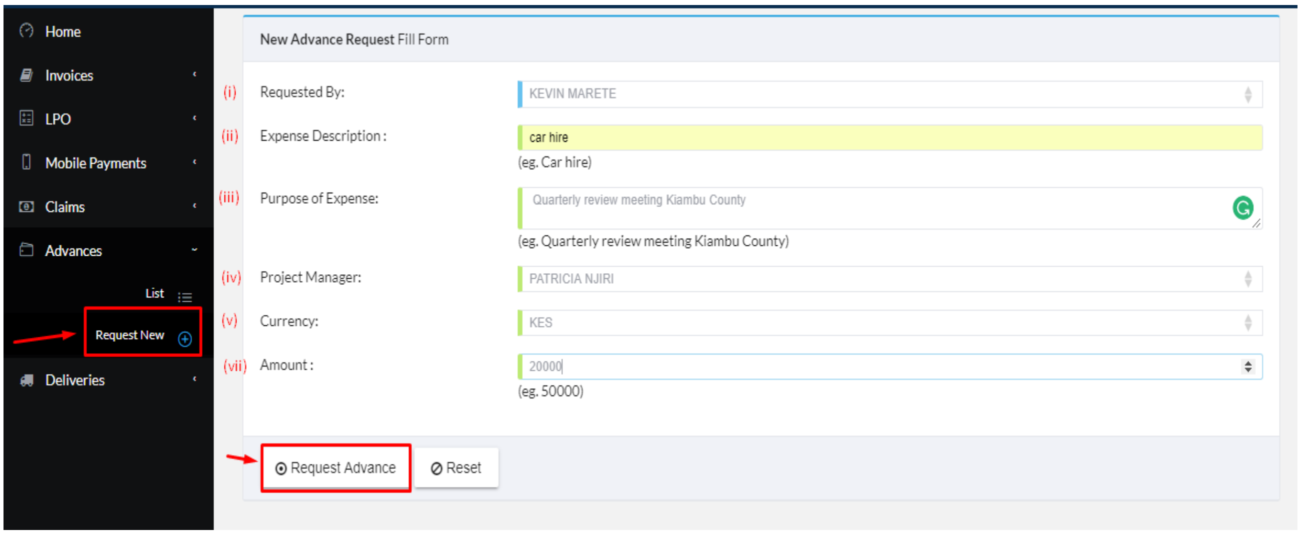
To access the advances module, click on the Advances button on the right panel which will display the list of the levels of approval. You can also access this by clicking on the '**List**' icon.



i. The requested advances will be compiled here
ii. Accountant's review of the advances
iii. The project manager's approval
iv. Finance approval
v. Approval by the Director
vi. Creation of the CSV by the finance
vii. Generation of CSV for payment
viii. CSV uploaded to the bank for reconciliation
ix. Claims that have been paid will appear here
x. List for your advances will appear here.

Chapter 2: Request Advance

To request a new Advance, click on the ‘**Request New**’ icon under ‘**Advances**’ on the right panel.

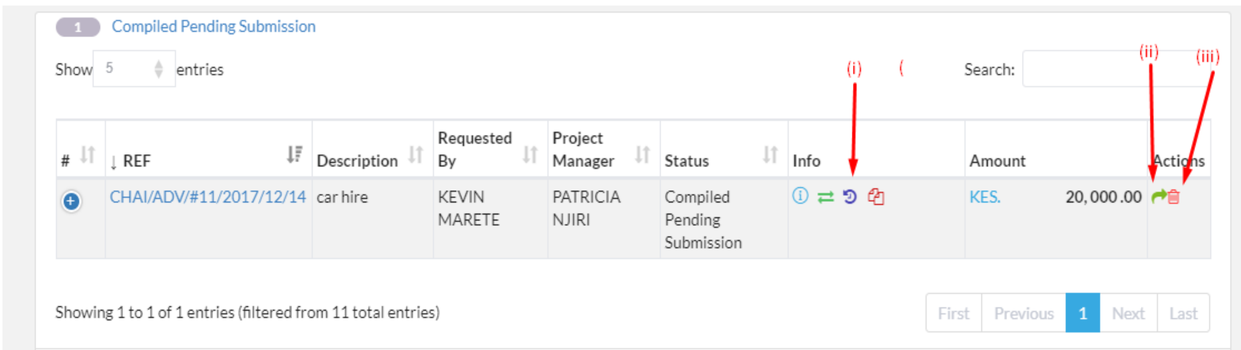


i. This will appear for the name of the account requesting
ii. Describe the expense being requested
iii. State the purpose of the expense
iv. Select the project manager responsible
v. Select the currency used
vi. Indicate the Receipt total amount
vii. Upload the supporting documents

Once done click on the ‘**Request Advance**’ button to proceed to the Advances list for approval.

Chapter 3: Advance approval

After adding the Advance it will appear in the Advances list to begin the approval process.

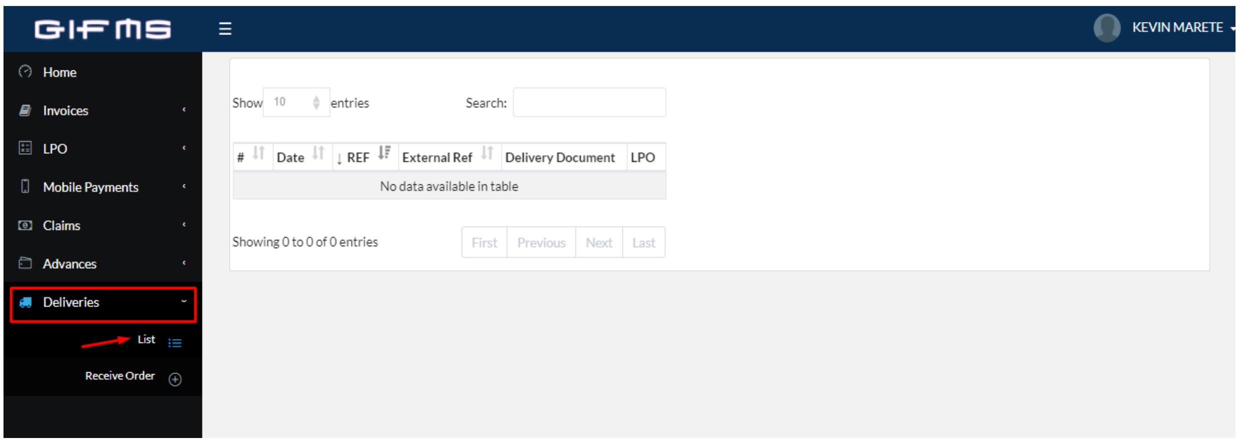


i. Click on this section to bring up information on the Advance, you can view and add details on it before approval.
ii. This icon is for submitting the Advance for approval for the accountant to review and begin the process of approval.
iii. This icon is for deleting the listed Advance.

Section 7: Deliveries

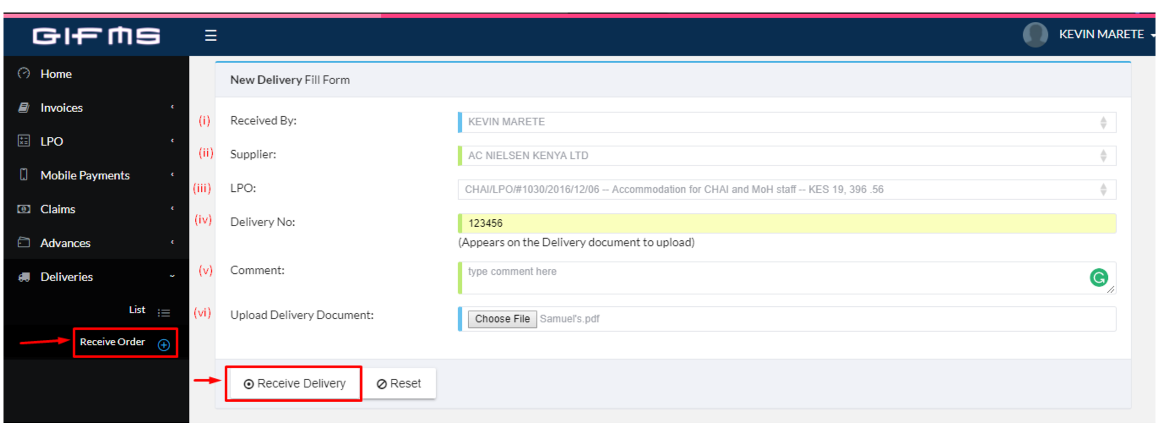
Chapter 1: Delivery List

To access list of all the deliveries made, click on the ‘**Deliveries**’ module on the right panel and click on ‘**List**’;



Chapter 2: Receive Order

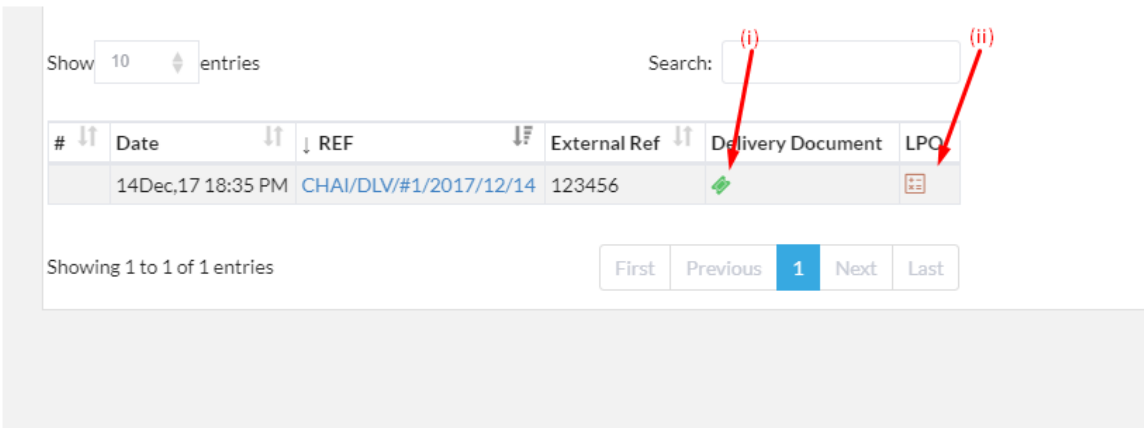
To receive an order which has been delivered, click on the ‘**Receive Order**’ icon which is under ‘**Deliveries**’.



i. Displays the receiver of the delivery
ii. Select the supplier of the order
iii. Select the LPO associated
iv. Indicate the delivery number
v. Type a comment
vi. Upload relevant delivery document

Once done click on Receive delivery to submit the delivery.

The list will now show all the deliveries that have been made.

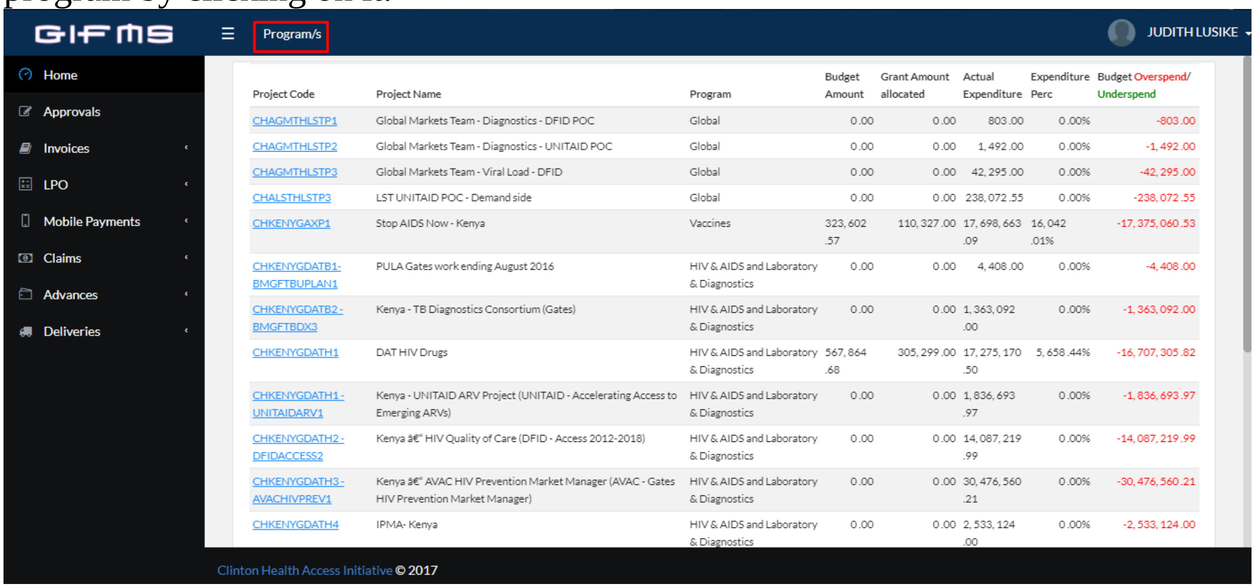


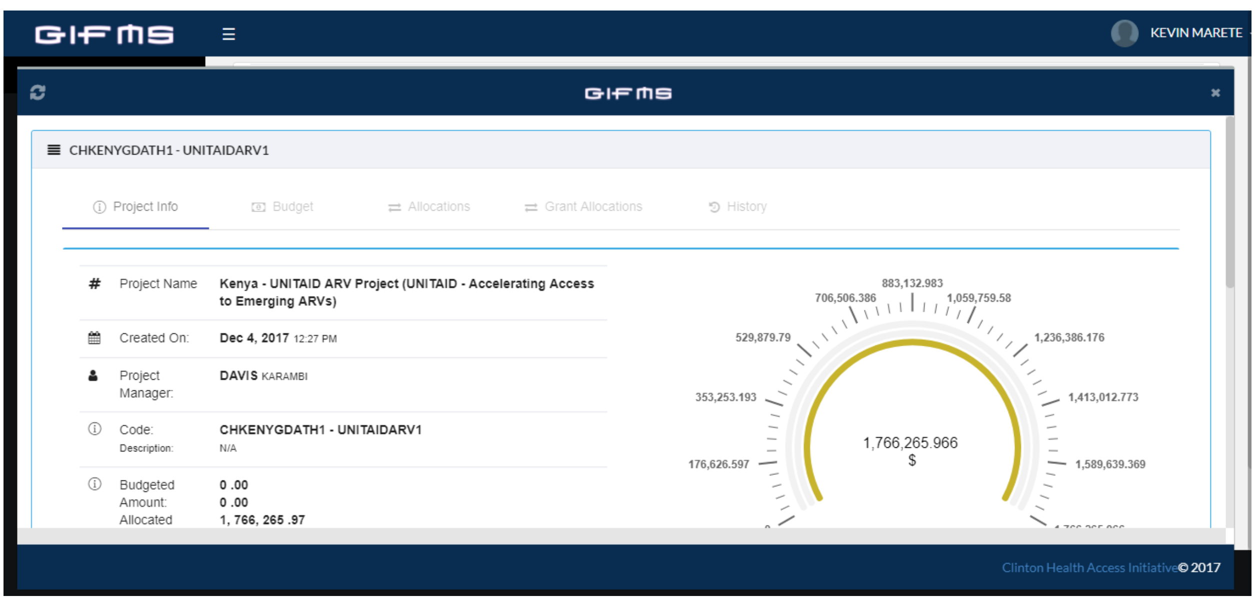
i. Click to access the document for the delivery
ii. Click to view the associated LPO

Section 8: Project Manager

Chapter 1: Dashboard

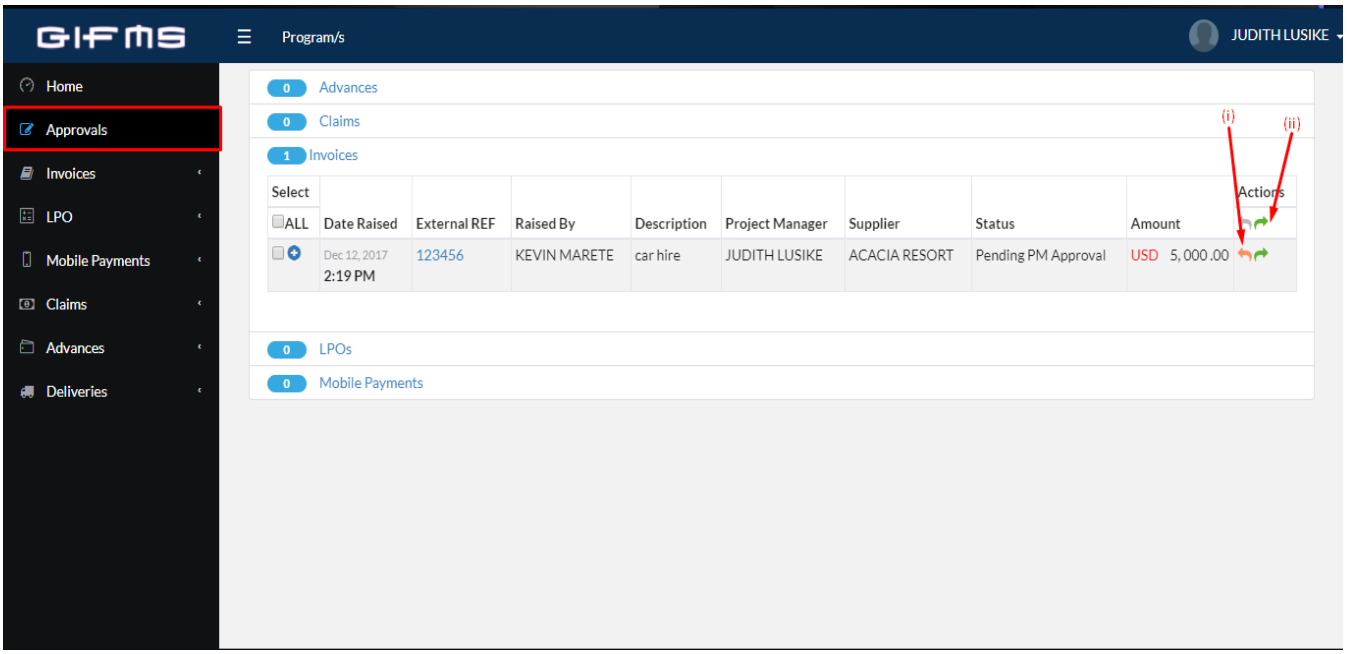
This is the first screen you will see once you log in to your account which displays all the programs. You can view each individual detail of the program by clicking on it.





Chapter 2: Approvals

Once a transaction has been submitted for approval, it will come to the project manager responsible. To access the transactions to approve click on the left panel on '**Approvals**'. You will be able to see each category and the number of approvals pending. You can also view them by clicking on the respective category on the left panel.



On the Actions column:

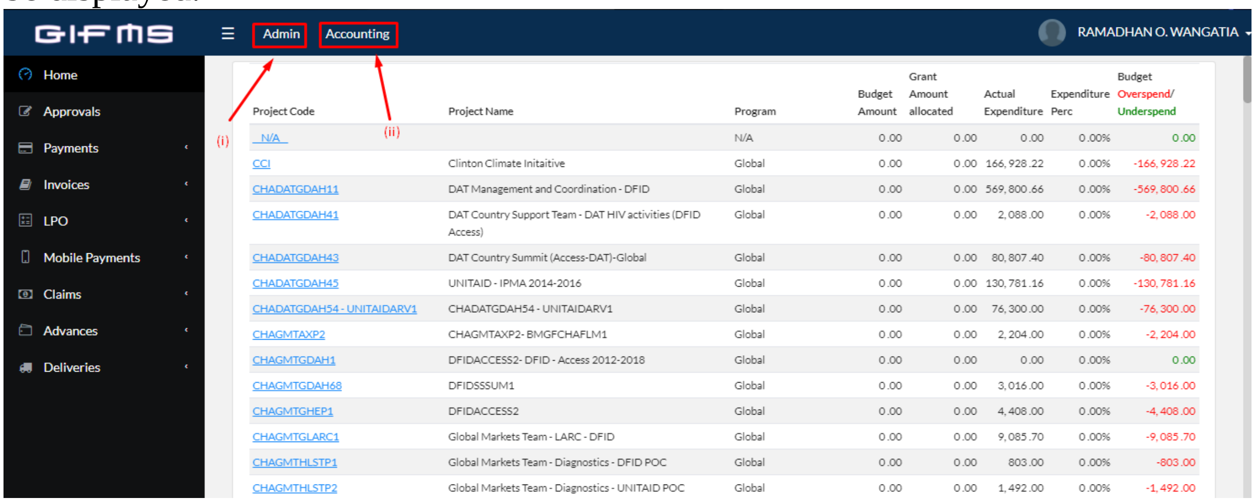
(i) Click on this icon to reject a transaction

(ii) Click on this to approve a transaction

Section 9: Accountant and Financial Admin

Chapter 1: Dashboard And Admin

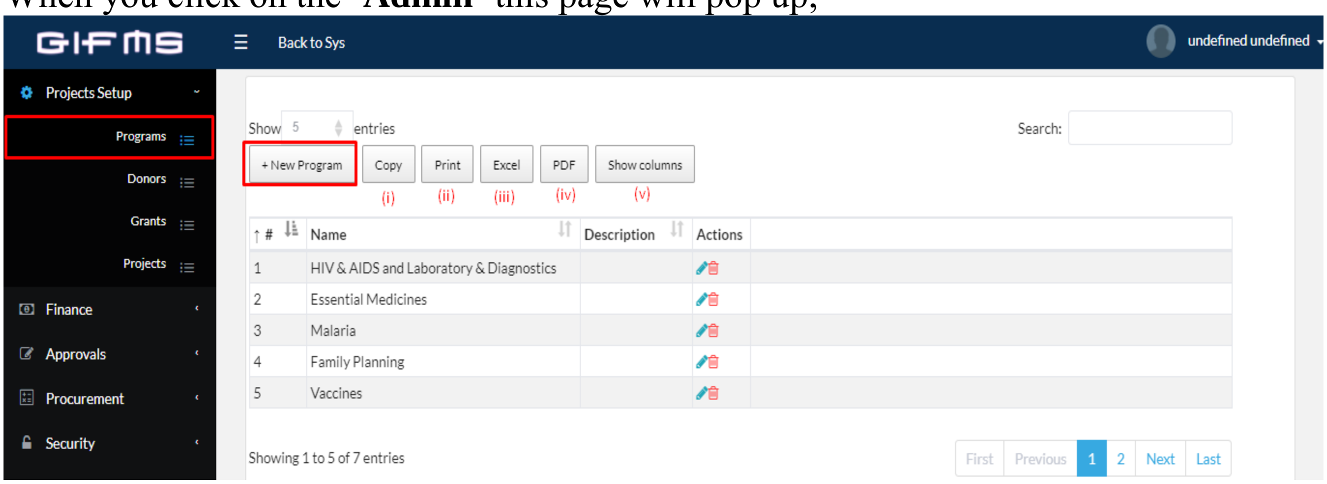
This chapter will cover how to create different programs, donors, grants and projects. Once you login to the accountant account the following page will be displayed.



(i) Click on '**Admin**' to create and edit the projects and grants

(ii) Click on '**Accounting**' to gain access the accounting features (covered in later chapters)

When you click on the '**Admin**' this page will pop up;



Click on '**+New Program**' to add a new program e.g. Malaria

(i) Click on **Copy** to copy all the rows displayed

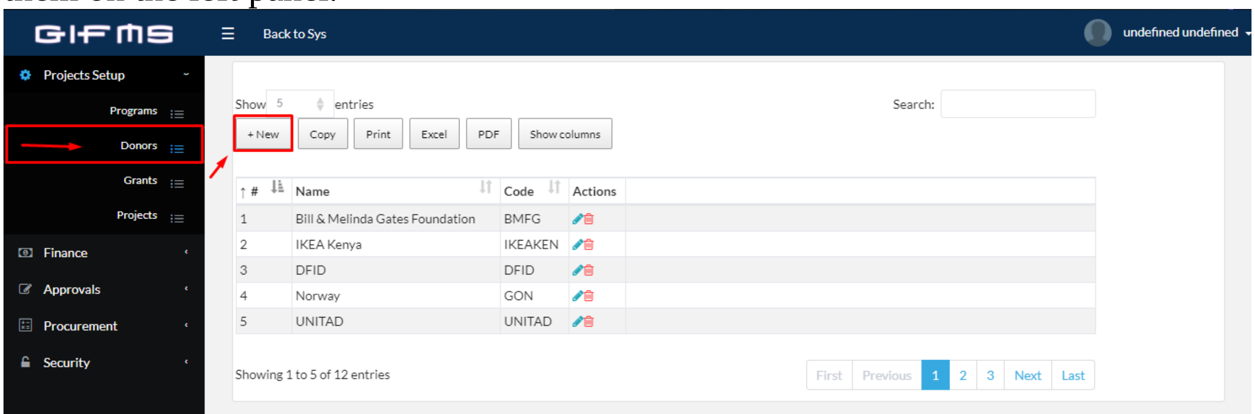
(ii) Click on **Print** to print all the rows

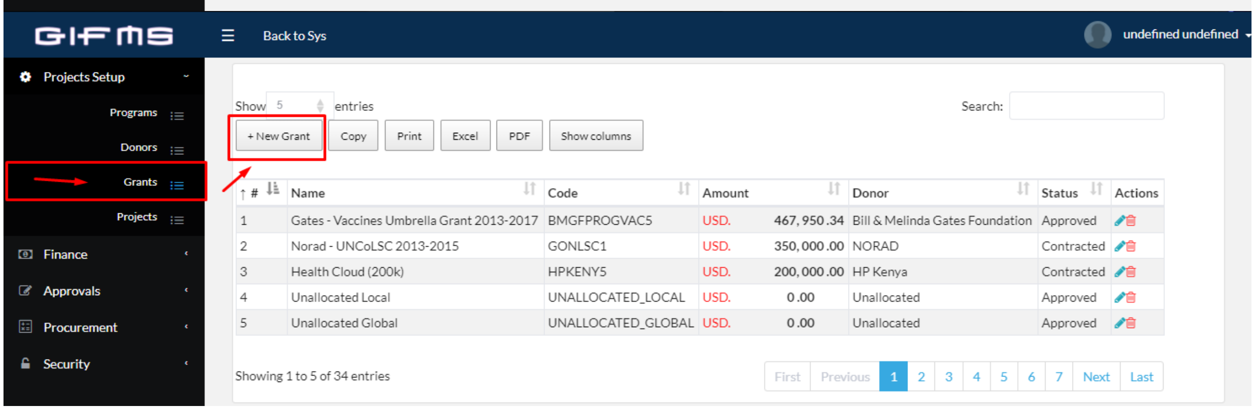
(iii) Click on **Excel** to generate an excel sheet with the rows

(iv) Click on **PDF** to generate a pdf of the rows

(v) Click on the **Show columns** to either display remove columns e.g. Name/Actions

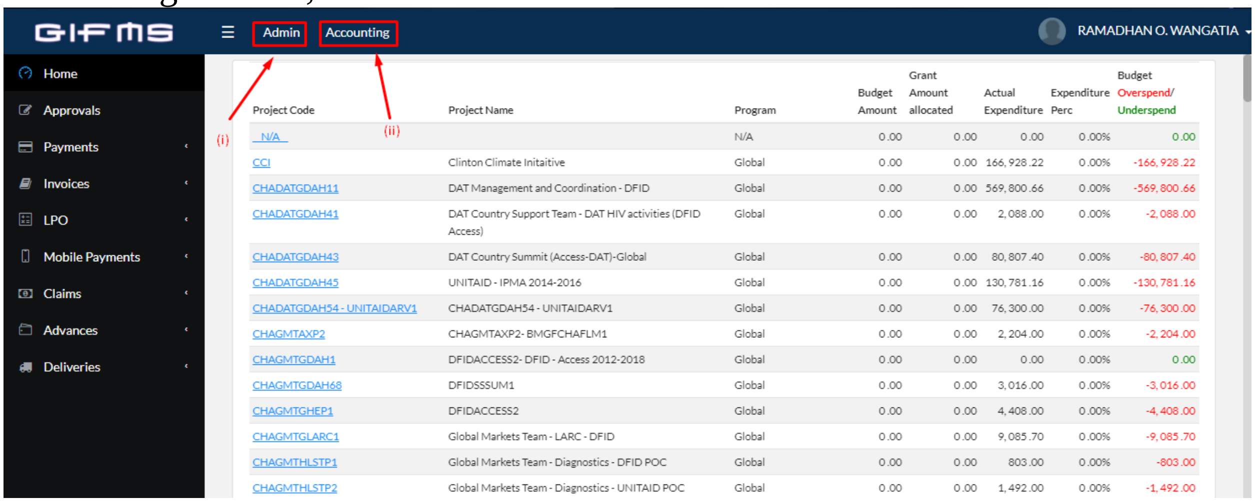
This also applies to Adding **Donors**, **Grants** and **Projects**, just click on them on the left panel.





Chapter 2: Accounting and Approvals

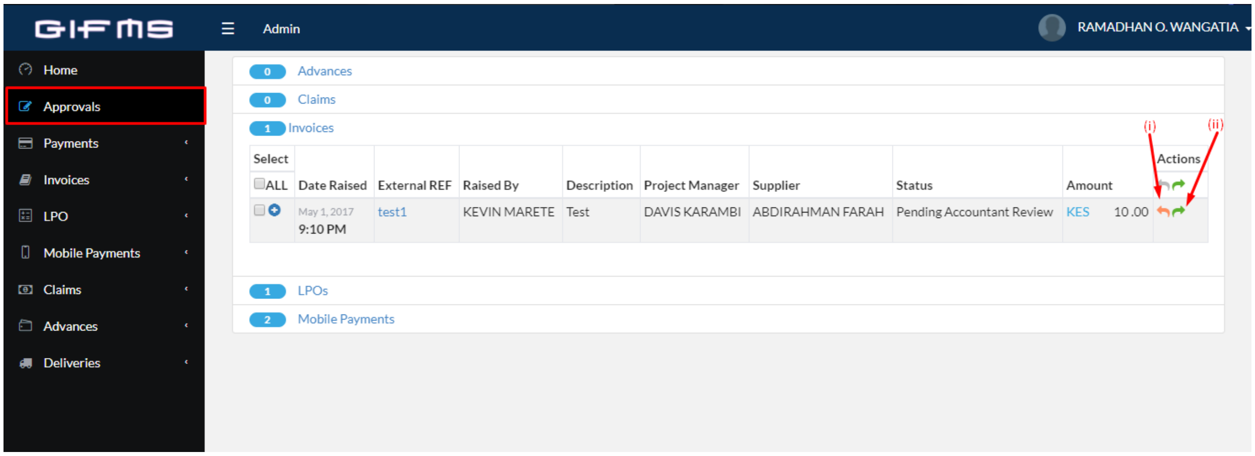
Click on the ‘**Accounting**’ section at the top to gain access to the different Accounting features;



It will direct you to this page;

You can easily go back to the previous page by clicking on the ‘**Back to Sys**’ of which you can still make payments and approvals by clicking on the left panel to access them. When you click on them it will direct you to their respective pages.

To make approvals click on the ‘**Approval’** Section on the left panel;

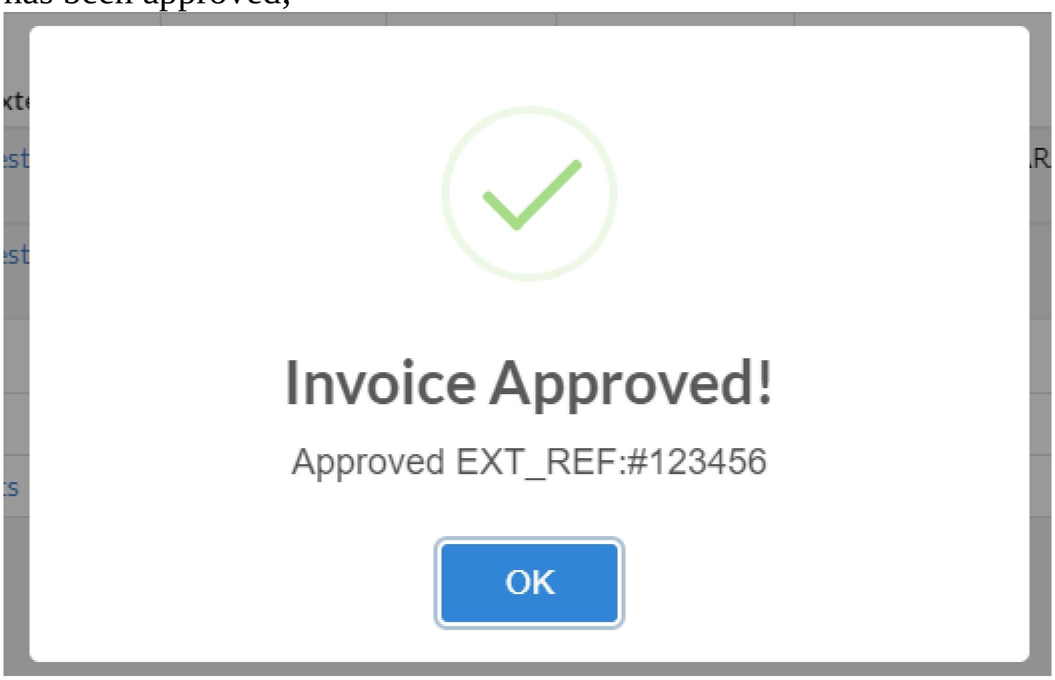


On the Actions column:

(i) Click on this icon to reject a transaction

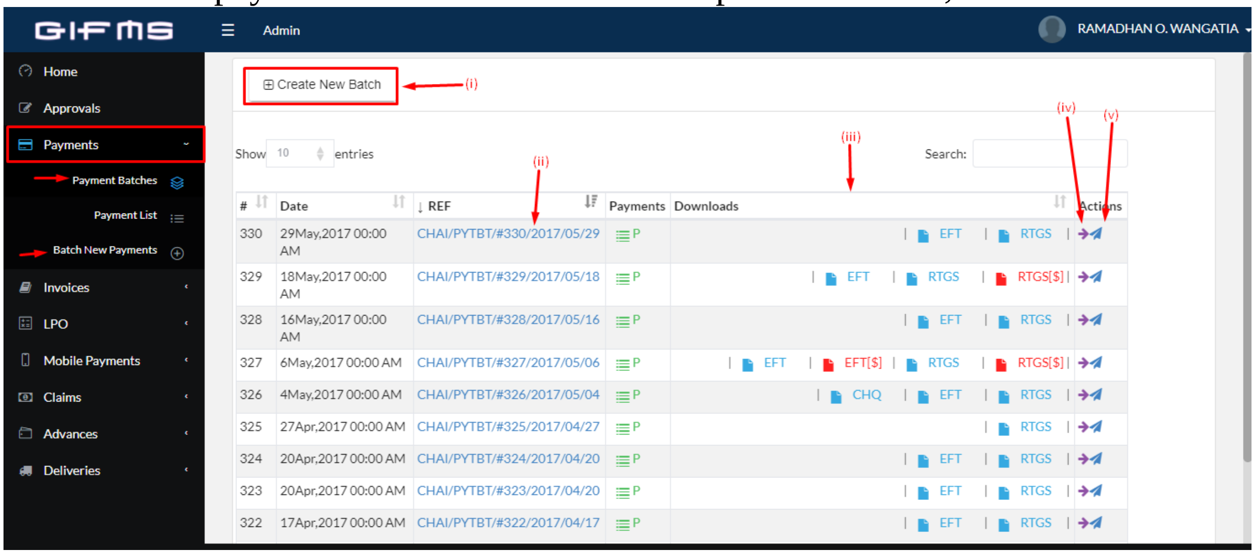
(ii) Click on this to approve a transaction

When you approve a transaction you will get a notification to show that it has been approved;



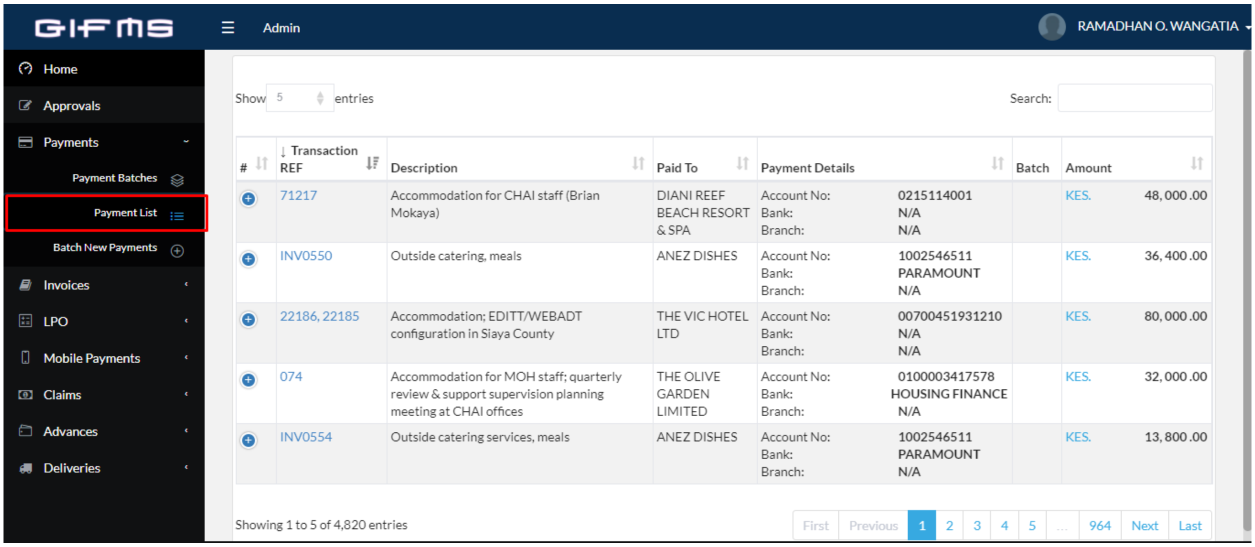
Chapter 3: Payments

To access the payment module click on the left panel as shown;



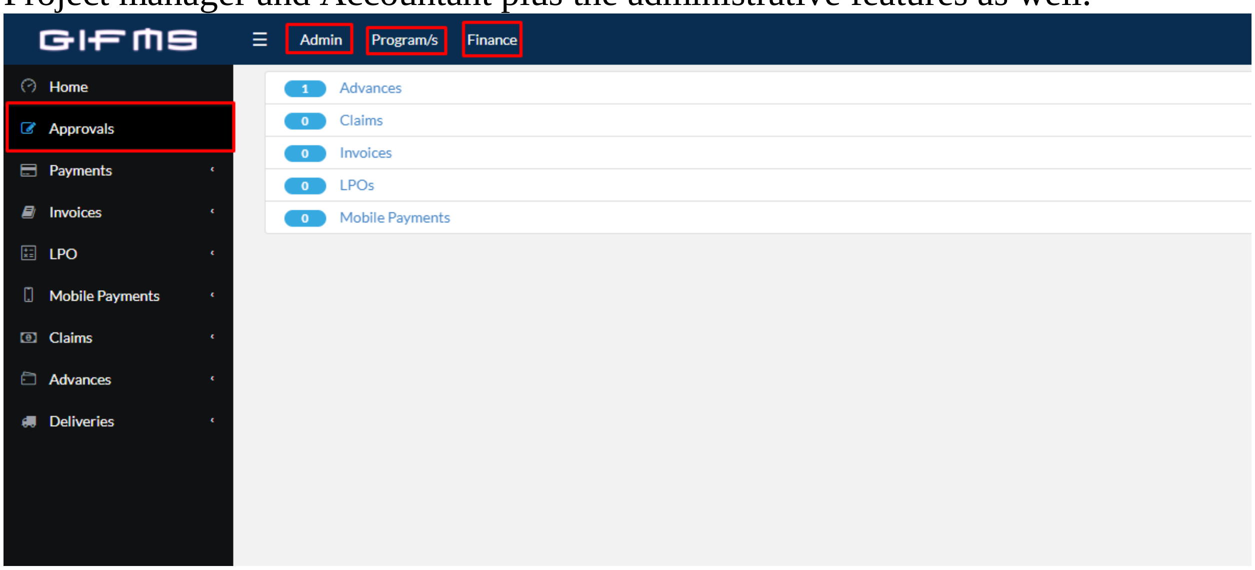
(i) Click on '**Create New Batch**' or '**Batch New Payments**' (on the left panel) to batch new payments.
(ii) Click on this section to view the batched payments in each row
(iii) Click on this column to download the various payment methods used for the payment in that particular row
(iv) Complete uploading payment
(v) Request Bank signing

You can also view the list of batched payments by clicking on the '**Payment List**'

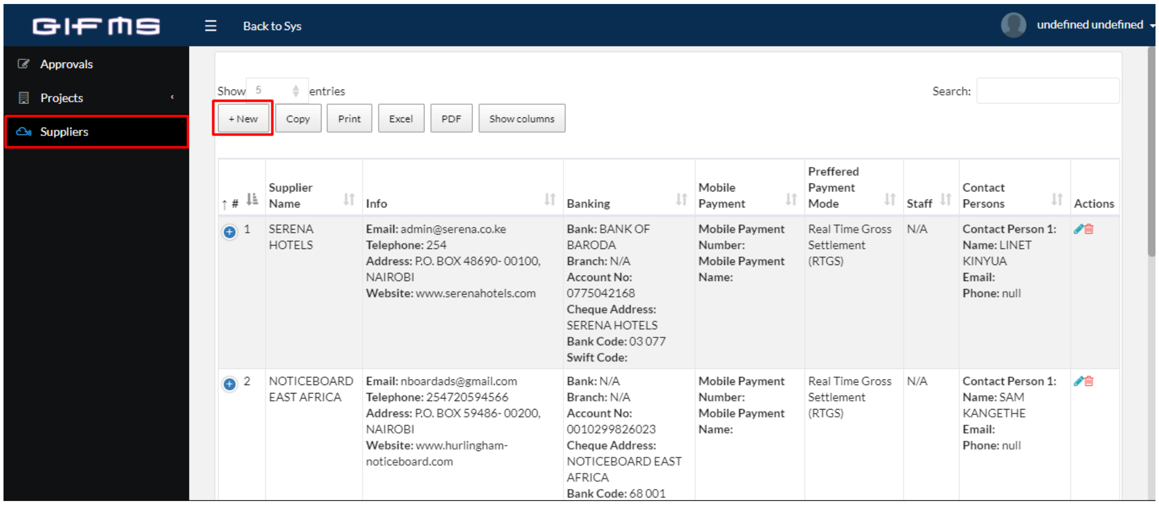


Chapter 4: Financial Manager

The financial manager has the same role as the Accountant with a more advanced role in the admin side. The account has all the features of the Project manager and Accountant plus the administrative features as well.



You can add a supplier by clicking on the ‘**Admin**’ section and selecting the ‘**Supplier**’ on the left panel


GIFMS
Back to Sys
undefined undefined
Approvals
Projects
Suppliers
Show 5 entries
Search:
+ New
Copy
Print
Excel
PDF
Show columns
| Supplier Name | Info | Banking | Mobile Payment | Preffered Payment Mode | Staff | Contact Persons | Actions
1 | SERENA HOTELS | Email: admin@serena.co.ke Telephone: 254 Address: P.O. BOX 48690- 00100, NAIROBI Website: www.serenahotels.com | Bank: BANK OF BARODA Branch: N/A Account No: 0775042168 Cheque Address: SERENA HOTELS Bank Code: 03 077 Swift Code: | Mobile Payment Number: Mobile Payment Name: | Real Time Gross Settlement (RTGS) | N/A | Contact Person 1: Name: LINET KINYUA Email: Phone: null
2 | NOTICEBOARD EAST AFRICA | Email: nboardads@gmail.com Telephone: 254720594566 Address: P.O. BOX 59486- 00200, NAIROBI Website: www.hurlingham-noticeboard.com | Bank: N/A Branch: N/A Account No: 0010299826023 Cheque Address: NOTICEBOARD EAST AFRICA Bank Code: 68 001 | Mobile Payment Number: Mobile Payment Name: | Real Time Gross Settlement (RTGS) | N/A | Contact Person 1: Name: SAM KANGETHE Email: Phone: null