



# GIFMS USER MANUAL

## Table of Contents

<b><u>PREFACE.....</u></b>	<b><u>3</u></b>
<b>HOW THIS GUIDE IS ORGANIZED .....</b>	<b>3</b>
<b><u>SECTION 1: LOGIN .....</u></b>	<b><u>4</u></b>
CHAPTER 1: USING CREDENTIALS TO LOGIN .....	4
CHAPTER 2: FORGOT PASSWORD .....	4
CHAPTER 3: DASHBOARD .....	6
CHAPTER 4: CHANGE PASSWORD .....	7
CHAPTER 5: MY PROFILE.....	8
<b><u>SECTION 2: INVOICE .....</u></b>	<b><u>9</u></b>
CHAPTER 1: STAGES OF THE INVOICE .....	9
CHAPTER 2: LOG NEW INVOICE .....	10
CHAPTER 3: INVOICE ALLOCATION .....	11
CHAPTER 4: INVOICE SUBMISSION.....	13
<b><u>SECTION 3: LPO .....</u></b>	<b><u>14</u></b>
CHAPTER 1: LPO STAGES.....	14
CHAPTER 2: REQUEST NEW LPO.....	15
CHAPTER 3: QUOTATIONS.....	16
CHAPTER 4: ADD ITEMS.....	18
CHAPTER 4: ADD TERMS .....	19
CHAPTER 5: LPO APPROVAL .....	20
<b><u>SECTION 4: MOBILE PAYMENT .....</u></b>	<b><u>21</u></b>
CHAPTER 1: MOBILE PAYMENT STAGES .....	21
CHAPTER 2: REQUEST NEW MOBILE PAYMENT.....	22
CHAPTER 3: ADD PAYEES.....	23
CHAPTER 4: PAYEE ALLOCATION .....	25
CHAPTER 5: MOBILE PAYMENT APPROVAL .....	26
<b><u>SECTION 5: CLAIMS.....</u></b>	<b><u>27</u></b>
CHAPTER 1: CLAIMS APPROVAL STAGES .....	27
CHAPTER 2: REQUEST NEW CLAIM .....	28

CHAPTER 3: CLAIM ALLOCATION .....	29
CHAPTER 4: CLAIM APPROVAL .....	30
<b><u>SECTIONS 6: ADVANCES .....</u></b>	<b><u>31</u></b>
CHAPTER 1: ADVANCES APPROVAL STAGES .....	31
CHAPTER 2: REQUEST ADVANCE.....	32
CHAPTER 3: ADVANCE APPROVAL.....	33
<b><u>SECTION 7: DELIVERIES .....</u></b>	<b><u>34</u></b>
CHAPTER 1: DELIVERY LIST .....	34
CHAPTER 2: RECEIVE ORDER .....	34
<b><u>SECTION 8: PROJECT MANAGER.....</u></b>	<b><u>36</u></b>
CHAPTER 1: DASHBOARD .....	36
CHAPTER 2: APPROVALS .....	37
<b><u>SECTION 9: ACCOUNTANT AND FINANCIAL ADMIN.....</u></b>	<b><u>38</u></b>
CHAPTER 1: DASHBOARD AND ADMIN .....	38
CHAPTER 2: ACCOUNTING AND APPROVALS .....	40
CHAPTER 3: PAYMENTS.....	42
CHAPTER 4: FINANCIAL MANAGER.....	43

## **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:

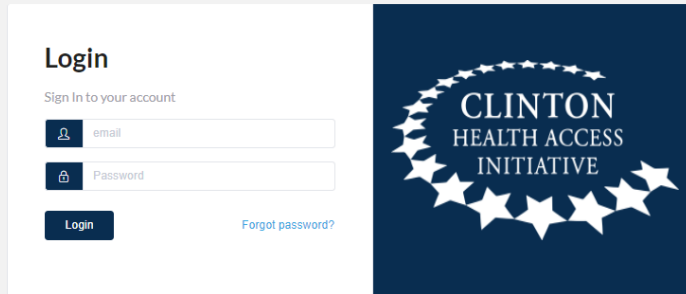
- i. Login – How to access the system
- ii. Invoice - How to upload and log new invoices
- iii. LPO – How to request new LPOs
- iv. Mobile Payment – How to use mobile payment for requests
- v. Claims – How to make claims and relevant documentation
- vi. Advances – How to request advances
- vii. Deliveries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

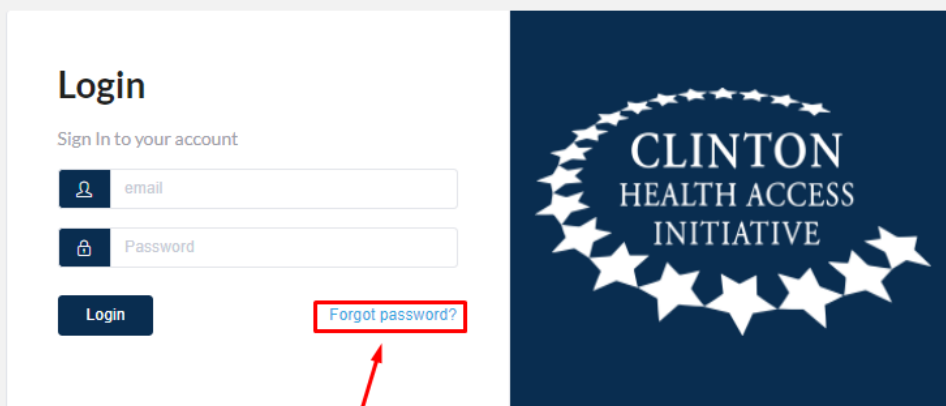


The login form is titled "Login" and includes the instruction "Sign In to your account". It features two input fields: "email" with an envelope icon and "Password" with a lock icon. Below the fields is a dark blue "Login" button and a blue link "Forgot password?". To the right of the form is a dark blue square containing the "CLINTON HEALTH ACCESS INITIATIVE" logo, which is surrounded by a semi-circle of white stars.

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.

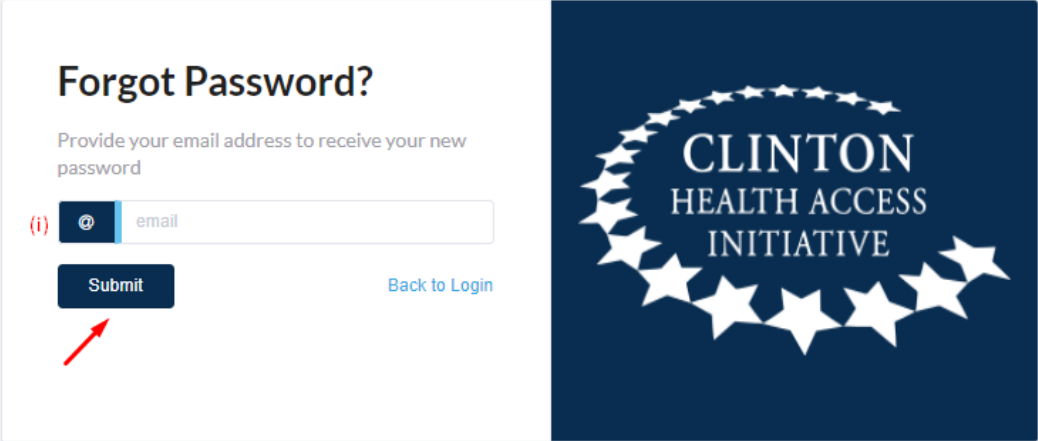
### Chapter 2: Forgot Password

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



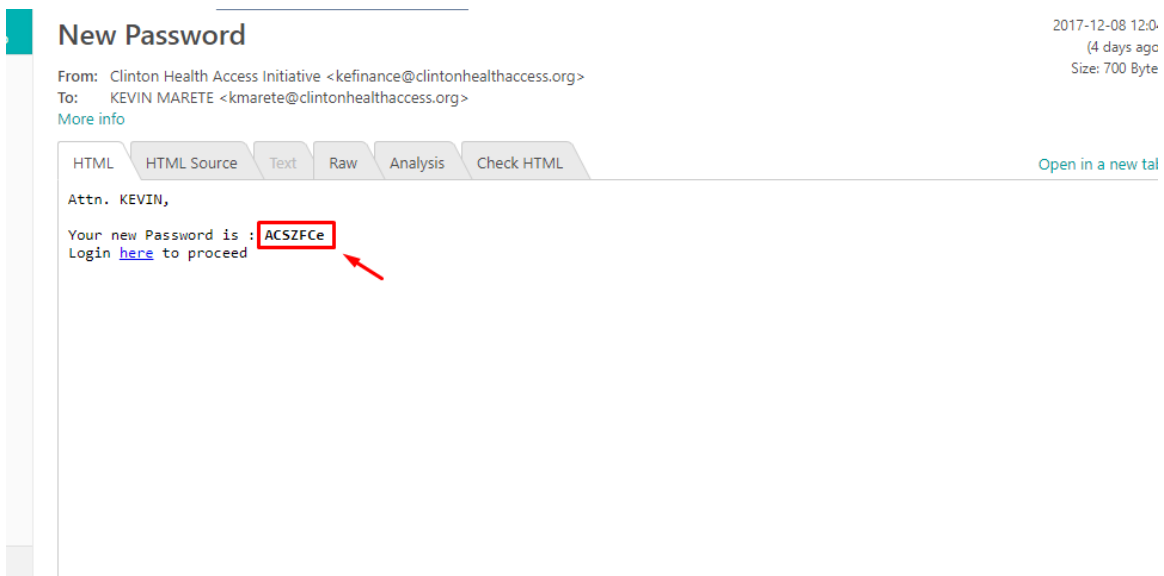
This image shows the same login form as above, but with a red rectangular box highlighting the "Forgot password?" link. A red arrow points from below the box up to the link. The rest of the form, including the "email" and "Password" fields and the "Login" button, remains the same.

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



The image shows a web form titled "Forgot Password?". Below the title, it says "Provide your email address to receive your new password". There is a text input field with a placeholder "email" and a red circled "i" icon to its left. Below the input field is a dark blue "Submit" button, which is highlighted with a red arrow. To the right of the "Submit" button is a blue link "Back to Login". On the right side of the form, there is a dark blue square with the "CLINTON HEALTH ACCESS INITIATIVE" logo, which consists of a semi-circle of white stars.

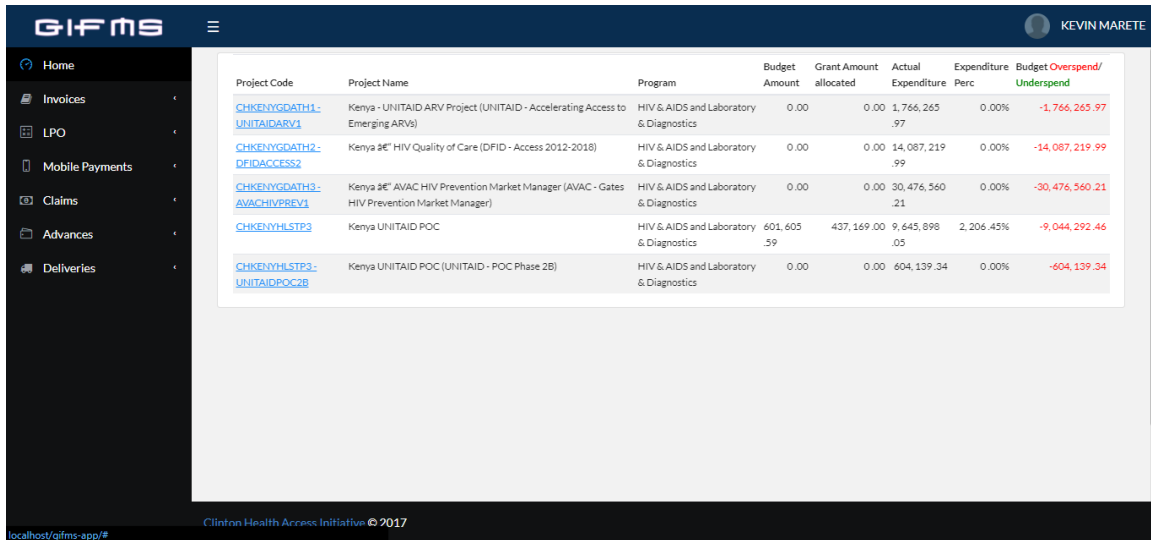
Once you click on submit and email will be sent with the new password



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.

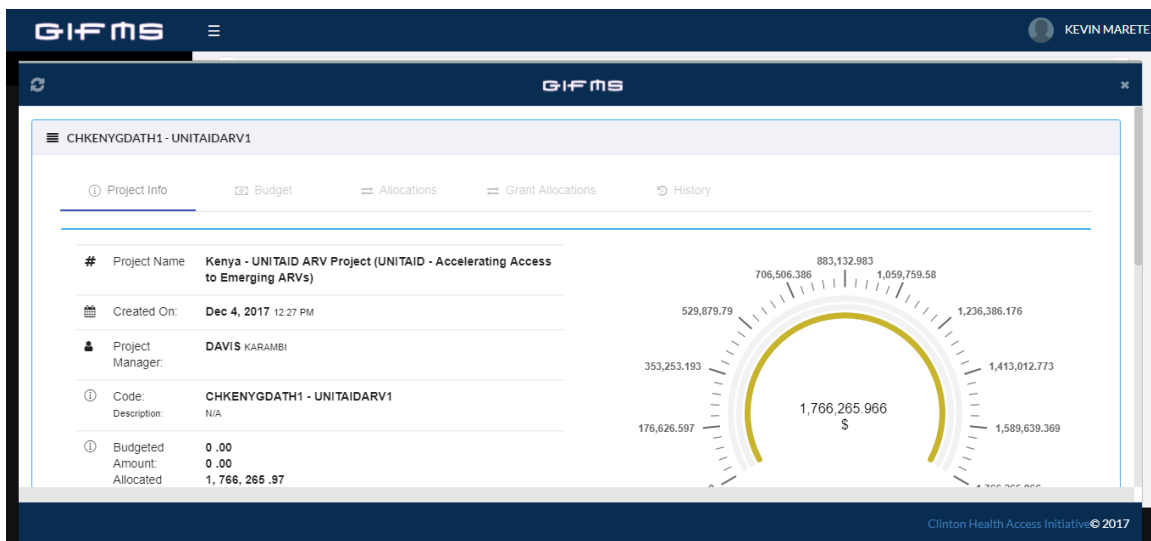


The screenshot shows the GIFMS dashboard. On the left is a sidebar with navigation links: Home, Invoices, LPO, Mobile Payments, Claims, Advances, and Deliveries. The main area displays a table of projects. The table has columns for Project Code, Project Name, Program, Budget Amount, Grant Amount allocated, Actual Expenditure, Expenditure Perc, and Budget Overspend/Underspend. Five projects are listed, with the first three having blue links for more details.

Project Code	Project Name	Program	Budget Amount	Grant Amount allocated	Actual Expenditure	Expenditure Perc	Budget Overspend/Underspend
<a href="#">CHKENYGDATH1-UNITAIDARV1</a>	Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to Emerging ARVs)	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	1,766,265.97	0.00%	-1,766,265.97
<a href="#">CHKENYGDATH2-DEIDACCESS2</a>	Kenya 36° HIV Quality of Care (DFID - Access 2012-2018)	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	14,087,219.99	0.00%	-14,087,219.99
<a href="#">CHKENYGDATH3-AVACHIVPREV1</a>	Kenya 36° AVAC HIV Prevention Market Manager (AVAC - Gates HIV Prevention Market Manager)	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	30,476,560.21	0.00%	-30,476,560.21
<a href="#">CHKENYHLSTP3</a>	Kenya UNITAID POC	HIV & AIDS and Laboratory & Diagnostics	601,605.59	437,169.00	9,645,898.05	2,206.45%	-9,044,292.46
<a href="#">CHKENYHLSTP3-UNITAIDPOC28</a>	Kenya UNITAID POC (UNITAID - POC Phase 28)	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	604,139.34	0.00%	-604,139.34

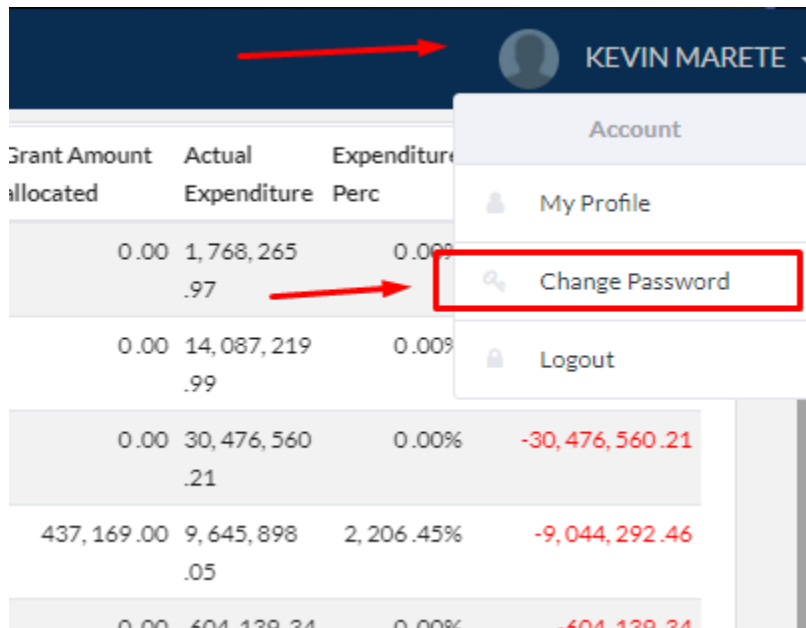
localhost/gifms-app/# Clinton Health Access Initiative © 2017

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



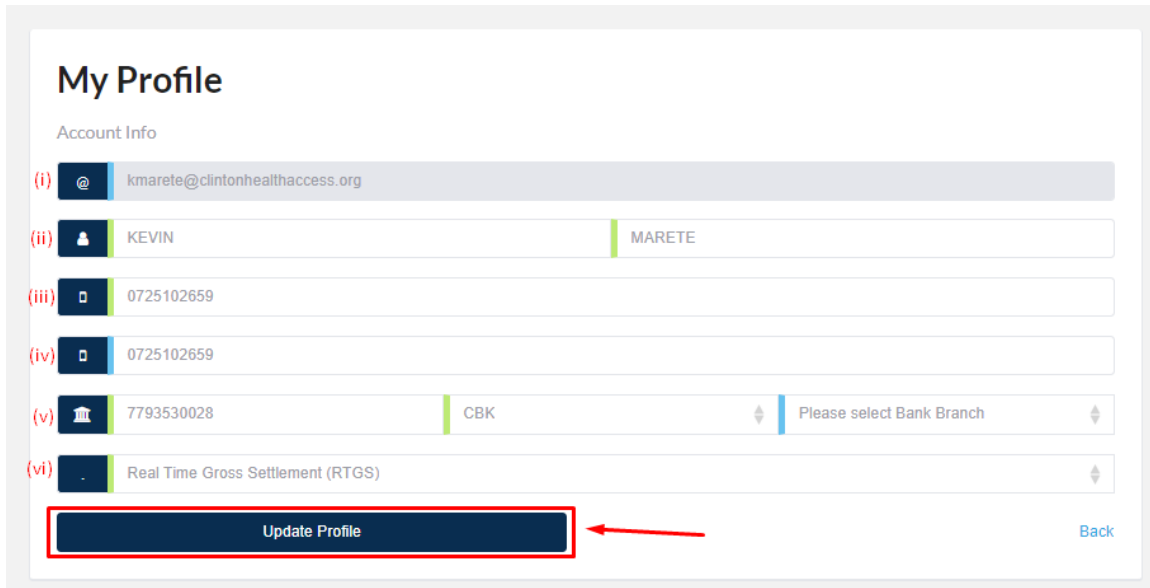
Put the current password and then set the new password. Confirm it and click on Update password

The screenshot shows a "Change Password" form. The title "Change Password" is at the top. Below it is the subtitle "Update Password". The form contains four input fields: an email field with the value "kmarete@clintonhealthaccess.org", and three password fields (current, new, and confirm) represented by dots. At the bottom, there is a blue "Update Password" button (highlighted with a red box and a red arrow) and a blue "Back" link.



## 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



The screenshot shows a web interface titled "My Profile". Under the heading "Account Info", there are six rows of input fields, each with a red lettered label in parentheses on the left:

- (i) Email: kmarete@clintonhealthaccess.org
- (ii) Name: KEVIN | MARETE
- (iii) Mobile 1: 0725102659
- (iv) Mobile 2: 0725102659
- (v) Bank: 7793530028 | CBK | Please select Bank Branch
- (vi) Payment: Real Time Gross Settlement (RTGS)

At the bottom left, there is a dark blue button labeled "Update Profile" which is highlighted with a red rectangular border. A red arrow points to this button from the right. At the bottom right, there is a blue "Back" link.

Your profile can be edited in the following ways:

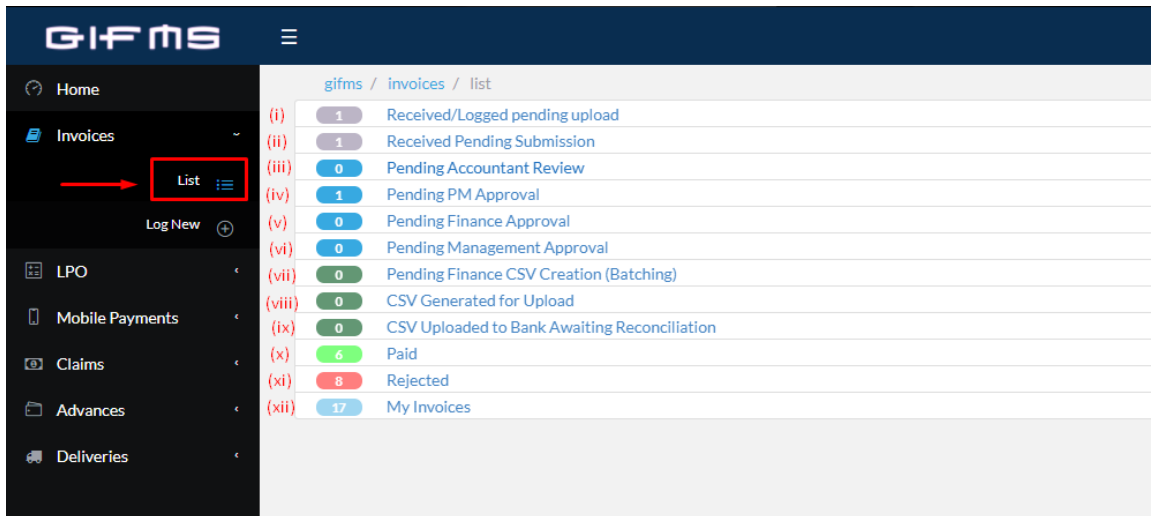
- i. Your Email address will be there automatically
- ii. Where to change your name
- iii. Mobile 1- Input your mobile number
- iv. Mobile 2- Input your second mobile number
- v. Your Bank account number – Your Bank – The Branch
- vi. Your preferred mode of payment

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.

The screenshot shows the 'Log New Invoice' form in the GIFMS system. The left sidebar has a 'Log New' button highlighted with a red arrow. The form contains the following fields:

- (i) Received By: KEVIN MARETE
- (ii) Supplier: 3
- (iii) LPO: Please select
- (iv) Invoice #: 22 (eg. Inv-123. Appear on the invoice document)
- (v) Invoice Date: 1/24/2018 (Choose a date icon, eg. 12/31/2017: this is the date that appears on the invoice document)
- (vi) Staff Responsible: Audit Team
- (vii) Currency: KES
- (viii) Invoice Total Amount: 50000 (eg. 50000)

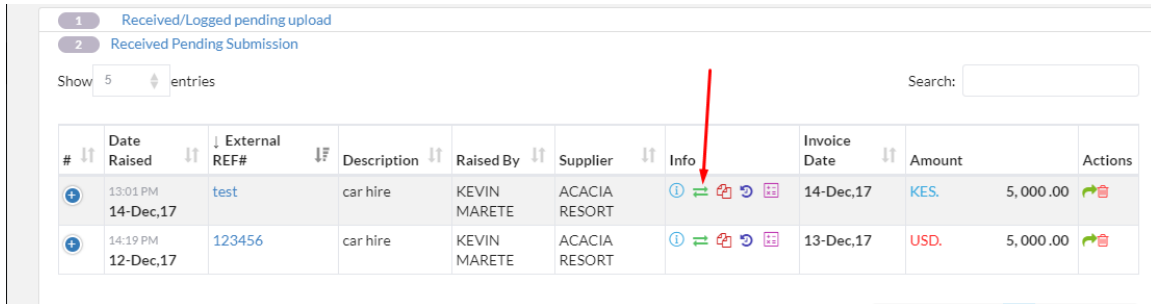
At the bottom of the form, there are two buttons: 'Log Invoice' and 'Reset'. A red arrow points to the 'Log Invoice' button.

- 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.

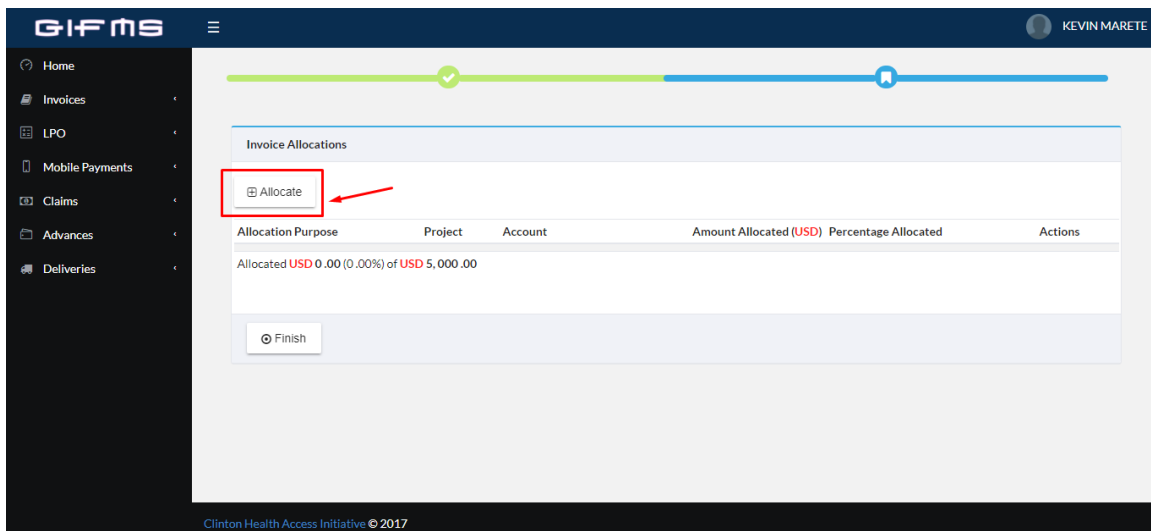


1 Received/Logged pending upload  
2 Received Pending Submission

Show 5 entries Search:

#	Date Raised	External REF#	Description	Raised By	Supplier	Info	Invoice Date	Amount	Actions
1	13:01 PM 14-Dec,17	test	car hire	KEVIN MARETE	ACACIA RESORT		14-Dec,17	KES. 5,000.00	 
2	14:19 PM 12-Dec,17	123456	car hire	KEVIN MARETE	ACACIA RESORT		13-Dec,17	USD. 5,000.00	 

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



GIFMS

Home Invoices LPO Mobile Payments Claims Advances Deliveries

KEVIN MARETE

Invoice Allocations

**Allocate**

Allocation Purpose	Project	Account	Amount Allocated (USD)	Percentage Allocated	Actions
Allocated USD 0.00 (0.00%) of USD 5,000.00					

Finish

Clinton Health Access Initiative © 2017

**Allocations Fill Form**

Invoice Description : car hire

Invoice Purpose : Quarterly review meeting Kiambu County

Balance left to allocate : **USD 5,000.00** -- (100.00%) Allocate Remainder ⇄

Project : CHKENYGDATH1 - UNITAIDARV1 [Kenya - UNITAID ARV Project (UNITAID - Accelerating Acce

Account : Miscellaneous Revenue

Amount : 2000  
(e.g 2000)

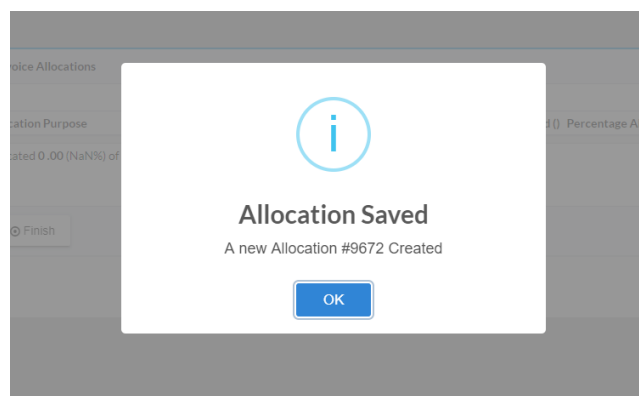
Percentage Allocated %: 40  
(e.g 20)

Purpose of Expense : transport  
expense, for what, where, (for whom -optional) e.g Conference package for Commodity Review Meeting, HCMP Rollout in Mombasa County, Jane Doe



**Allocate** Reset

Clinton Health Access Initiative © 2017

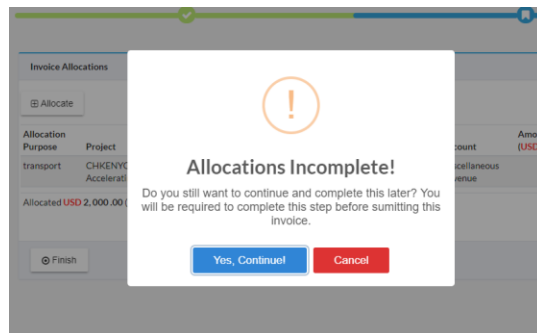
- i. Will display the Invoice description
- ii. Will Display the Invoice purpose of the invoice
- iii. This will display the Balance left to allocate and you can choose to allocate the remainder to that expense
- iv. Select the project
- v. Select the account which the expense falls under
- vi. Type 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













Allocation Purpose	Project	Account	Amount Allocated (KES)	Percentage Allocated	Actions
test	CHKENYGDATH1 - UNITAIDARV1--Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to Emerging ARVs)	Salaries - In-Country Local	5,000.00	100.00%	 
Allocated KES 5,000.00 (100.00%) of KES 5,000.00					

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.

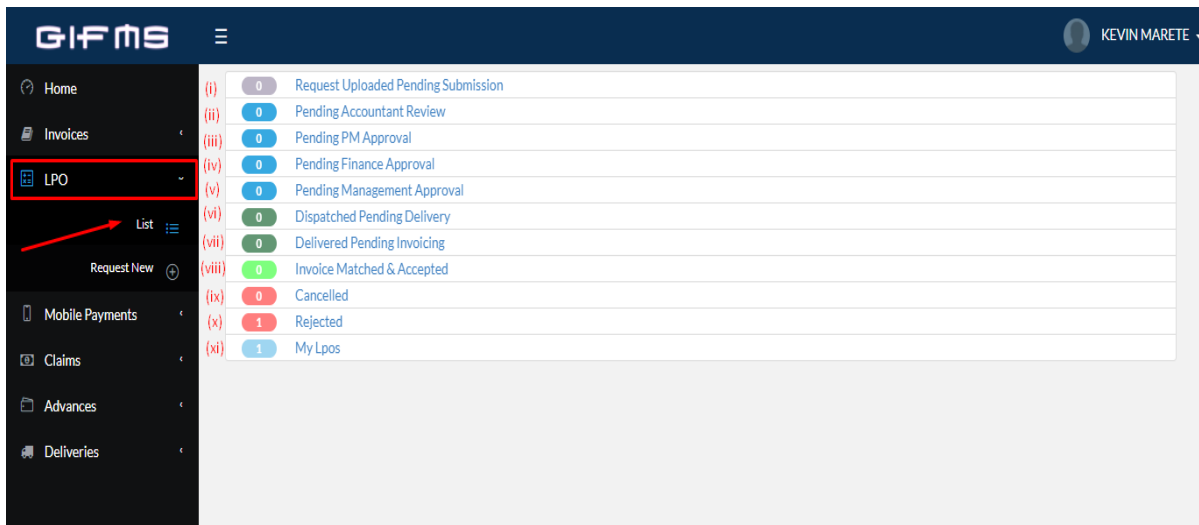
1 Received/Logged pending upload										
2 Received Pending Submission										
Show 5 entries										
#	Date Raised	External REF#	Description	Raised By	Supplier	Info	Invoice Date	Amount		Actions
1	13:01 PM 14-Dec,17	test	car hire	KEVIN MARETE	ACACIA RESORT	   	14-Dec,17	KES. 5,000.00		 
2	14:19 PM 12-Dec,17	123456	car hire	KEVIN MARETE	ACACIA RESORT	   	13-Dec,17	USD. 5,000.00		 
Showing 1 to 2 of 2 entries (filtered from 4,524 total entries)										
First Previous 1 Next Last										

- 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.



The screenshot shows the GIFMS application interface. On the left is a dark sidebar with navigation options: Home, Invoices, LPO (highlighted with a red box and a red arrow pointing to its 'List' sub-option), Request New, Mobile Payments, Claims, Advances, and Deliveries. The main area displays a table of LPO stages. The table has three columns: a Roman numeral stage identifier, a colored circular icon with a count, and a text description of the stage.

Stage	Count	Description
(i)	0	Request Uploaded Pending Submission
(ii)	0	Pending Accountant Review
(iii)	0	Pending PM Approval
(iv)	0	Pending Finance Approval
(v)	0	Pending Management Approval
(vi)	0	Dispatched Pending Delivery
(vii)	0	Delivered Pending Invoicing
(viii)	0	Invoice Matched & Accepted
(ix)	0	Cancelled
(x)	1	Rejected
(xi)	1	My Lpos

- 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.

The screenshot shows the 'New LPO Request Fill Form' in the GIFMS system. The form is titled 'New LPO Request Fill Form' and contains the following fields:

- (i) Requested By: KEVIN MARETE
- (ii) Expense Description: Car hire (eg. Car hire)
- (iii) Purpose of Expense: (eg. Quarterly review meeting Kiambu County)
- (iv) Project: CHKENYGDATH1 - UNITAIDARV1 [Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to Emerging ARVs)]
- (v) Account: Miscellaneous Revenue
- (vi) Project Manager: ANTONY NGATIA
- (vii) Currency: KES

At the bottom of the form, there are two buttons: 'Request LPO & Add Quotations' (highlighted with a red box and a red arrow) and 'Reset'.

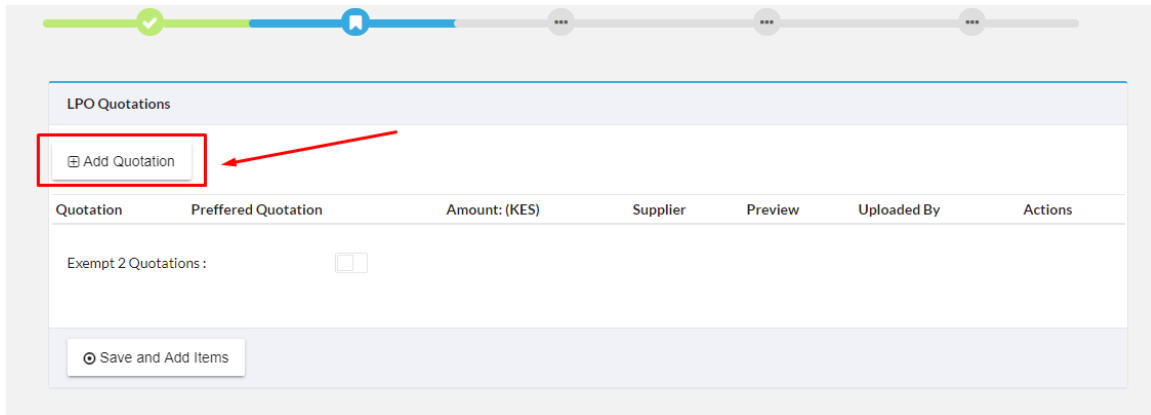
- i. This will appear for the name of the account requesting
- ii. Describe the expense being requested
- iii. State the purpose of the expense
- iv. Select the project it falls under
- v. Select the account it falls under
- vi. Select the project manager responsible
- vii. Select the currency used

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



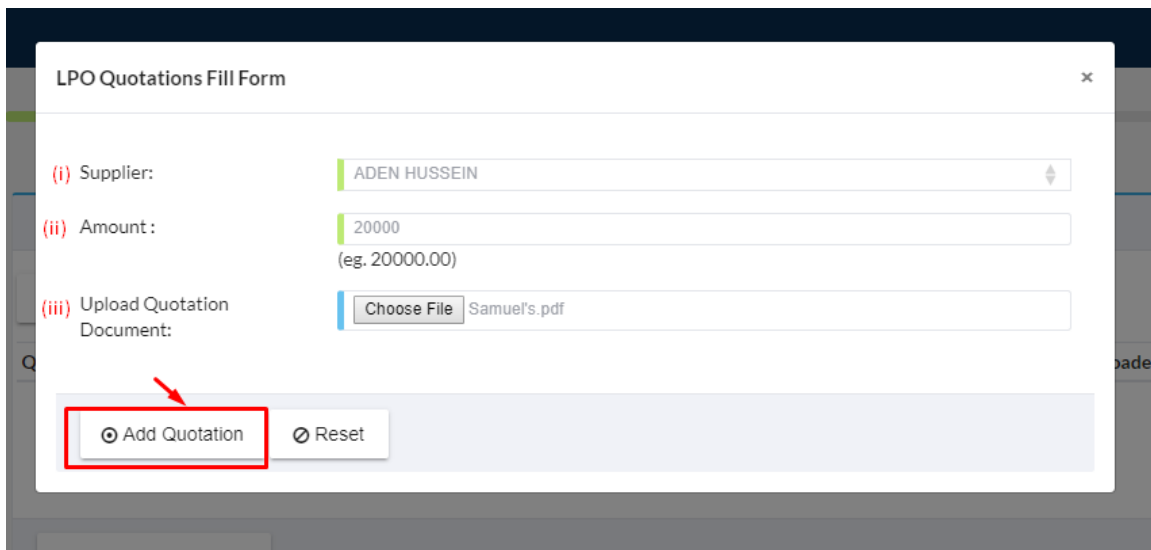
## Chapter 3: Quotations

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



The screenshot shows the 'LPO Quotations' interface. At the top, there is a progress bar with five steps: a green checkmark, a blue bookmark icon, and three grey ellipses. Below the progress bar, the title 'LPO Quotations' is displayed. A red box highlights the 'Add Quotation' button, with a red arrow pointing to it. Below the button is a table with columns: 'Quotation', 'Preferred Quotation', 'Amount: (KES)', 'Supplier', 'Preview', 'Uploaded By', and 'Actions'. The table contains one row with the text 'Exempt 2 Quotations :'. At the bottom of the interface, there is a 'Save and Add Items' button.

A form will pop up to fill:









The screenshot shows the 'LPO Quotations Fill Form' dialog box. It has a title bar with a close button (X). The form contains three main sections: (i) Supplier: with a dropdown menu showing 'ADEN HUSSEIN'; (ii) Amount: with a text input field containing '20000' and a note '(eg. 20000.00)'; (iii) Upload Quotation Document: with a 'Choose File' button and a file name 'Samuel's.pdf'. At the bottom of the form, there are two buttons: 'Add Quotation' (highlighted with a red box and an arrow) and 'Reset'.

- 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.

**LPO Quotations**

Quotation	Preferred Quotation	Amount: (KES)	Supplier	Preview	Uploaded By	Actions
1470.pdf	<input checked="" type="checkbox"/>	20,000.00	ADEN HUSSEIN	Q	KEVIN	 
1471.pdf	<input type="checkbox"/>	300,000.00	AFRICA BIOSYSTEMS LTD	Q	KEVIN	 
1472.pdf	<input type="checkbox"/>	400,000.00	AGNES OBANDA	Q	KEVIN	 

Exempt 2 Quotations: ☒

Reason for Exemption:

(e.g There is only one supplier available)

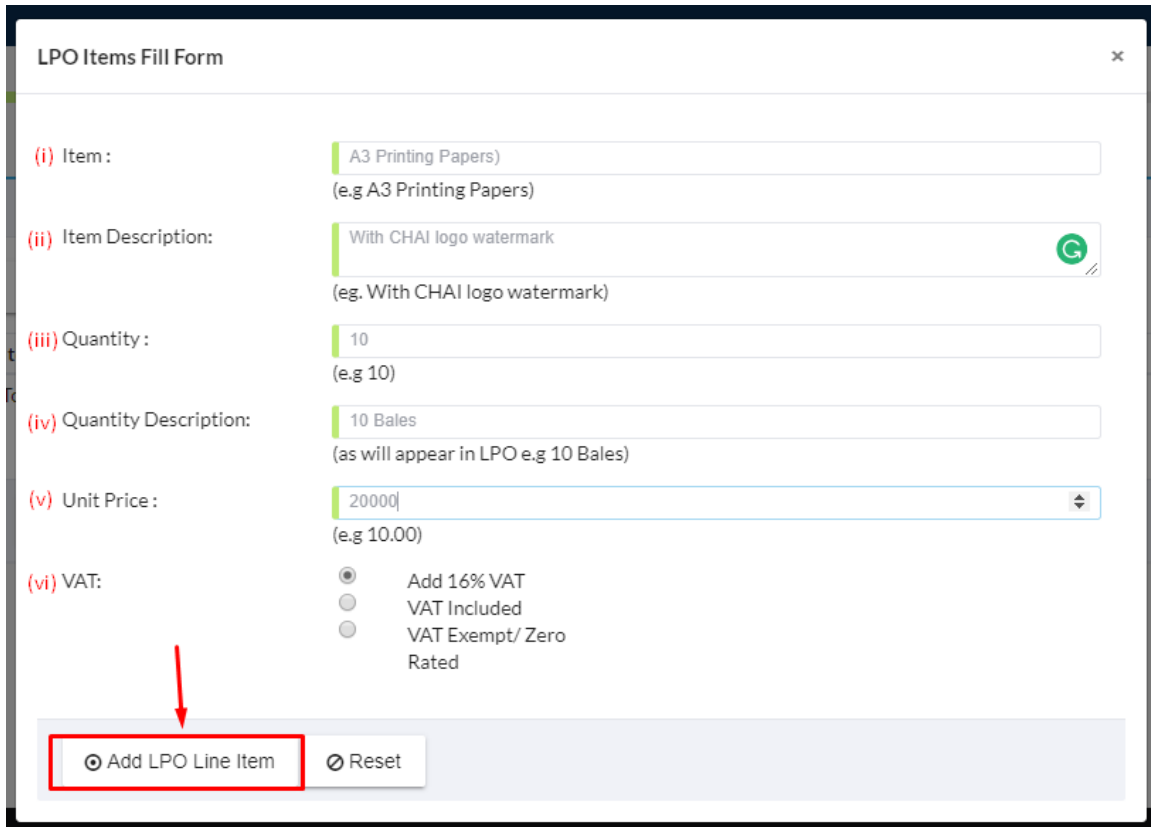
Once all the quotations have been added they will appear in the list and the sections are as follows;

- 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



The screenshot shows a web form titled "LPO Items Fill Form" with a close button (X) in the top right corner. The form contains six labeled input fields and a radio button group:

- (i) Item : A3 Printing Papers)  
(e.g A3 Printing Papers)
- (ii) Item Description: With CHAI logo watermark  
(eg. With CHAI logo watermark)
- (iii) Quantity : 10  
(e.g 10)
- (iv) Quantity Description: 10 Bales  
(as will appear in LPO e.g 10 Bales)
- (v) Unit Price : 20000  
(e.g 10.00)
- (vi) VAT:   
☒ Add 16% VAT  
☐ VAT Included  
☐ VAT Exempt/ Zero Rated

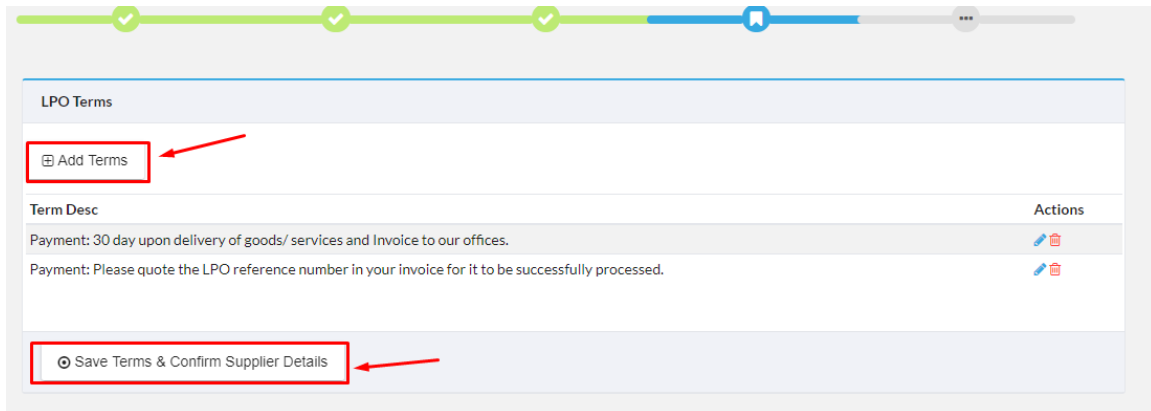
At the bottom of the form, there are two buttons: "Add LPO Line Item" and "Reset". A red arrow points to the "Add LPO Line Item" button, which is also highlighted with a red rectangular box.

- 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

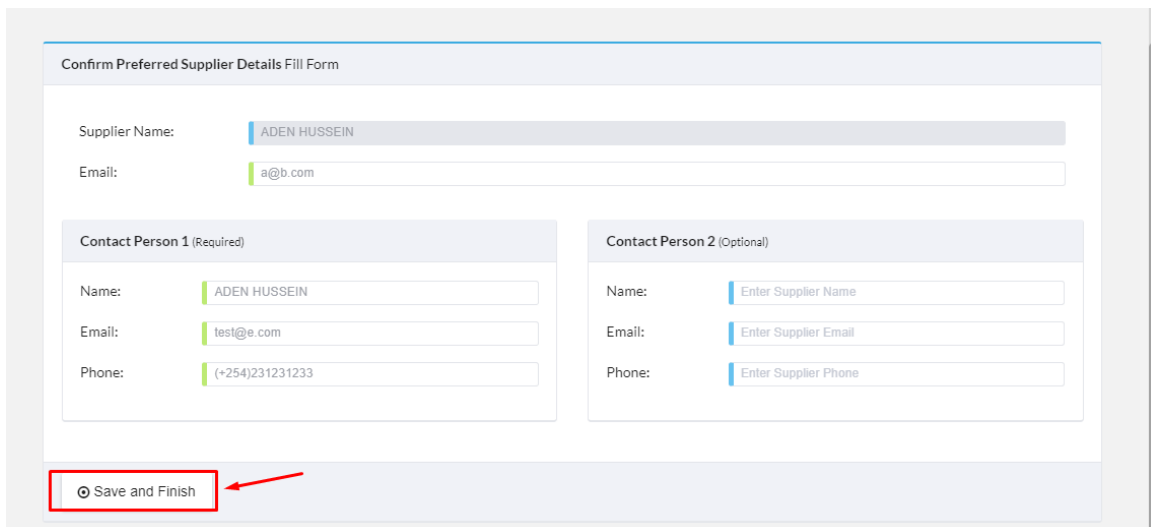
To add terms click on the **‘Add Terms’** button and add the terms for that LPO.



The screenshot shows a progress bar at the top with four steps: the first three are completed (green checkmarks), and the fourth is active (blue bookmark icon). Below the progress bar is the 'LPO Terms' section. It features a table with two columns: 'Term Desc' and 'Actions'. The first row describes a 30-day payment term, and the second row describes a requirement to quote the LPO reference number. Both rows have edit and delete icons in the 'Actions' column. At the bottom of the section, there are two buttons: 'Add Terms' and 'Save Terms & Confirm Supplier Details'. Both buttons are highlighted with red boxes and red arrows pointing to them.

Term Desc	Actions
Payment: 30 day upon delivery of goods/ services and Invoice to our offices.	
Payment: Please quote the LPO reference number in your invoice for it to be successfully processed.	

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



The screenshot shows the 'Confirm Preferred Supplier Details Fill Form' page. It contains several input fields for supplier information. The 'Supplier Name' field is filled with 'ADEN HUSSEIN' and the 'Email' field is filled with 'a@b.com'. Below these are two sections: 'Contact Person 1 (Required)' and 'Contact Person 2 (Optional)'. The 'Contact Person 1' section has fields for Name (filled with 'ADEN HUSSEIN'), Email (filled with 'test@e.com'), and Phone (filled with '(+254)231231233'). The 'Contact Person 2' section has fields for Name, Email, and Phone, all of which are empty and have placeholder text 'Enter Supplier Name', 'Enter Supplier Email', and 'Enter Supplier Phone' respectively. At the bottom of the form, there is a 'Save and Finish' button, which is highlighted with a red box and a red arrow pointing to it.

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.

#	REF#	Description	Project Manager	Supplier	Status	Info	Amount	Actions
+	CHAI/LPO/#1219/2017/12/14	Car hire	ANTONY NGATIA	ADEN HUSSEIN	Request Uploaded Pending Submission		KES. 632,000.00	

Showing 1 to 1 of 1 entries (filtered from 1,219 total entries)

First Previous 1 Next Last

☐ Pending Accountant Review

☐ Pending PM Approval

☐ Pending Finance Approval

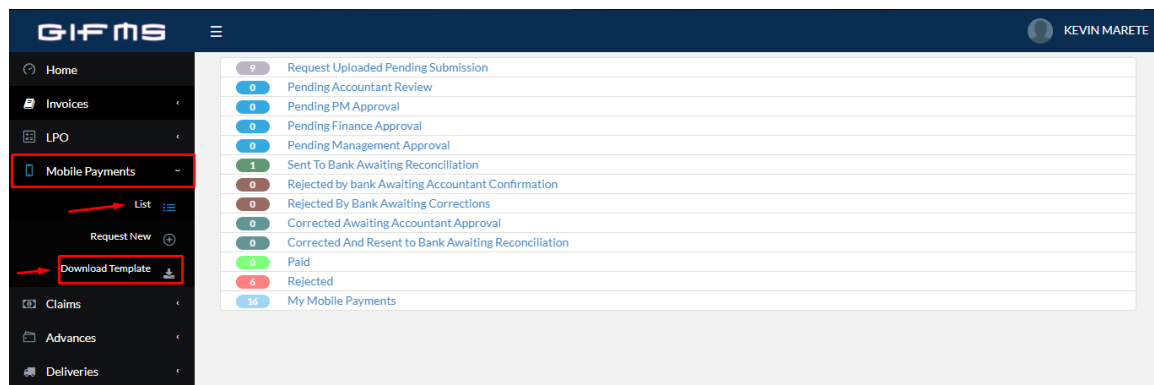
☐ Pending Management Approval

- 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.

The screenshot displays the 'New Mobile Payment Request Fill Form' in the GIMS system. The left-hand navigation menu is visible, with 'Request New' highlighted under the 'Mobile Payments' section. The main form area contains the following fields and values:

- (i) Requested By: KEVIN MARETE
- (ii) Expense Description: car hire (eg. Car hire)
- (iii) Purpose of Expense: Quarterly review meeting Kiambu County (eg. Quarterly review meeting Kiambu County)
- (iv) Project: CHKENYGDATH1 - UNITAIDARV1 [Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to Emerging ARVs)]
- (v) Project Manager: JUDITH LUSIKE
- (vi) Currency: KES
- (viii) Upload SignSheet: Choose File (No file chosen)
- (ix) Payees Upload Method: CSV Upload

At the bottom of the form, there are two buttons: 'Request Mobile Payment' and 'Reset'.

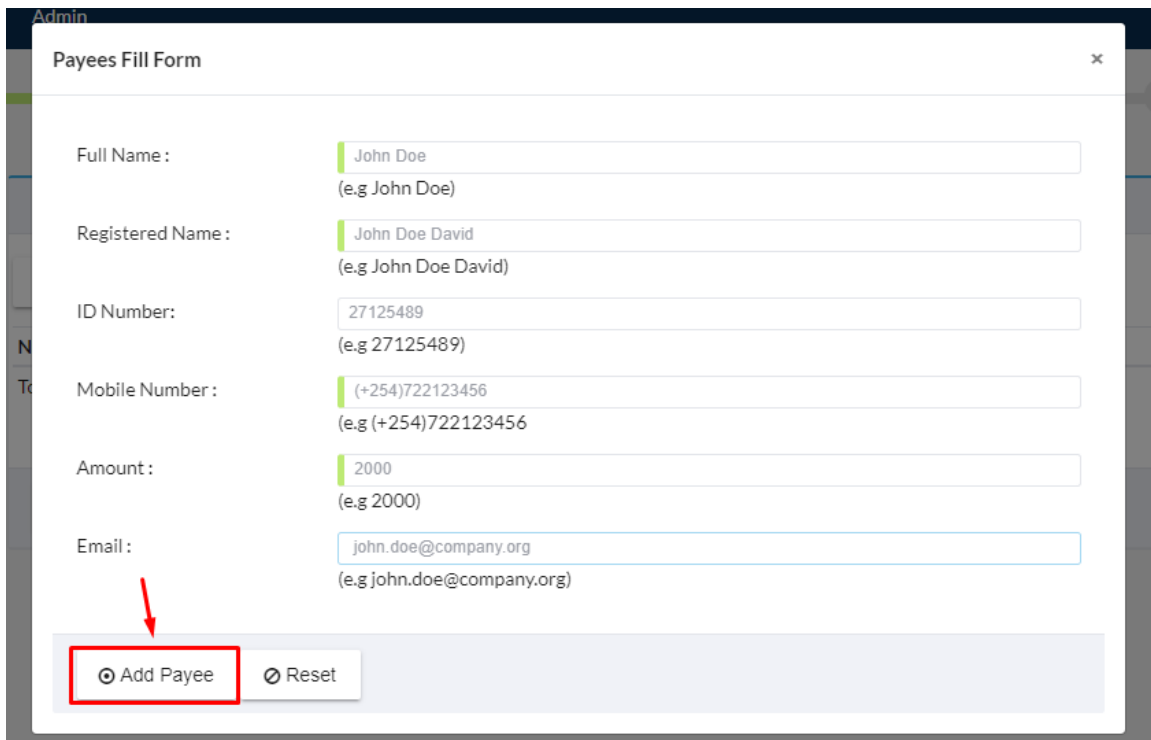
- i. This will appear for the name of the account requesting
- ii. Describe the expense being requested
- iii. State the purpose of the expense
- iv. Select the project it falls under
- v. Select the project manager responsible
- vi. Select the currency used
- vii. Upload the sign sheet which can be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



Admin

Payees Fill Form

Full Name : John Doe  
(e.g John Doe)

Registered Name : John Doe David  
(e.g John Doe David)

ID Number: 27125489  
(e.g 27125489)

Mobile Number : (+254)722123456  
(e.g (+254)722123456)

Amount : 2000  
(e.g 2000)

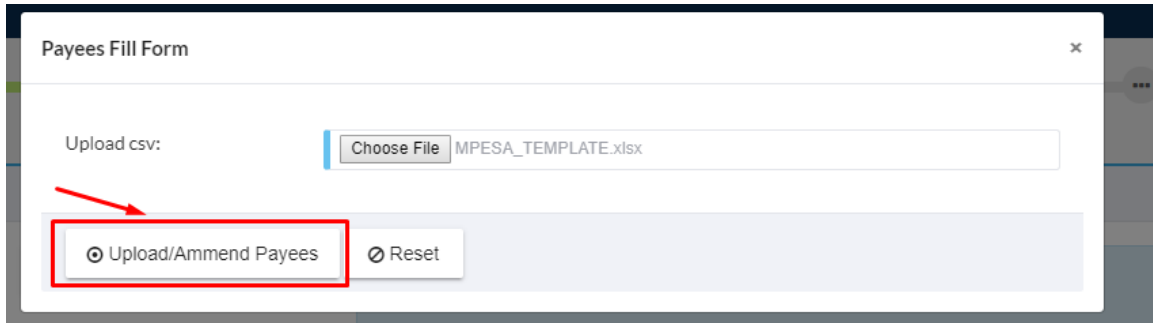
Email : john.doe@company.org  
(e.g john.doe@company.org)

☒ Add Payee ☐ Reset

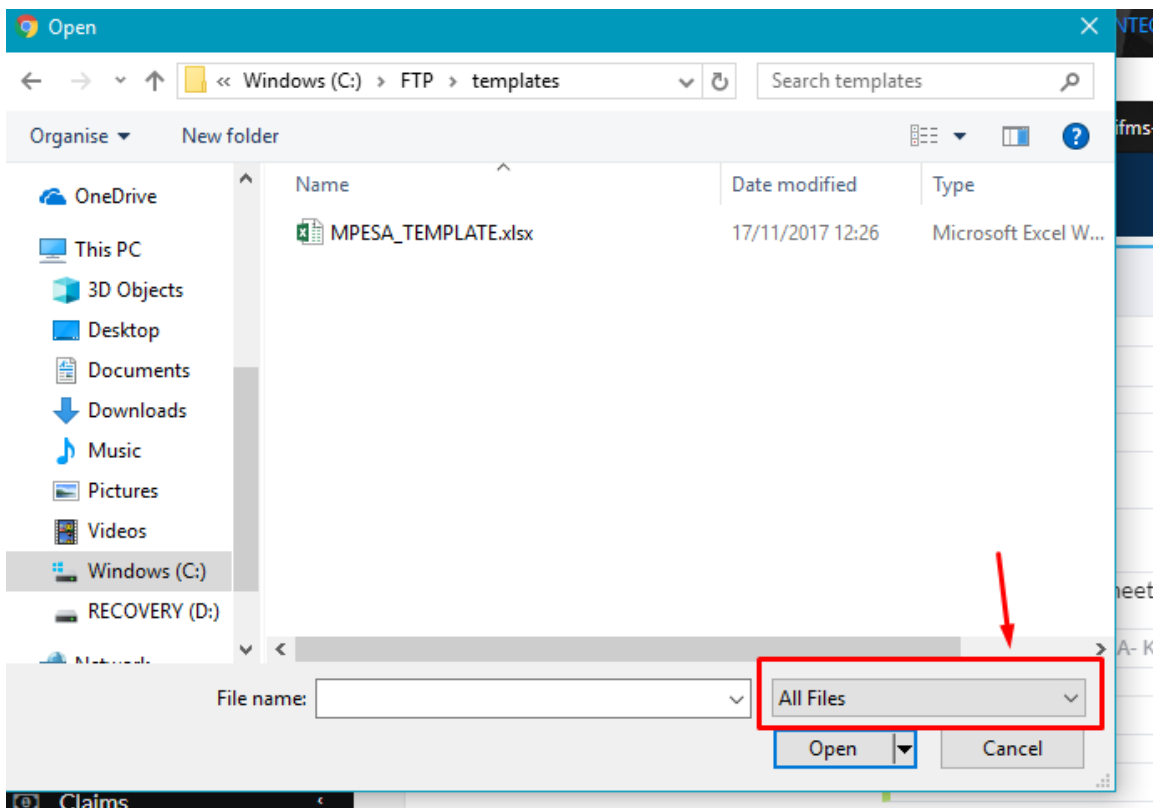
Fill in the form details highlighting the details of the payee and once done then click on the Add Payee button to save the information. Repeat the process to add all the payees.



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.

**Allocations Fill Form**

(i) Mobile Payment Description : car hire

(ii) Mobile Payment Purpose : Quarterly review meeting Kiambu County

(iii) Balance left to allocate : KES 40,428.00 -- (100.00%) [Allocate Remainder](#)

(iv) Project: CHKENYGDATH1 - UNITAIDARV1 [Kenya - UNITAID ARV Project (UNITAID - Accelerating Access)]

(v) Account: Miscellaneous Revenue

(vi) Amount : 40428  
(e.g 2000)

(vii) Percentage Allocated %: 100  
(e.g 20)

(viii) Purpose of Expense : HCMP Rollout in Mombasa County  
expense, for what, where, (for whom -optional) e.g Conference package for Commodity Review Meeting, HCMP Rollout in Mombasa County, Jane Doe

Health Access Initiative © 2017

- 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

Search:

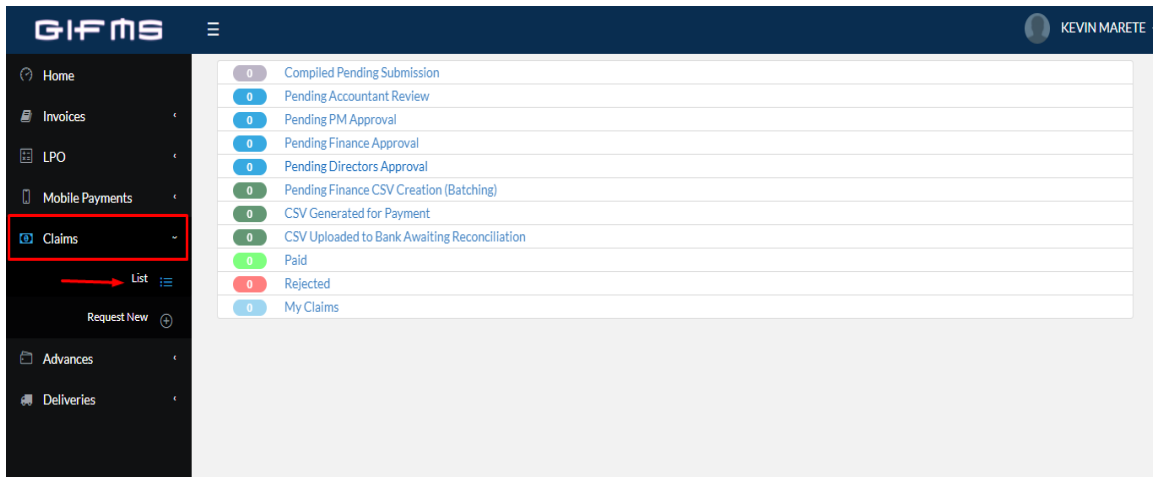
#	REF	Description	Requested By	Project	Info	Amount	Actions
	CHAI/MPYMT/#858/2017/12/14	car hire	KEVIN MARETE	Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to Emerging ARVs)		KES. 40,428.00	
	CHAI/MPYMT/#822/2017/05/03	TEST Payment	KEVIN MARETE	DAT HIV Drugs		KES. 10,711.00	
	CHAI/MPYMT/#821/2017/05/01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

The screenshot shows the 'New Claim Request Fill Form' interface in the GIFMS system. The left sidebar contains a menu with 'Home', 'Invoices', 'LPO', 'Mobile Payments', 'Claims', 'Advances', and 'Deliveries'. The 'Claims' section is expanded, showing a 'List' button and a 'Request New' button with a plus icon, which is highlighted by a red arrow. The main form area contains the following fields:

- (i) Requested By: KEVIN MARETE
- (ii) Expense Description: car hire (eg. Car hire)
- (iii) Purpose of Expense: Quarterly review meeting Kiambu County (eg. Quarterly review meeting Kiambu County)
- (iv) Project Manager: PATRICIA NJIRI
- (v) Currency: KES
- (vi) Receipt Total Amount: 20000 (eg. 50000)
- (viii) Upload receipt: Choose File Samuel's.pdf

At the bottom of the form, there are two buttons: 'Request Claim' (highlighted with a red box and a red arrow) and 'Reset'.

- 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:

The screenshot shows a web form titled "Allocations Fill Form". It contains the following fields and values:

- (i) Claim Description : car hire
- (ii) Claim Purpose : Quarterly review meeting Kiambu County
- (iii) Balance left to allocate : KES 20,000.00 -- (100.00%) Allocate Remainder ⇄
- (iv) Project: CHKENYGDATH1 - UNITAIDARV1 [Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to HIV Treatment)]
- (v) Account: Miscellaneous Revenue
- (vi) Amount : 20000 (e.g 2000)
- (vii) Percentage Allocated %: 100 (e.g 20)
- (viii) Purpose of Expense : transport  
expense, for what, where, (for whom -optional) e.g Conference packages for Commodity Review Meeting, HCMP Rollout in Mombasa County, Jane Doe

At the bottom, there are two buttons: "Allocate" (highlighted with a red box and an arrow) and "Reset".








- 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.

The screenshot displays a web interface titled "1 Compiled Pending Submission". It includes a search bar, a "Show 5 entries" dropdown, and buttons for "Copy", "Print", "Excel", "CSV", "PDF", and "Show columns". Below these are six red annotations: (i) points to "Copy", (ii) to "Print", (iii) to "Excel", (iv) to "CSV", (v) to "PDF", and (vii) to "Show columns". The main table has columns: #, REF, Description, Requested By, Info, Amount, and Actions. A single entry is shown with REF "CHAI/CLM/#10/2017/12/14", Description "car hire", Requested By "KEVIN MARETE", and Amount "KES. 20,000.00". The "Info" column contains several icons, with a red annotation (viii) pointing to the "Info" header. The "Actions" column contains a green checkmark icon (labeled ix) and a red trash can icon (labeled x). Below the table, it says "Showing 1 to 1 of 1 entries (filtered from 6 total entries)" and a pagination bar with "First", "Previous", "1", "Next", and "Last". At the bottom, there are three status buttons: "0 Pending Accountant Review", "0 Pending PM Approval", and "0 Pending Finance Approval".

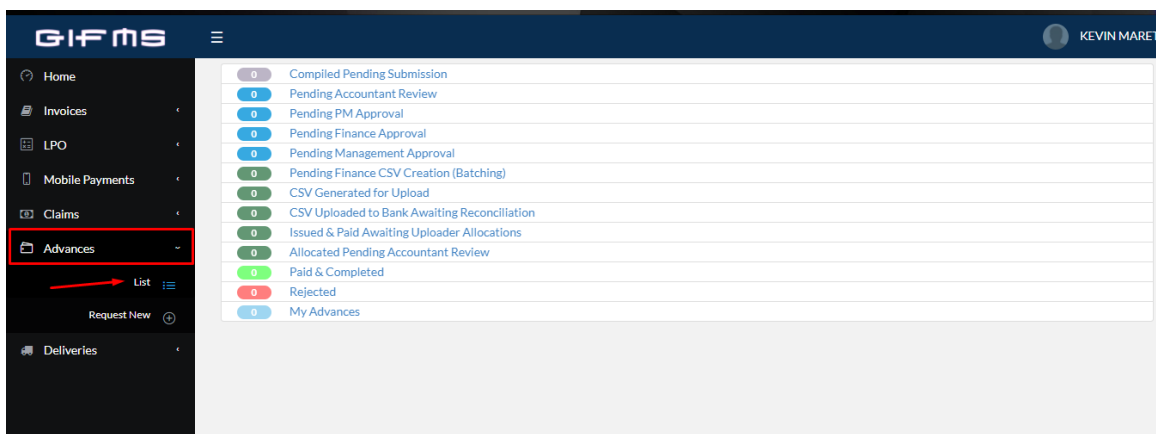
#	REF	Description	Requested By	Info	Amount	Actions
1	CHAI/CLM/#10/2017/12/14	car hire	KEVIN MARETE	    	KES. 20,000.00	 

- 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.

The screenshot displays the 'New Advance Request Fill Form' interface. On the left, a sidebar menu lists various options, with 'Request New' highlighted under the 'Advances' section. The main form area contains the following fields:

- (i) Requested By: KEVIN MARETE
- (ii) Expense Description: car hire (eg. Car hire)
- (iii) Purpose of Expense: Quarterly review meeting Kiambu County (eg. Quarterly review meeting Kiambu County)
- (iv) Project Manager: PATRICIA NJIRI
- (v) Currency: KES
- (vi) Amount: 20000 (eg. 50000)
- (vii) Amount: 20000 (eg. 50000)

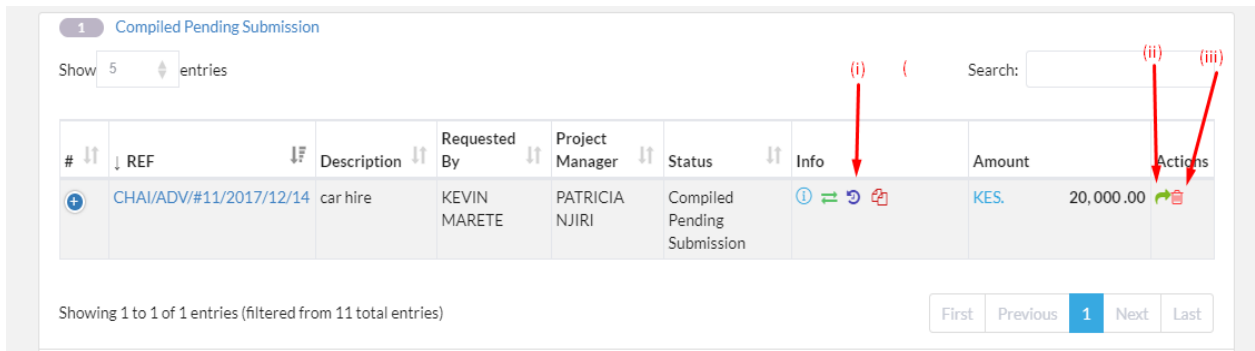
At the bottom of the form, there are two buttons: 'Request Advance' and 'Reset'.

- 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.



1 Compiled Pending Submission

Show 5 entries

Search:

#	REF	Description	Requested By	Project Manager	Status	Info	Amount	Actions
+	CHAI/ADV/#11/2017/12/14	car hire	KEVIN MARETE	PATRICIA NJIRI	Compiled Pending Submission	  	KES. 20,000.00	 

Showing 1 to 1 of 1 entries (filtered from 11 total entries)

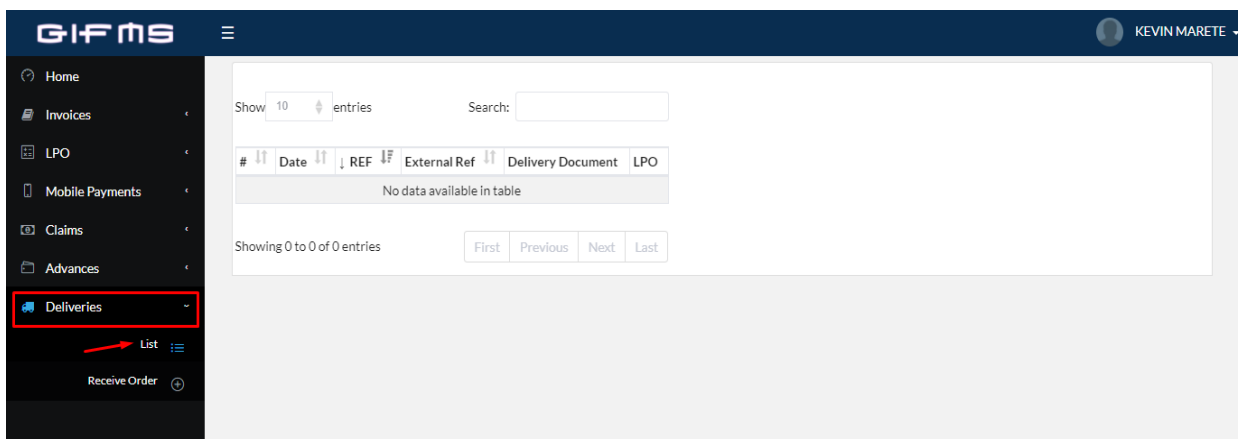
First Previous 1 Next Last

- 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

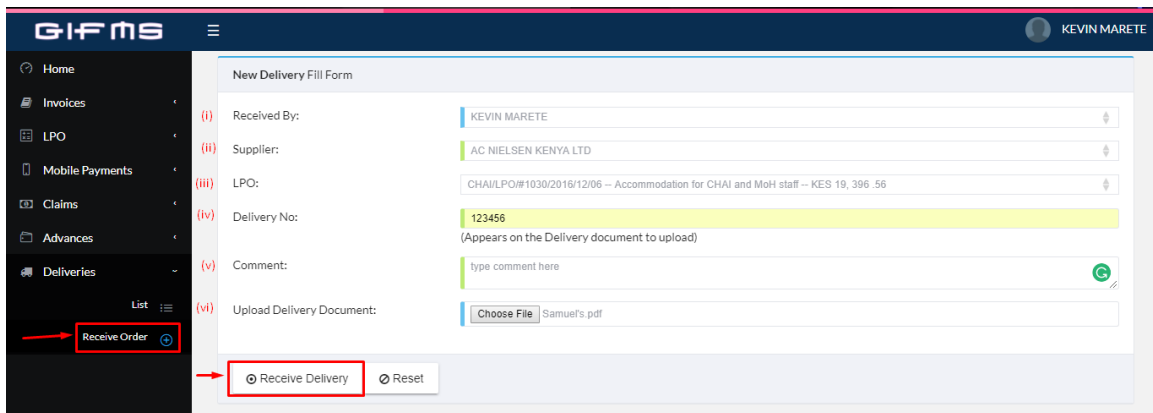
### Chapter 1: Delivery List

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

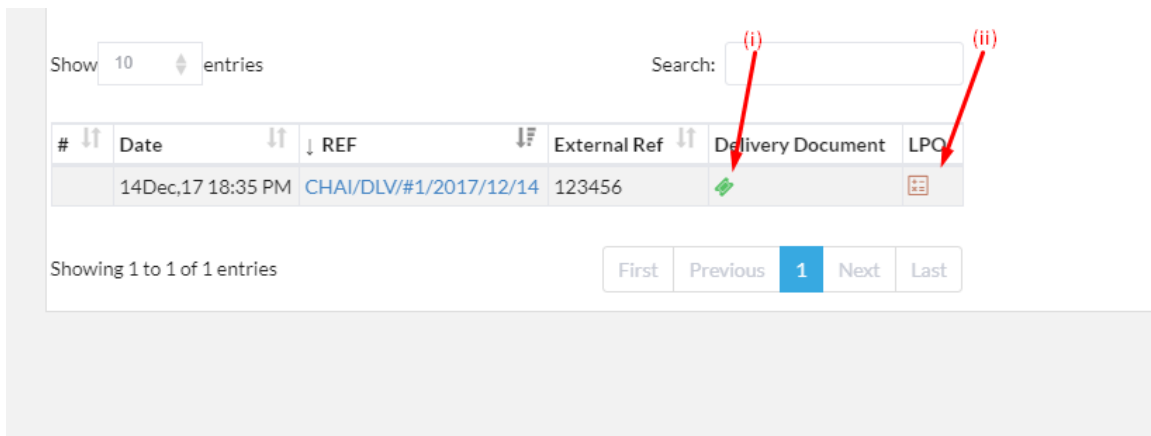
To receive an order which has been delivered, click on the **‘Receive Order’** icon which is under **‘Deliveries’**.





- 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.



Search: (i)

#	Date	REF	External Ref	Delivery Document	LPO
	14Dec,17 18:35 PM	<a href="#">CHAI/DLV/#1/2017/12/14</a>	123456		

Showing 1 to 1 of 1 entries

First Previous 1 Next Last

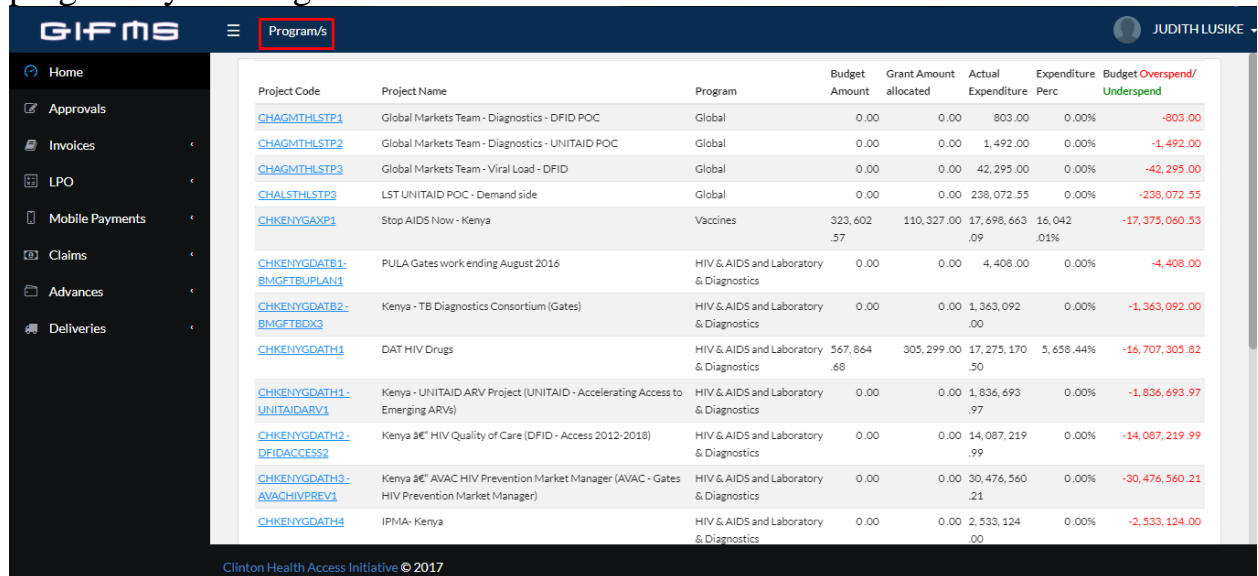
Red arrow (ii) points to the LPO column.

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

## Section 8: Project Manager

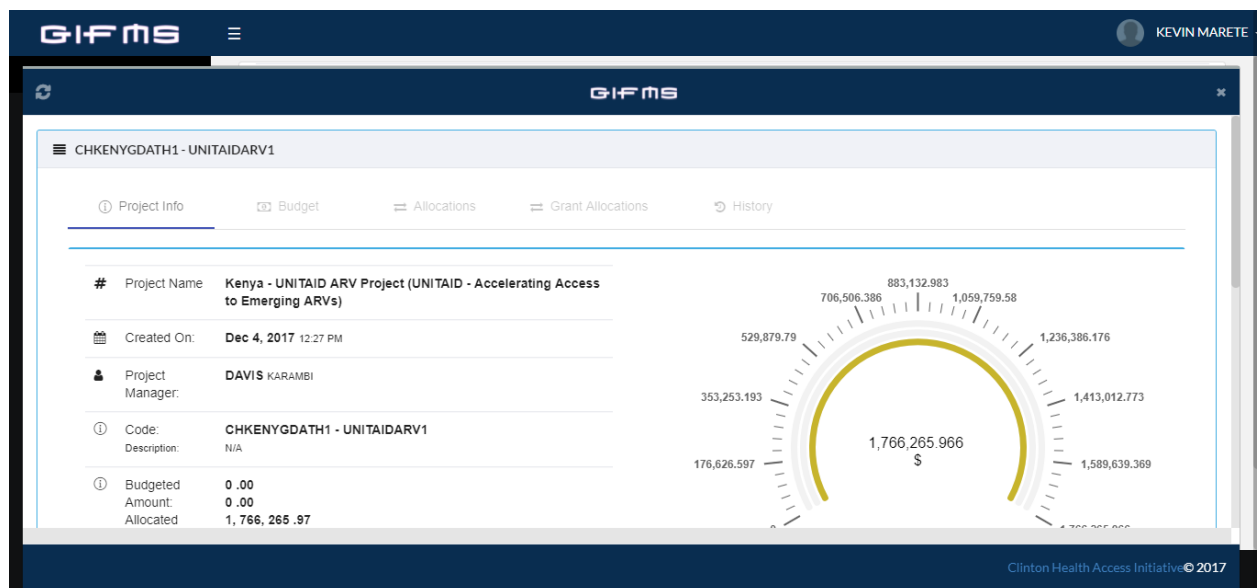
### Chapter 1: Dashboard

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.



The screenshot shows the GIFMS interface with the 'Program/s' tab selected. The user is JUDITH LUSIKE. The table lists various projects, including Global Markets Team - Diagnostics - DFID POC, LST UNITAID POC - Demand side, and Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to Emerging ARVs).



Project Code	Project Name	Program	Budget Amount	Grant Amount allocated	Actual Expenditure	Expenditure Perc	Budget Overspend/Underspend
CHAGMTHLSTP1	Global Markets Team - Diagnostics - DFID POC	Global	0.00	0.00	803.00	0.00%	-803.00
CHAGMTHLSTP2	Global Markets Team - Diagnostics - UNITAID POC	Global	0.00	0.00	1,492.00	0.00%	-1,492.00
CHAGMTHLSTP3	Global Markets Team - Viral Load - DFID	Global	0.00	0.00	42,295.00	0.00%	-42,295.00
CHALSTHLSTP3	LST UNITAID POC - Demand side	Global	0.00	0.00	238,072.55	0.00%	-238,072.55
CHKENYGAXP1	Stop AIDS Now - Kenya	Vaccines	323,602.57	110,327.00	17,698,663.09	16.042.01%	-17,375,060.53
CHKENYGDATH1-BMGFTBPLAN1	PULA Gates work ending August 2016	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	4,408.00	0.00%	-4,408.00
CHKENYGDATH2-BMGFTBDC3	Kenya - TB Diagnostics Consortium (Gates)	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	1,363,092.00	0.00%	-1,363,092.00
CHKENYGDATH1	DAT HIV Drugs	HIV & AIDS and Laboratory & Diagnostics	567,864.68	305,299.00	17,275,170.50	5.658.44%	-16,707,305.82
CHKENYGDATH1-UNITAIDARV1	Kenya - UNITAID ARV Project (UNITAID - Accelerating Access to Emerging ARVs)	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	1,836,693.97	0.00%	-1,836,693.97
CHKENYGDATH2-DFIDACCESS2	Kenya #E* HIV Quality of Care (DFID - Access 2012-2018)	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	14,087,219.99	0.00%	-14,087,219.99
CHKENYGDATH3-AVACHIVPREV1	Kenya #E* AVAC HIV Prevention Market Manager (AVAC - Gates HIV Prevention Market Manager)	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	30,476,560.21	0.00%	-30,476,560.21
CHKENYGDATH4	IPMA- Kenya	HIV & AIDS and Laboratory & Diagnostics	0.00	0.00	2,533,124.00	0.00%	-2,533,124.00



## 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.

The screenshot displays the G-FMS system interface. The left sidebar contains a menu with 'Approvals' highlighted. The main content area shows a table of pending transactions. The table has columns: Select, Date Raised, External REF, Raised By, Description, Project Manager, Supplier, Status, Amount, and Actions. A single transaction is listed with a status of 'Pending PM Approval' and an amount of 'USD 5,000.00'. Red arrows labeled (i) and (ii) point to the reject and approve icons in the Actions column, respectively.

Select	Date Raised	External REF	Raised By	Description	Project Manager	Supplier	Status	Amount	Actions
<input type="checkbox"/>	Dec 12, 2017 2:19 PM	123456	KEVIN MARETE	car hire	JUDITH LUSIKE	ACACIA RESORT	Pending PM Approval	USD 5,000.00	 

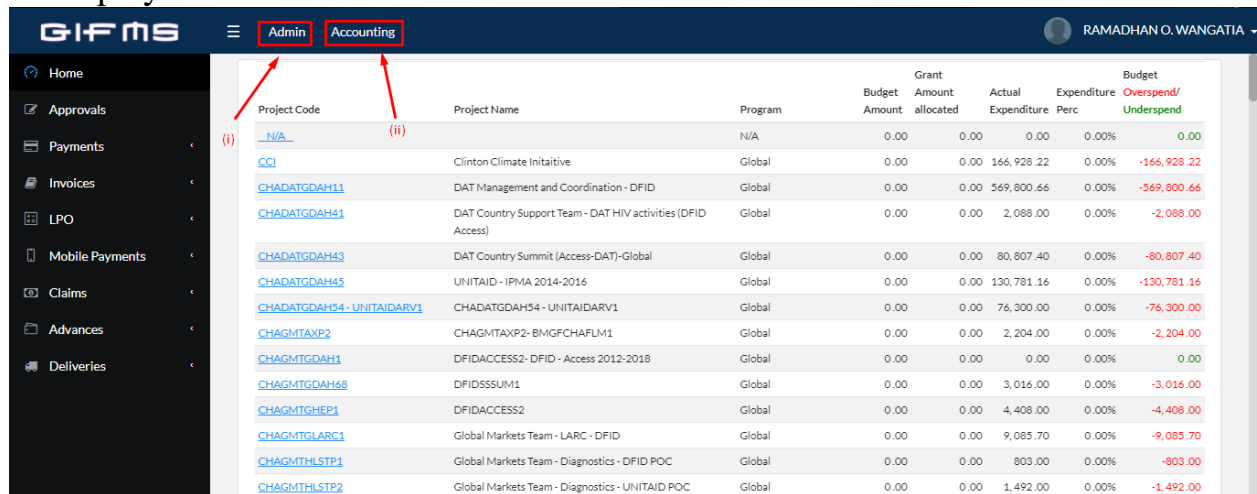
On the Actions column:

- (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

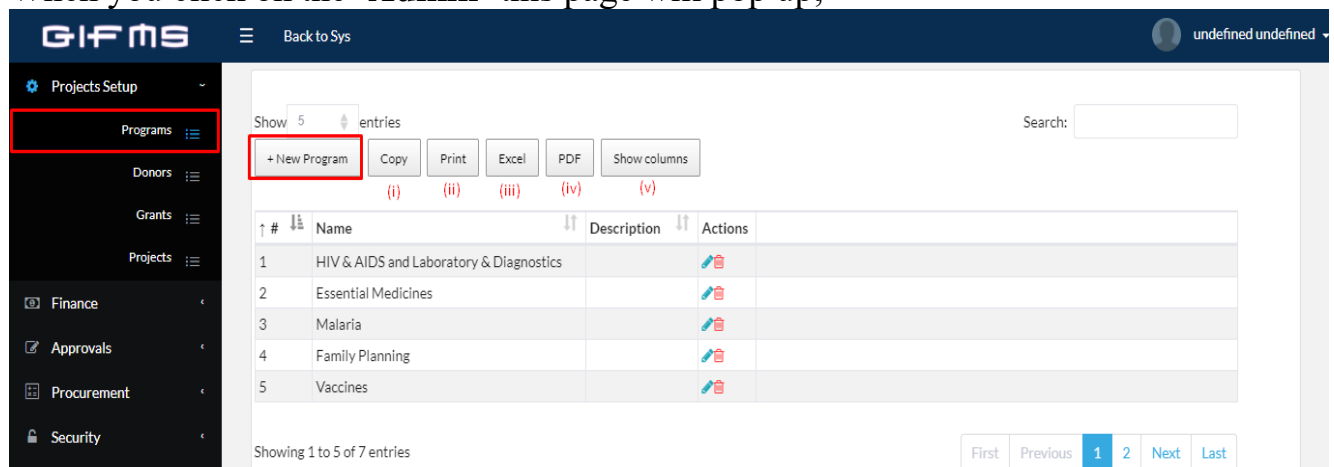
This chapter will cover how to create different programs, donors, grants and projects. Once you login to the accountant account the following page will be displayed.



Project Code	Project Name	Program	Budget Amount	Grant Amount allocated	Actual Expenditure	Expenditure Perc	Budget Overspend/ Underspend
<a href="#">N/A</a>		N/A	0.00	0.00	0.00	0.00%	0.00
<a href="#">CCI</a>	Clinton Climate Initiative	Global	0.00	0.00	166,928.22	0.00%	-166,928.22
<a href="#">CHADATGDAH11</a>	DAT Management and Coordination - DFID	Global	0.00	0.00	569,800.66	0.00%	-569,800.66
<a href="#">CHADATGDAH41</a>	DAT Country Support Team - DAT HIV activities (DFID Access)	Global	0.00	0.00	2,088.00	0.00%	-2,088.00
<a href="#">CHADATGDAH43</a>	DAT Country Summit (Access-DAT)-Global	Global	0.00	0.00	80,807.40	0.00%	-80,807.40
<a href="#">CHADATGDAH45</a>	UNITAID - IPMA 2014-2016	Global	0.00	0.00	130,781.16	0.00%	-130,781.16
<a href="#">CHADATGDAH54 - UNITAIDARV1</a>	CHADATGDAH54 - UNITAIDARV1	Global	0.00	0.00	76,300.00	0.00%	-76,300.00
<a href="#">CHAGMTAXP2</a>	CHAGMTAXP2- BMGFCHAFLM1	Global	0.00	0.00	2,204.00	0.00%	-2,204.00
<a href="#">CHAGMTGDAH1</a>	DFIDACCESS2- DFID - Access 2012-2018	Global	0.00	0.00	0.00	0.00%	0.00
<a href="#">CHAGMTGDAH68</a>	DFIDSSSUM1	Global	0.00	0.00	3,016.00	0.00%	-3,016.00
<a href="#">CHAGMTGHEP1</a>	DFIDACCESS2	Global	0.00	0.00	4,408.00	0.00%	-4,408.00
<a href="#">CHAGMTGLARC1</a>	Global Markets Team - LARC - DFID	Global	0.00	0.00	9,085.70	0.00%	-9,085.70
<a href="#">CHAGMTHLSTP1</a>	Global Markets Team - Diagnostics - DFID POC	Global	0.00	0.00	803.00	0.00%	-803.00
<a href="#">CHAGMTHLSTP2</a>	Global Markets Team - Diagnostics - UNITAID POC	Global	0.00	0.00	1,492.00	0.00%	-1,492.00

- (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;



#	Name	Description	Actions
1	HIV & AIDS and Laboratory & Diagnostics		<a href="#">Edit</a> <a href="#">Delete</a>
2	Essential Medicines		<a href="#">Edit</a> <a href="#">Delete</a>
3	Malaria		<a href="#">Edit</a> <a href="#">Delete</a>
4	Family Planning		<a href="#">Edit</a> <a href="#">Delete</a>
5	Vaccines		<a href="#">Edit</a> <a href="#">Delete</a>

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.

The image displays two screenshots of the GIFMS (Global Information for Financial Management System) interface, demonstrating how to navigate between different data sections.

**Top Screenshot: Donors Section**

- The left sidebar shows the "Donors" option highlighted with a red box and an arrow.
- The main content area displays a table of donors with columns: #, Name, Code, and Actions.
- Buttons at the top include "+ New", "Copy", "Print", "Excel", "PDF", and "Show columns".
- The table lists 5 entries: Bill & Melinda Gates Foundation (BMFG), IKEA Kenya (IKEAKEN), DFID, Norway (GON), and UNITAD (UNITAD).
- Navigation controls at the bottom show "Showing 1 to 5 of 12 entries" and pagination buttons (First, Previous, 1, 2, 3, Next, Last).

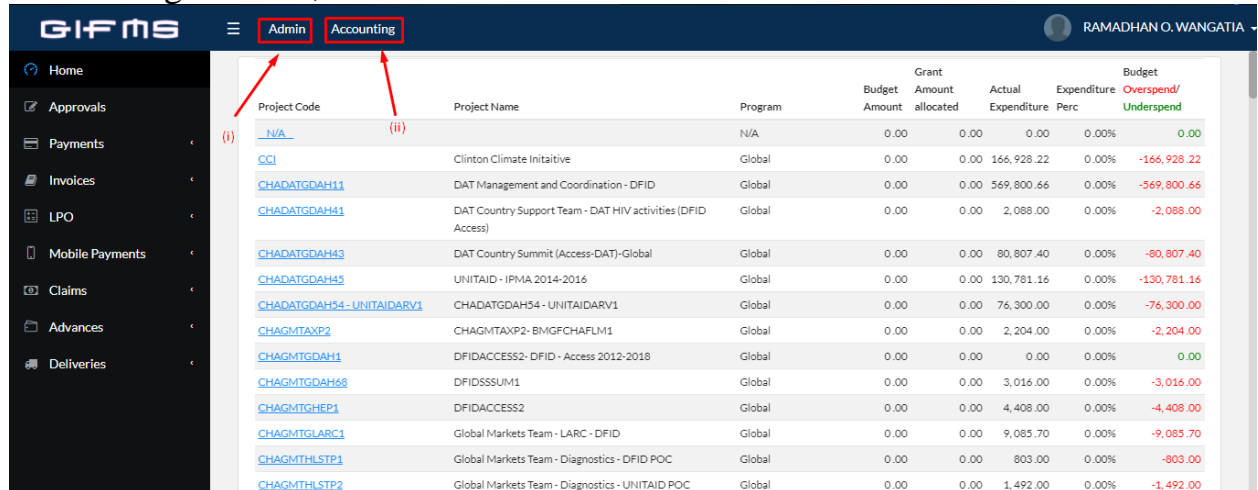
**Bottom Screenshot: Grants Section**

- The left sidebar shows the "Grants" option highlighted with a red box and an arrow.
- The main content area displays a table of grants with columns: #, Name, Code, Amount, Donor, Status, and Actions.
- Buttons at the top include "+ New Grant", "Copy", "Print", "Excel", "PDF", and "Show columns".
- The table lists 5 entries: Gates - Vaccines Umbrella Grant 2013-2017 (BMGFPROGVAC5), Norad - UNCoLSC 2013-2015 (GONLSC1), Health Cloud (200k) (HPKENY5), Unallocated Local (UNALLOCATED\_LOCAL), and Unallocated Global (UNALLOCATED\_GLOBAL).
- Navigation controls at the bottom show "Showing 1 to 5 of 34 entries" and pagination buttons (First, Previous, 1, 2, 3, 4, 5, 6, 7, Next, Last).



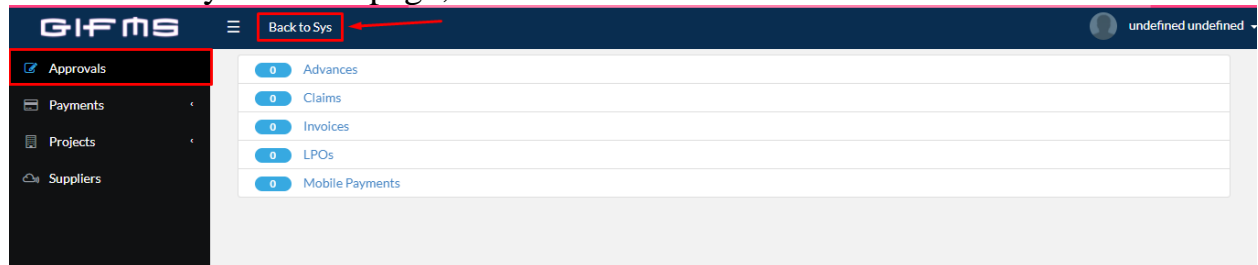
## Chapter 2: Accounting and Approvals

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



Project Code	Project Name	Program	Budget Amount	Grant Amount allocated	Actual Expenditure	Expenditure Perc	Budget Overspend/ Underspend
(i) <a href="#">N/A</a>		N/A	0.00	0.00	0.00	0.00%	0.00
<a href="#">CCI</a>	Clinton Climate Initiative	Global	0.00	0.00	166,928.22	0.00%	-166,928.22
<a href="#">CHADATGDAH11</a>	DAT Management and Coordination - DFID	Global	0.00	0.00	569,800.66	0.00%	-569,800.66
<a href="#">CHADATGDAH41</a>	DAT Country Support Team - DAT HIV activities (DFID Access)	Global	0.00	0.00	2,088.00	0.00%	-2,088.00
<a href="#">CHADATGDAH43</a>	DAT Country Summit (Access-DAT)-Global	Global	0.00	0.00	80,807.40	0.00%	-80,807.40
<a href="#">CHADATGDAH45</a>	UNITAID - IPMA 2014-2016	Global	0.00	0.00	130,781.16	0.00%	-130,781.16
<a href="#">CHADATGDAH54 - UNITAIDARV1</a>	CHADATGDAH54 - UNITAIDARV1	Global	0.00	0.00	76,300.00	0.00%	-76,300.00
<a href="#">CHAGMTAXP2</a>	CHAGMTAXP2- BMGFCHAFLM1	Global	0.00	0.00	2,204.00	0.00%	-2,204.00
<a href="#">CHAGMTGDAH1</a>	DFIDACCESS2- DFID - Access 2012-2018	Global	0.00	0.00	0.00	0.00%	0.00
<a href="#">CHAGMTGDAH68</a>	DFIDSSSUM1	Global	0.00	0.00	3,016.00	0.00%	-3,016.00
<a href="#">CHAGMTGHEP1</a>	DFIDACCESS2	Global	0.00	0.00	4,408.00	0.00%	-4,408.00
<a href="#">CHAGMTGLARC1</a>	Global Markets Team - LARC - DFID	Global	0.00	0.00	9,085.70	0.00%	-9,085.70
<a href="#">CHAGMTHLSTP1</a>	Global Markets Team - Diagnostics - DFID POC	Global	0.00	0.00	803.00	0.00%	-803.00
<a href="#">CHAGMTHLSTP2</a>	Global Markets Team - Diagnostics - UNITAID POC	Global	0.00	0.00	1,492.00	0.00%	-1,492.00

It will direct you to this page;



Back to Sys
<a href="#">Advances</a>
<a href="#">Claims</a>
<a href="#">Invoices</a>
<a href="#">LPOs</a>
<a href="#">Mobile Payments</a>

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;

GIFMS

Admin

RAMADHAN O. WANGATIA

Home

Approvals

Payments

Invoices

LPO

Mobile Payments

Claims

Advances

Deliveries

Advances

Claims

Invoices

LPOs

Mobile Payments

Select

ALL

May 1, 2017 9:10 PM

Date Raised

test1

External REF

KEVIN MARETE

Raised By

Test

Description

DAVIS KARAMBI

Project Manager

ABDIRAHMAN FARAH

Supplier

Pending Accountant Review

Status

KES

Amount

10.00

Actions

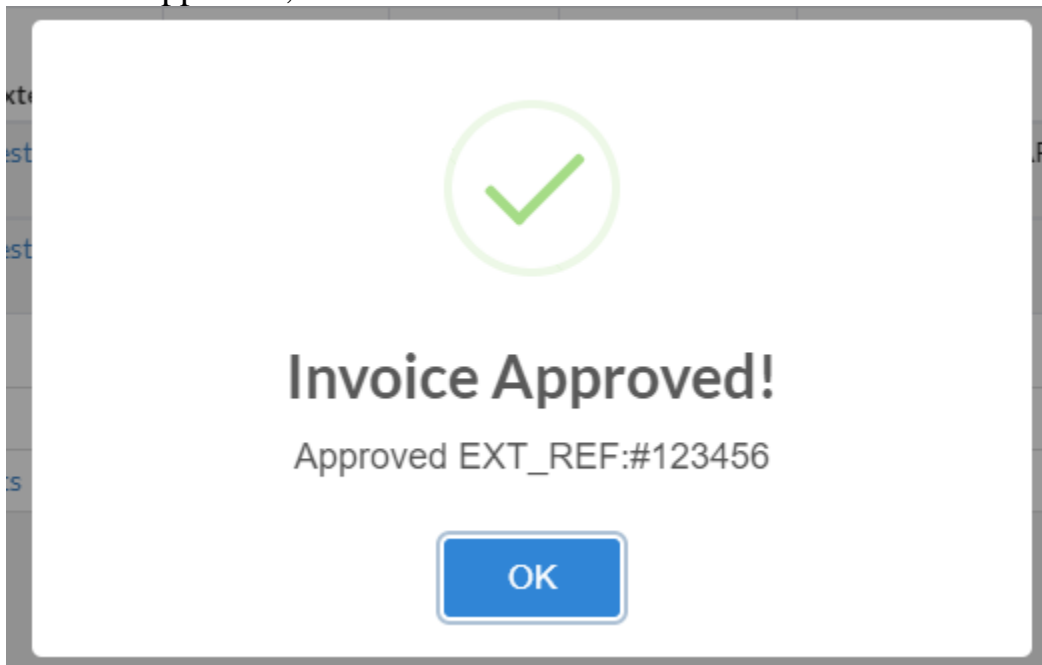
(i)

(ii)

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;

The screenshot shows the GEMS Admin interface. The left sidebar has a 'Payments' menu item highlighted. The main content area has a 'Create New Batch' button at the top left. Below it is a table of payment batches. The table has columns: #, Date, REF, Payments, Downloads, and Actions. The 'Payments' column contains a 'P' icon. The 'Downloads' column contains links for EFT, RTGS, and RTGS[S]. The 'Actions' column contains links for EFT, RTGS, and RTGS[S]. Red arrows (i) through (v) point to specific UI elements: (i) 'Create New Batch' button, (ii) 'P' icon in the Payments column, (iii) 'Downloads' column header, (iv) 'RTGS[S]' link in the Actions column, and (v) 'RTGS[S]' link in the Actions column.

#	Date	REF	Payments	Downloads	Actions
330	29May,2017 00:00 AM	CHAI/PYTB#330/2017/05/29	P	EFT   RTGS	RTGS[S]   [icon]
329	18May,2017 00:00 AM	CHAI/PYTB#329/2017/05/18	P	EFT   RTGS	RTGS[S]   [icon]
328	16May,2017 00:00 AM	CHAI/PYTB#328/2017/05/16	P	EFT   RTGS	RTGS[S]   [icon]
327	6May,2017 00:00 AM	CHAI/PYTB#327/2017/05/06	P	EFT   EFT[S]   RTGS	RTGS[S]   [icon]
326	4May,2017 00:00 AM	CHAI/PYTB#326/2017/05/04	P	CHQ   EFT   RTGS	[icon]
325	27Apr,2017 00:00 AM	CHAI/PYTB#325/2017/04/27	P		RTGS   [icon]
324	20Apr,2017 00:00 AM	CHAI/PYTB#324/2017/04/20	P		EFT   RTGS   [icon]
323	20Apr,2017 00:00 AM	CHAI/PYTB#323/2017/04/20	P		EFT   RTGS   [icon]
322	17Apr,2017 00:00 AM	CHAI/PYTB#322/2017/04/17	P		EFT   RTGS   [icon]

- (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**'

#	Transaction REF	Description	Paid To	Payment Details	Batch	Amount
+	71217	Accommodation for CHAI staff (Brian Mokaya)	DIANI REEF BEACH RESORT & SPA	Account No: 0215114001 Bank: N/A Branch: N/A	KES.	48,000.00
+	INV0550	Outside catering, meals	ANEZ DISHES	Account No: 1002546511 Bank: PARAMOUNT Branch: N/A	KES.	36,400.00
+	22186, 22185	Accommodation; EDITT/WEBADT configuration in Siaya County	THE VIC HOTEL LTD	Account No: 00700451931210 Bank: N/A Branch: N/A	KES.	80,000.00
+	074	Accommodation for MOH staff; quarterly review & support supervision planning meeting at CHAI offices	THE OLIVE GARDEN LIMITED	Account No: 0100003417578 Bank: HOUSING FINANCE Branch: N/A	KES.	32,000.00
+	INV0554	Outside catering services, meals	ANEZ DISHES	Account No: 1002546511 Bank: PARAMOUNT Branch: N/A	KES.	13,800.00

## 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.

Section	Count
Advances	1
Claims	0
Invoices	0
LPOs	0
Mobile Payments	0

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:

+ NewCopyPrintExcelPDFShow 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	