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1 Settlement Officer

When you successfully logged into the system as settlement officer you will be displayed the screen as shown on Fig1

- R is your role on FMS (SettlementOfficers)
- U is your username
- D is dashboards that will leads you to your regular routine
- M is the menu of advance payment
- To change your password click B1 (Fig2) and fill the form that will be displayed.
- To logout from the system click B3 (Fig 2)

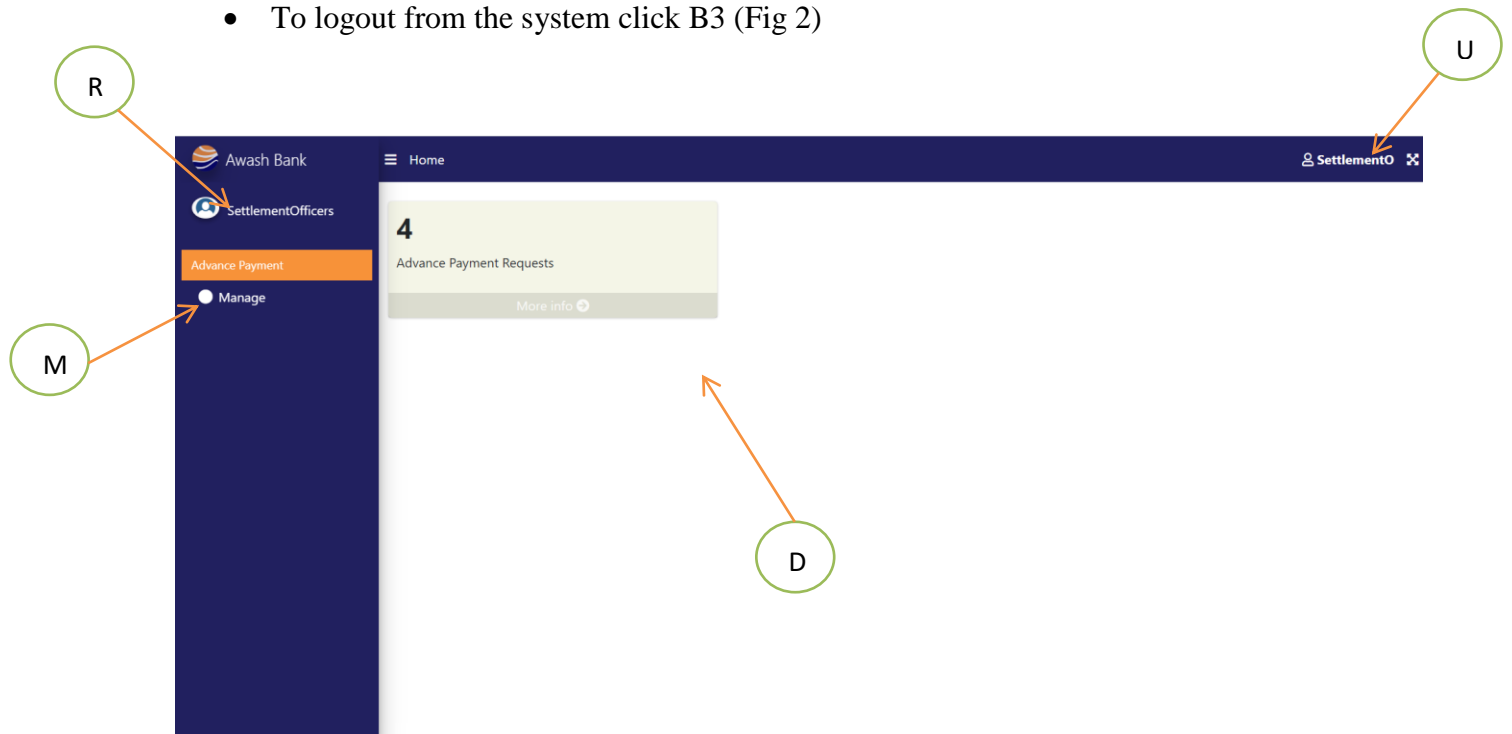


Figure 1: home page

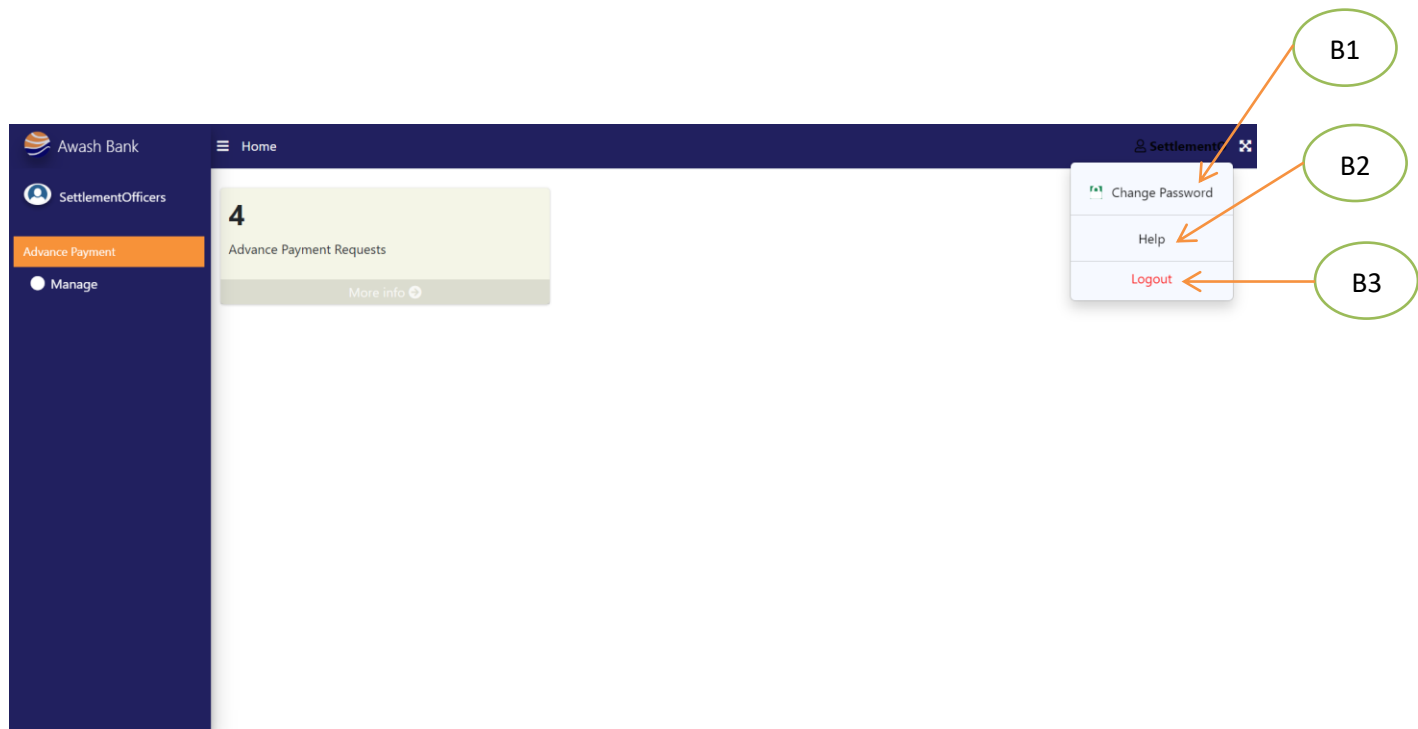


Figure 2: user actions

1.2 Manage Advance Payment

The following pages will allow settlement officer to manage advance payment

- Click M (Fig1)
 - To view details, click B1 (Fig3), and details will be displayed as indicated in Fig4. To print the information provided in Fig4, click B1 (Fig4), then print from Fig5.
 - To grant advance payment click B2(Fig3) and click B1(Fig6)
 - To reject advance payment click B3(Fig3), fill the form F1(Fig7) and click B1(Fig7)

Awash Bank

SettlementOfficers

Advance Payment

Manage

Home

SettlementO

Manage Advance Payment

Show 5 entries

Search:

Staff Name	Staff Account	Amount	Requested Date	No Of Days	Advance Type	Directorate	Claimed Directorate	Action
Anteneh	0123455555	ETB300.00	May 8, 2023	2	Work Advance for Staff	General Technical and Security Service Directorate	Finance	<div>Details</div> <div>Grant</div> <div>Reject</div>
Negero	01320118511111	ETB5,650.02	May 6, 2023	3	Work Advance for Staff	General Technical and Security Service Directorate	dembela brach	<div>Details</div> <div>Grant</div> <div>Reject</div>
Nuri	013201185112222	ETB7,650.02	May 6, 2023	2	Work Advance for Staff	General Technical and Security Service Directorate	Adama branch	<div>Details</div> <div>Grant</div> <div>Reject</div>
Nuri	01320118511111	ETB7,650.02	May 7, 2023	3	Work Advance	General Technical and	Sabian Branch	<div>Details</div>

B1

B2

B3

Figure 3: manage advance payment

Awash Bank	Home	SettlementO
SettlementOfficers		
Advance Payment		
Manage		

Back

B

B1

To: Director, Finance and Treasury Directorate
From: General Technical and Security Service Directorate
Date: May 8, 2023
Subject: Request for Advance Payment

Please Advance The Sum Of Birr **ETB300.00 (Three Hundred ETB Only)** To **Anteneh** by crediting to his/her Account **0123455555** for purchase/travel which shall be settled with in **Two** days up on completion of the purpose of the advance payment. If the advance is not settled with in the specified date you are authorized to deduct from the specified employees account.

Up on settlement of the advance, please claim the expense from **Finance Branch**

Thank you,

Requested By: General Technical and Security Service Directorate(BUser382)
Approved By: General Technical and Security Service Directorate(Auser664)

Figure 4: advance payment detail

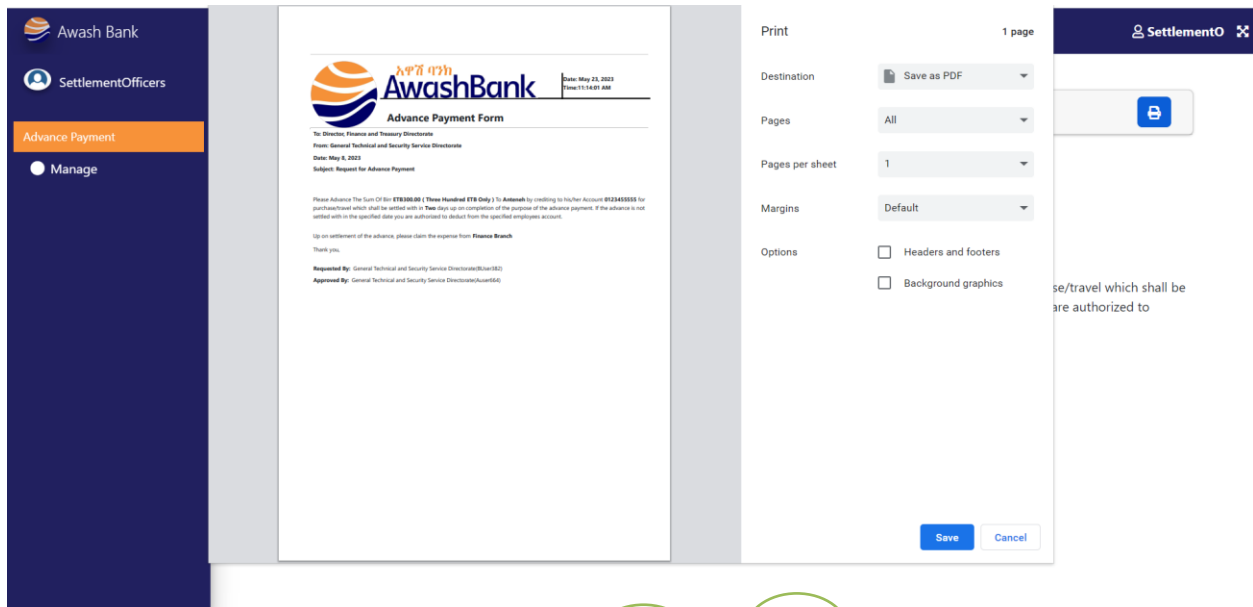


Figure 5: advance payment printout

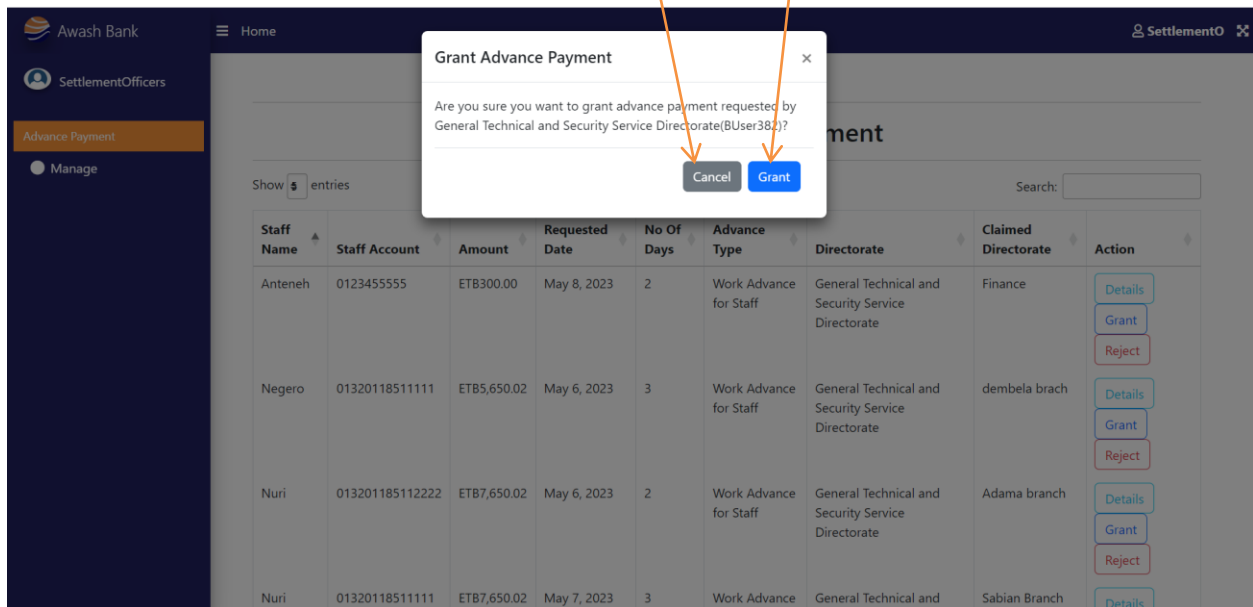


Figure 6: grant advance payment

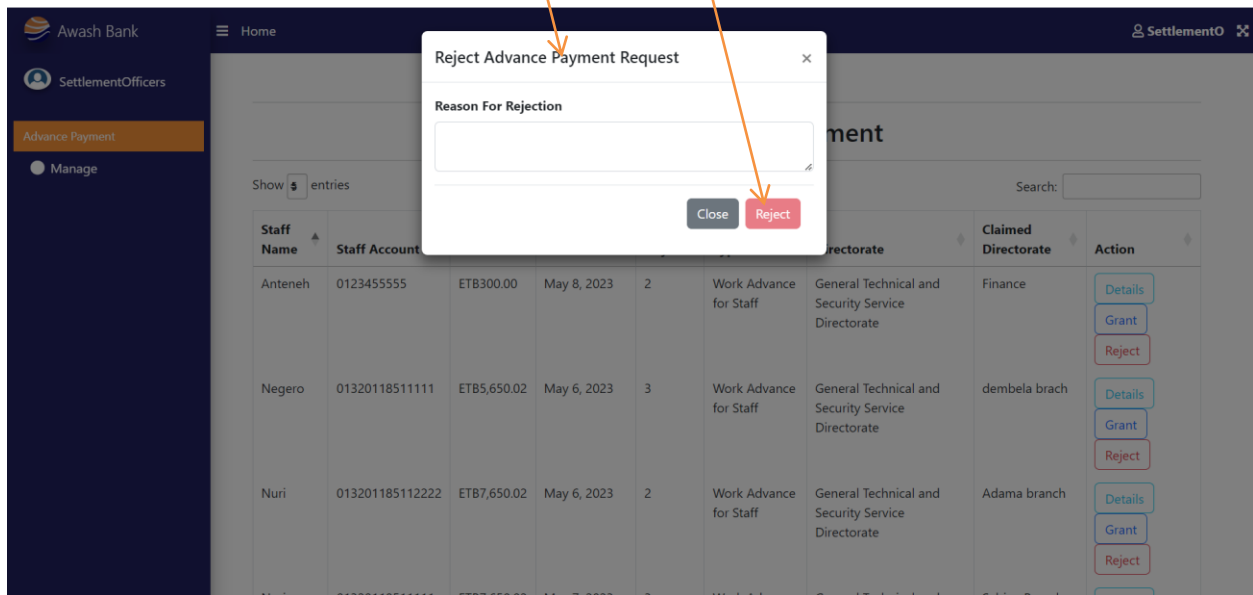


Figure 7: reject advance payment