

MONITORING AND EVALUATION SYSTEM


**KENYA DEVELOPMENT RESPONSE TO DISPLACEMENT IMPACTS PROJECT
KDRDIP**

Finance User Manual

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1 How to Login



Login

Your Email *

Your Password *

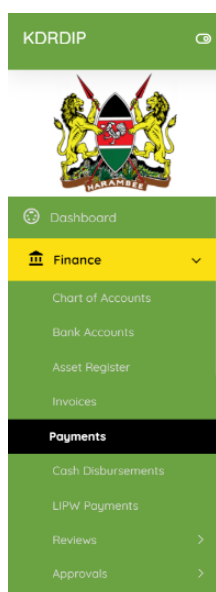
Remember Me [Forgot Password?](#)

Login

To login key in your Email and password and click the **Login** button.

2 Managing Payments

2.1 Adding a new payment



On the left menu panel, select **Finance** menu followed by the **Payments** submenu.

From the **Payment List** Click the **Add** Button

Payments

Search Option: Select... Search

+ Add

Show 10 entries

#	Date	Supplier	Payment Method	Amount	Reference	Approval Status	Approved Date	
1	17/02/2021	A & B Company	Cheque	996.00	678	Submitted	(not set)	View Delete
2	23/02/2021	A & B Company	Cheque	23,000.00	asdasd	Approved	Feb 23, 2021	View Delete
3	23/02/2021	(not set)	Cheque	1,688,900.00	45666	Approved	Feb 23, 2021	View Delete

Showing 1 to 3 of 3 entries

Previous 1 Next

2.2 Enter Payment Details

From the Create Payment screen enter the details about the payment including attaching the required supporting document click the **Save** Button

Create Payments

Date * 24/02/2021

Bank Account * Select...

Payment Type *

Supplier *

Sub-Project * Select...

Supplier * Select...

Payment Method * Select...

Description

Image File

Choose File No file chosen

Save

Documents

#	Description	Document Type	Created Date
No results found.			

2.3 Sending Payment for approval

View Payment: 4

Close Update Delete Send For Approval

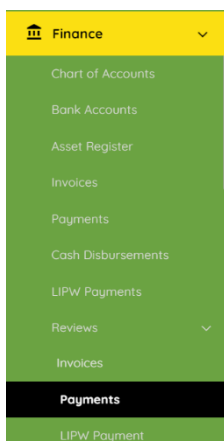
Payment Voucher Number	4
PaymentDate	24/02/2021
Supplier Name	(not set)
Invoice No.	(not set)
Invoice Date	(not set)
Payment Method	Cheque
Account Name	KRDIP MAIN ACCOUNT
Ref Number	23444
Description	ddds
Sub-Project	(not set)
Activity Description	(not set)
County	(not set)

After confirming the details of the payment entry click **Send For Approval** button to submit the payment for approval

2.4 Payment Review

The payment Approval takes two step approach

- Review
- Approval



To review a payment that has been submitted for approval, on the left menu panel click **Finance** Menu, followed by **Reviews** sub-menu followed by **Payments** Sub-menu.

From the *Payment Review* list click **Select** Button

Payment Review

Show 10 entries Search:

#	Date	Supplier	Payment Method	Amount	Email	Requested By	Approval Status	Posting Date	
1	17/02/2021	A & B Company	Cheque	996.00	678	Joseph Ngugi	Submitted	(not set)	Select

Showing 1 to 1 of 1 entries

Previous 1 Next

2.5 Review Notes

Enter some review notes and click the **Approve** Button

Payment Review: 1

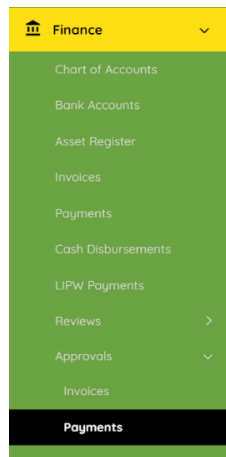
Enter Approval details below

Note

Close Approve Reject

Payment Voucher Number	1
PaymentDate	17/02/2021
Supplier Name	A & B Company
Invoice No.	1
Invoice Date	17/02/2021
Payment Method	Cheque
Account Name	Namon primary Latrine Account

2.6 Payment Approval



To approve a payment that has been submitted for approval, on the left menu panel click **Finance** Menu, followed by **Approvals** sub-menu followed by **Payments** Sub-menu.

From the *Payment Approvals* list click **Select** Button

Payment Approvals									
Show 10 entries									
Search:									
#	Date	Supplier	Payment Method	Amount	Email	Requested By	Approval Status	Posting Date	
1	24/02/2021	(not set)	Cheque	240,000.00	23444	Joseph Ngugi	Reviewed	(not set)	Select
Showing 1 to 1 of 1 entries									
Previous 1 Next									

2.7 Approval Notes

Enter some
Approval notes
and click the
Approve Button

Payment Approvals: 4

Enter Approval details below

Note

Close

Approve

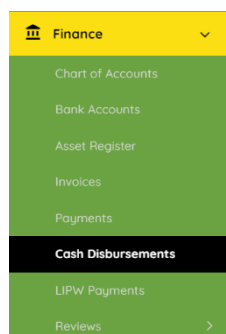
Reject

Payment Voucher Number	4
PaymentDate	24/02/2021
Supplier Name	(not set)
Invoice No.	(not set)
Invoice Date	(not set)
Payment Method	Cheque
Account Name	KRDIP MAIN ACCOUNT

3 Managing Cash Disbursement

3.1 New Cash Disbursement

On the left menu panel, select **Finance** menu followed by the **Cash Disbursement** submenu.
From the *Cash Disbursement* List Click the **Add** Button



Cash Disbursements							
+ Add							
Show 10 entries							
Search:							
#	Sub-Project	Date	Amount	Approval Status	Approved Date		
1	Desilting of Hagar Jarel water pan	23/02/2021	1,790,000.00	Approved	Feb 23, 2021	View	Delete
Showing 1 to 1 of 1 entries							
Previous 1 Next							

3.2 Enter Cash Disbursement Details

From the *Create Cash Disbursement* screen enter the details about the disbursement including attaching the required supporting document click the **Save** Button

Create Cash Disbursements

Date

24/02/2021

County

Select...

Project

Select...

Source Account

Select

Amount

Description

Serial Number

Community

Select...

Destination Account

Select

Image File

Choose File | No file chosen

Close

Save

Documents

#	Description	Document Type	Created Date
No results found.			

3.3 Sending Cash Disbursement for Approval

Disbursement ID: 2

Close

Update

Delete

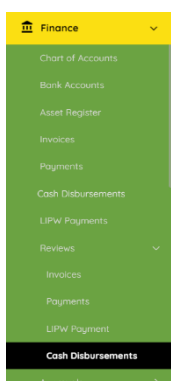
Send For Approval

Cash Disbursement ID	2
Date	2021-02-24
Serial Number	334
County	GARISSA
Community / CPMC	Fafi Community
Sub-Project	Construction of 12 pit latrines at Tokojo in Barkuke
Description	
Source Account	KRDIP MAIN ACCOUNT
Destination Account	KRDIP MAIN ACCOUNT
Amount	115,000.00
Created Date	25/02/2021 01:50 am
Created By	Joseph Ngugi

After confirming the details of the cash disbursement entry click **Send For Approval** button to submit the payment for approval

3.4 Cash Disbursement Review

To review a payment that has been submitted for approval, on the left menu panel click **Finance** Menu, followed by **Reviews** sub-menu followed by **Payments** Sub-menu.



From the *Payment Review* list click **Select** Button

Cash Disbursement Review

Search:

Show 10 entries

#	Sub-Project	Date	Amount	Requested By	Approval Status	Approval Date	
1	Construction of 12 pit latrines at Tokojo in Barkuke	24/02/2021	115,000.00	Joseph Ngugi	Submitted	(not set)	Select

Showing 1 to 1 of 1 entries

Previous1Next

3.5 Enter Review Notes

Enter some review notes and click the **Approve** Button

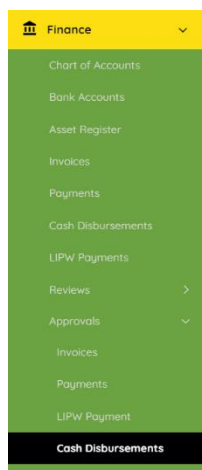
Cash Disbursement Review: 2

Enter Approval details below

Note

Cash Disbursement ID	2
Date	2021-02-24
Serial Number	334
County	GARISSA
Community / CPMC	Fafi Community
Sub-Project	Construction of 12 pit latrines at Tokojo in Barkuke
Description	
Source Account	KRDIP MAIN ACCOUNT
Destination Account	KRDIP MAIN ACCOUNT

3.6 Cash Disbursement Approval



To approve a Cash Disbursement that has been submitted for approval, on the left menu panel click **Finance** Menu, followed by **Approvals** sub-menu followed by **Cash Disbursement** Sub-menu

From *Disbursement Approval* list select click the **Select** button

Cash Disbursement Approvals

Show 10 entries

Search:

#	Sub-Project	Date	Amount	Requested By	Approval Status	Approval Date	
1	Construction of 12 pit latrines at Tokojo in Barkuke	24/02/2021	115,000.00	Joseph Ngugi	Reviewed	(not set)	<input type="button" value="Select"/>

Showing 1 to 1 of 1 entries

Previous 1 Next

3.7 Enter Approval Notes

Enter some review notes and click the **Approve** Button

Cash Disbursement Approvals: 2

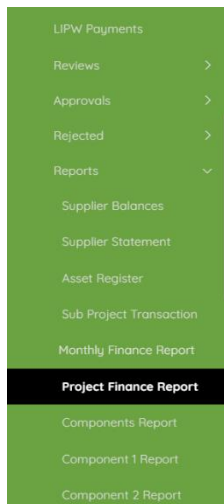
Enter Approval details below

Note

Cash Disbursement ID	2
Date	2021-02-24
Serial Number	334
County	GARISSA
Community / CPMC	Fafi Community
Sub-Project	Construction of 12 pit latrines at Tokojo in Barkuke
Description	
Source Account	KRDIP MAIN ACCOUNT
Destination Account	KRDIP MAIN ACCOUNT

4 Reports

4.1 Project Finance Report



To review the report, on the left menu panel click **Finance** Menu, followed by **Reports** sub-menu followed by **Project Finance Report** Sub-menu.

To filter the report, select the filter parameters then click on the **Filter** Button

Project Status: All... Component: All... County: All... Project: All...

Filter

1 of 1

Project Finance Report

Projects Report -

ID	Project	Start Date	End Date	Budgeted Amount	Disbursed Amount	Amount Spent	Balance	Status
1	Construction of 3 blocks pit latrines at Namon primary	10/09/2020	01/01/1970	2,244.00	13,499.00	240,000.00	-226,501.00	Ontrack
2	Desilting of Hagar Jarel water pan	01/01/2021	01/01/1970	2,000,000.00	1,790,000.00	1,688,900.00	101,100.00	Ontrack
3	Dumpsite digging, garbage collection and disposal at Garse centre	01/10/2020	01/01/1970	0.00	0.00	0.00	0.00	Ontrack
4	Construction of two (2) twin toilets at Biyamathow borehole	17/07/2020	17/08/2021	0.00	0.00	0.00	0.00	Ontrack
5	Rehabilitation of three (3) Livestock water troughs at Adaidher Settlement	22/08/2020	21/09/2020	0.00	0.00	0.00	0.00	Completed
6	Construction of one (1) twin toilets Dagahley borehole	17/07/2020	01/01/1970	0.00	0.00	0.00	0.00	Completed
7	Construction of One (1) Twin toilet for Shidley Primary School	17/07/2020	01/01/1970	0.00	0.00	0.00	0.00	Completed
8	Construction of Two (2) Twin Toilets at Sabuli Dispensary	11/08/2020	30/09/2020	0.00	0.00	0.00	0.00	Completed
9	Construction of One (1) Pump house at Salalma Borehole 1	14/09/2020	01/01/1970	0.00	0.00	0.00	0.00	Completed

4.2 Component Finance Reports



To review the report, on the left menu panel click **Finance** Menu, followed by **Reports** sub-menu followed by **Component Finance Report** Sub-menu.

1 of 1

Component Finance Reports

#	Component (A)	Approved Budget (B)	Actual Expenditure (C)	Variance (D = B-C)	Remarks
1	Component 1: Social and Economic Infrastructure and Services	2,830,000.00	1,951,900.00	878,100.00	
2	Component 2: Environmental and Natural Resource Management.	0.00	0.00	0.00	
3	Component 3: Livelihoods Program	0.00	0.00	0.00	
4	Component 4: Project Management, Monitoring and Evaluation and Knowledge Sharing.	0.00	0.00	0.00	
5	Component 5: Support to IGAD for Expansion of the Regional Secretariat on Forced Displacement and Mixed Migration	0.00	0.00	0.00	
	Total	2,830,000.00	1,951,900.00	878,100.00	