

GIFMIS

STORES AND INVENTORY MANAGEMENT IN GIFMIS

User Guide

20/7/2017

A GUIDE FOR INVENTORY MANAGEMENT ON GIFMIS

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INTRODUCTION

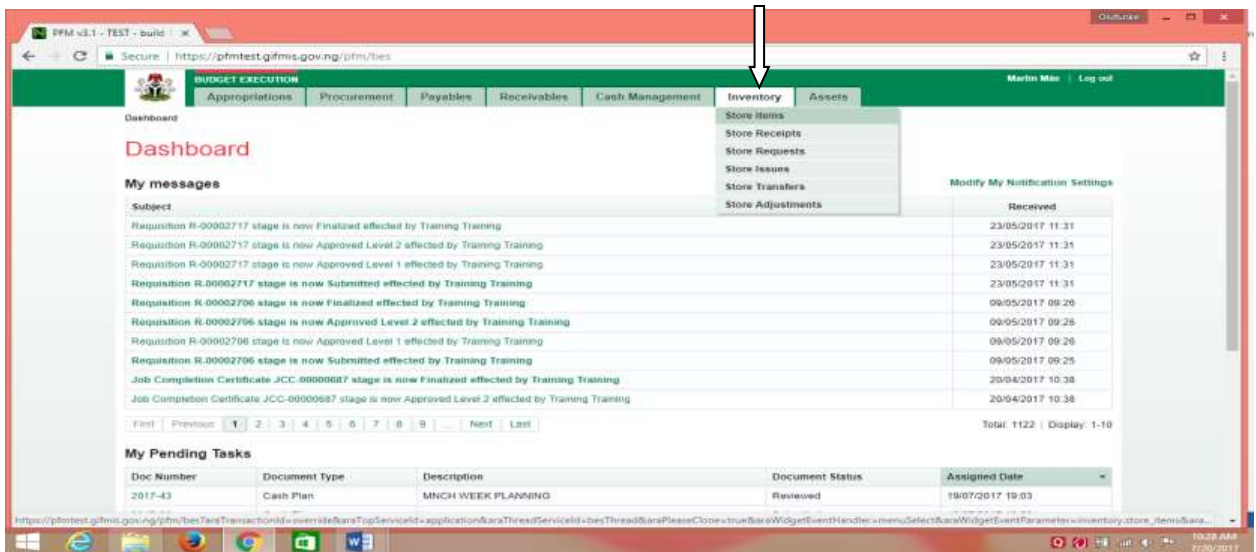
The User Guide is designed to provide guide to GIFMIS users on the management of Stores and Inventory. The expected activities to be performed in stores and inventory management are:

- i. Store Items
- ii. Store Receipts
- iii. Store Requests
- iv. Store Issues
- v. Store Transfers
- vi. Store Adjustments

1. STORE ITEMS

This is a register of all items in the store. It shows the name, location and stock balance. This register is automatically updated upon finalization of Store Receipt. These are materials procured into the store for usage in an organization.

The desk Officer logs into GIFMIS, navigates to Inventory and clicks on Store Items to view the store items.



(fig:1)

The Store Items list is displayed

The screenshot shows a web application interface for 'BUDGET EXECUTION'. The main content area is titled 'Store Items' and contains a table with the following data:

Code	Item Class	Name	Store	Balance	Unit
123	BEVERAGES	PEAK MILK	Old	0	box
123	BEVERAGES	PEAK MILK	BRANCH	200	box
123	BEVERAGES	PEAK MILK	SH_MAIN	0	box
123	BEVERAGES	PEAK MILK	STORE1	21	box
123	BEVERAGES	PEAK MILK	0001	17	box
1230tube	FRUIT	Rent item 02	BRANCH	20	hr
1230tube	FRUIT	Rent item 02	STORE1	0	hr
1230tube	FRUIT	Rent item 02	SH_MAIN	10	hr
1230tube	FRUIT	Rent item 02	Old	0	hr
1230tube	FRUIT	Rent item 02	0001	0	hr

The table includes a 'Find' button and a footer indicating 'Total: 195 | Display: 1-10'.

(fig: 2)

2. STORE RECEIPTS

This is the process of receiving items into the store. The draft version is created automatically upon finalization of Delivery Note on GIFMIS

2.1. THE USER ROLES: The following user roles are applicable to all the functionalities in Inventory Management

- a) DESK OFFICER *STORE RECEIPT*
- b) REVIEWER *STORE RECEIPT*
- c) FIRST APPROVER *STORE RECEIPT*
- d) FINAL APPROVER *STORE RECEIPT*

DESK OFFICER: The desk officer generates the store receipt and submits it for approval

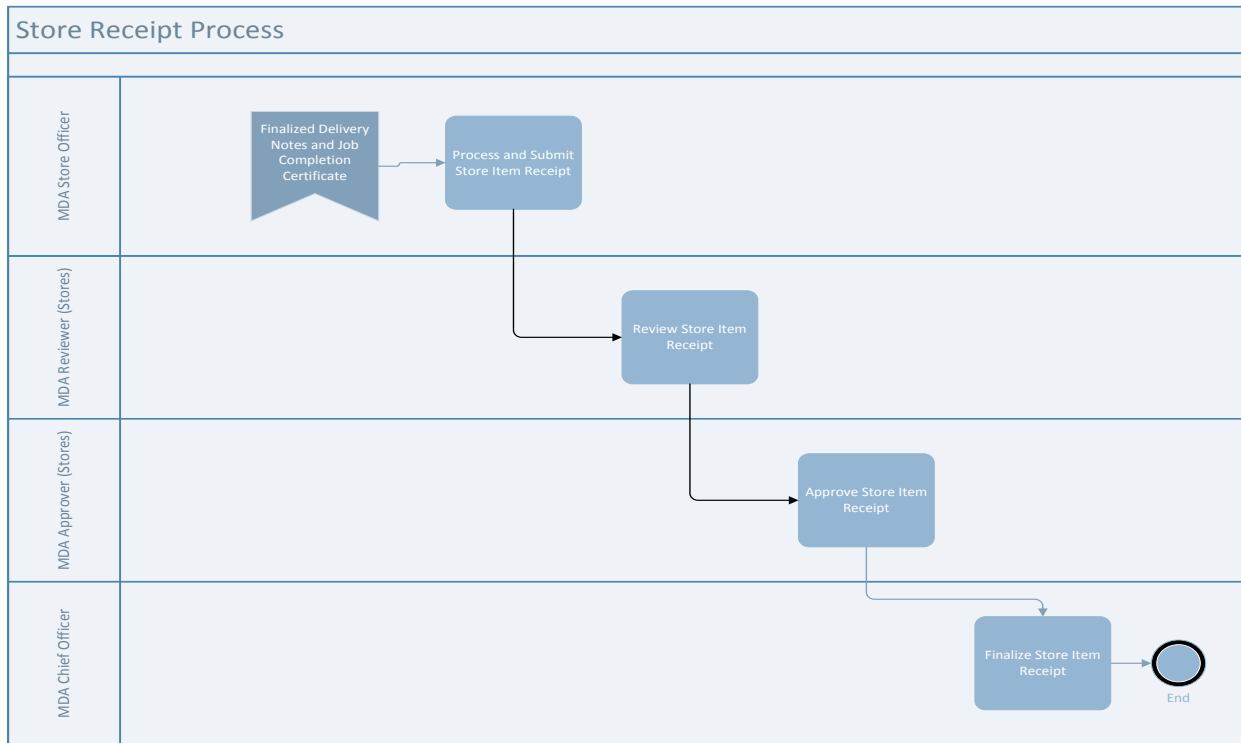
REVIEWER: This User's responsibility is to review store receipt submitted by the desk officer.

FIRST APPROVER: This user reviews and approves the receipt reviewed by the reviewer.

FINAL APPROVER: This user finalizes the approved receipt to complete the workflow

2.1 THE PROCESS FLOW

2.1.1 FLOW CHART



2.2 PROCESS SLIDES

2.2.1 DESK OFFICER STORE RECEIPT

ENTERING STOCK RECEIPT PAGE: Login into GIFMIS, Ensure you are on Budget Execution module. Click on the dropdown button as shown below. Then select store receipts.



(fig:3)

Click on the Document number

BUDGET EXECUTION Training Training | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Inventory → Store Receipts

Store Receipts

Store Receipt List

Doc Number	Receipt Date	Delivery Note	Supplier TIN	Supplier Name	Status
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	[Pending] Find
SRC-00000455	22/09/2016	DN-00001512	000-0001	MUSA YUSUF & CO. LTD.	Draft
SRC-00000454	22/09/2016	DN-00001506	000-0001	MUSA YUSUF & CO. LTD.	Draft
SRC-00000453	22/09/2016	DN-00001505	000-000002	BBB	Draft
SRC-00000452	21/09/2016	DN-00001502	000-0001	MUSA YUSUF & CO. LTD.	Submitted
SRC-00000451	20/09/2016	JCC-00000424	000-0007	DDD	Draft
SRC-00000450	20/09/2016	DN-00001497	00386534-0001	UNITED MOTORS NIGERIA LTD	Draft
SRC-00000448	19/09/2016	DN-00001493	01381889-0001	MEK SYNERGY LTD	Draft
SRC-00000439	31/08/2016	DN-00001469	00386534-0001	UNITED MOTORS NIGERIA LTD	Draft
SRC-00000438	08/08/2016	DN-00001464	000-000002	BBB	Draft
SRC-00000437	10/08/2016	DN-00001466	000-0001	MUSA YUSUF & CO. LTD.	Draft

First Previous 1 2 3 4 5 6 7 8 9 Next Last Total: 260 | Display: 1-10

(fig:4)

Click on the receipt line to view items delivered and click on the item code to view and edit the item

BUDGET EXECUTION Training Training | Log out

Appropriations | Procurement | Payables | Receivables | Cash Management | Inventory | Assets

Inventory → Store Receipts → Lines

Store Receipt: SRC-00000455

Receipt Info | **Receipt Lines** | Attachments

Store Receipt Lines

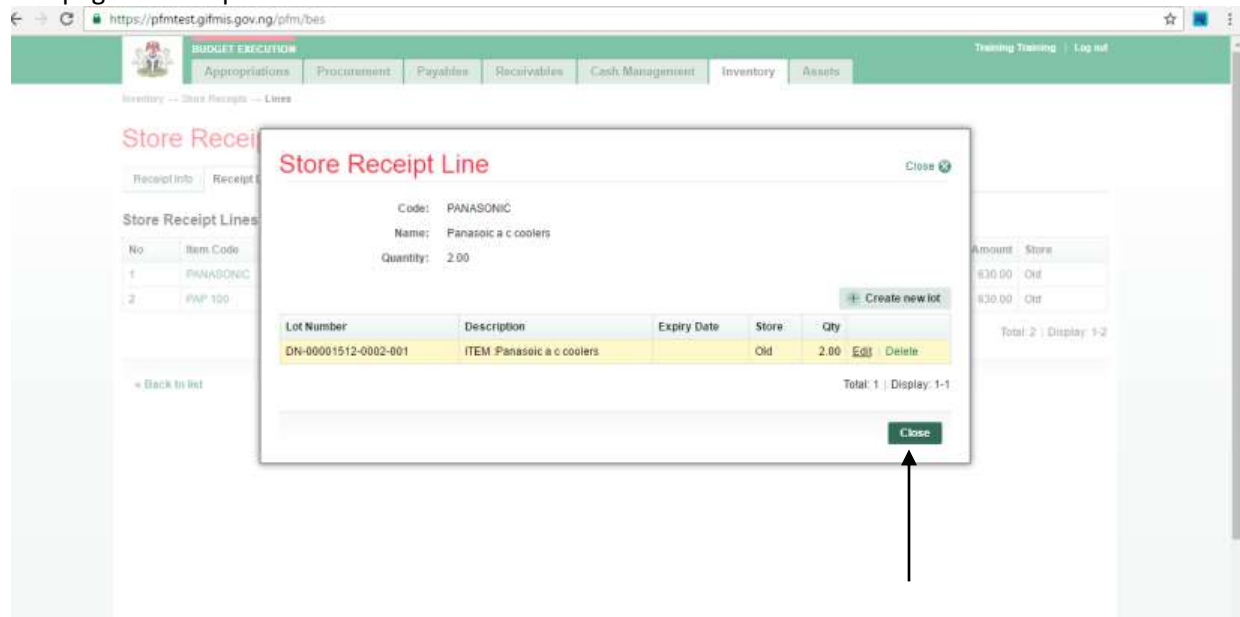
No	Item Code	Name	Quantity	Unit	Price	Amount	Store
1	PANASONIC	Panasonic a c coolers	2.00	pc.	315.00	630.00	Old
2	PAP 100	PRINTING PAPER	2.00	box	315.00	630.00	Old

Total: 2 | Display: 1-2

< Back to list

(fig:5)

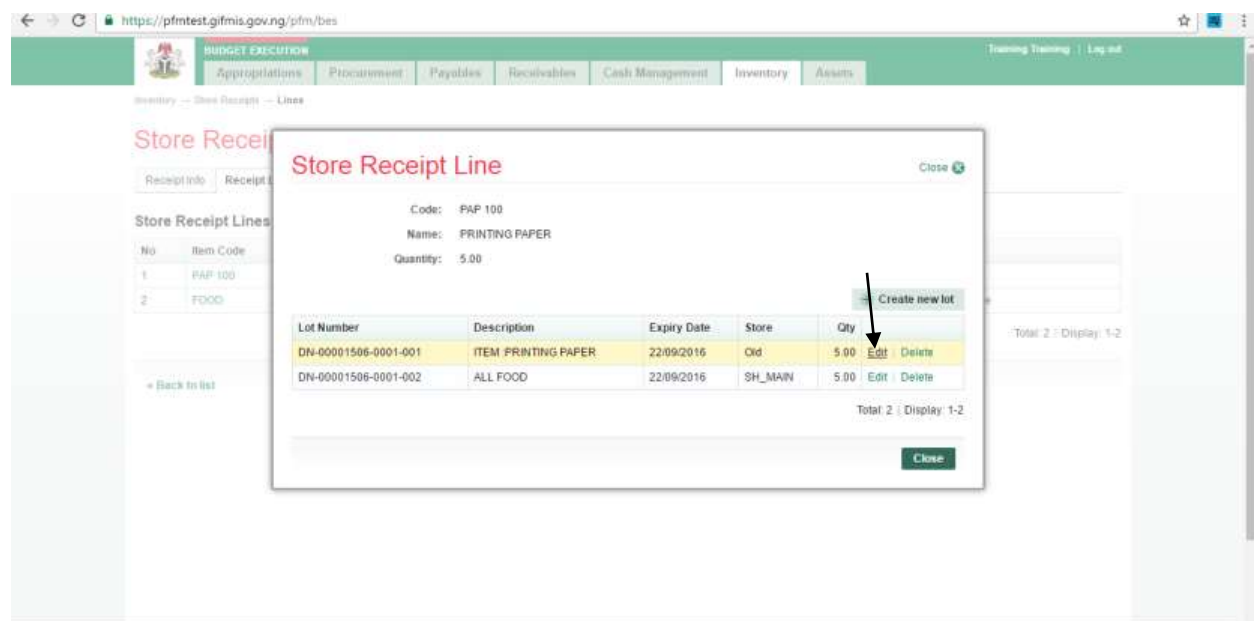
The page below opens



(fig:6)

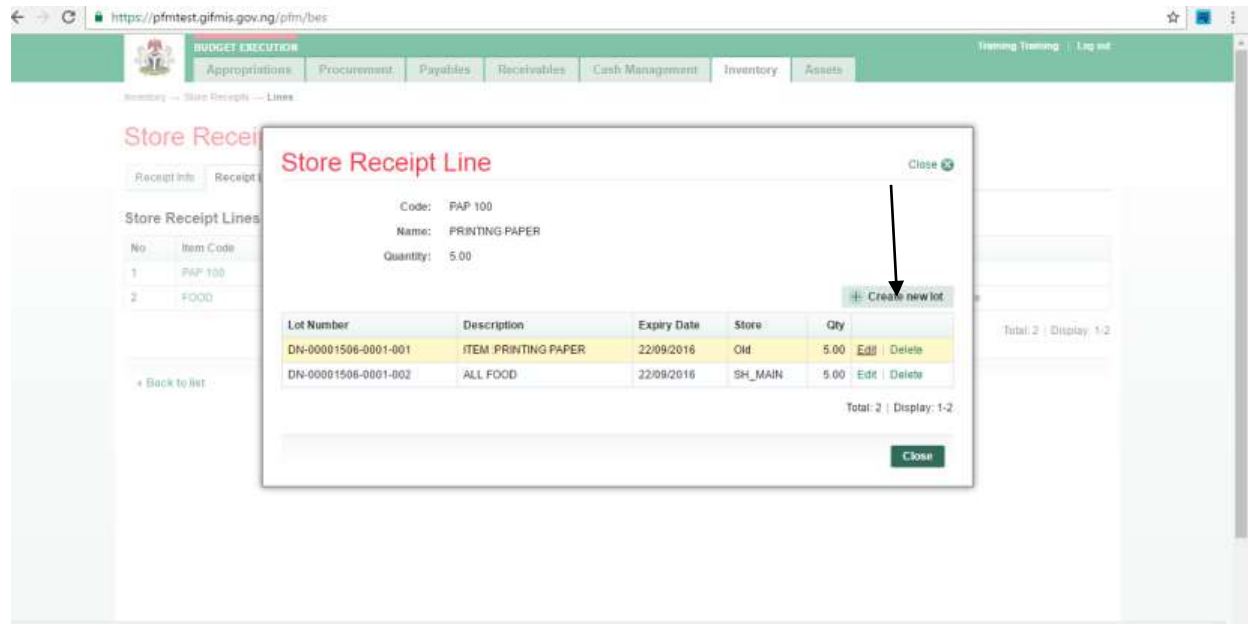
Having confirmed the receipt, click on Close, click on Receipt Info and submit.

Note: The desk officer can edit items delivered by separating them into different lots. To do this you must create another lot by clicking on Edit



(fig:7)

Click on Create New Lot

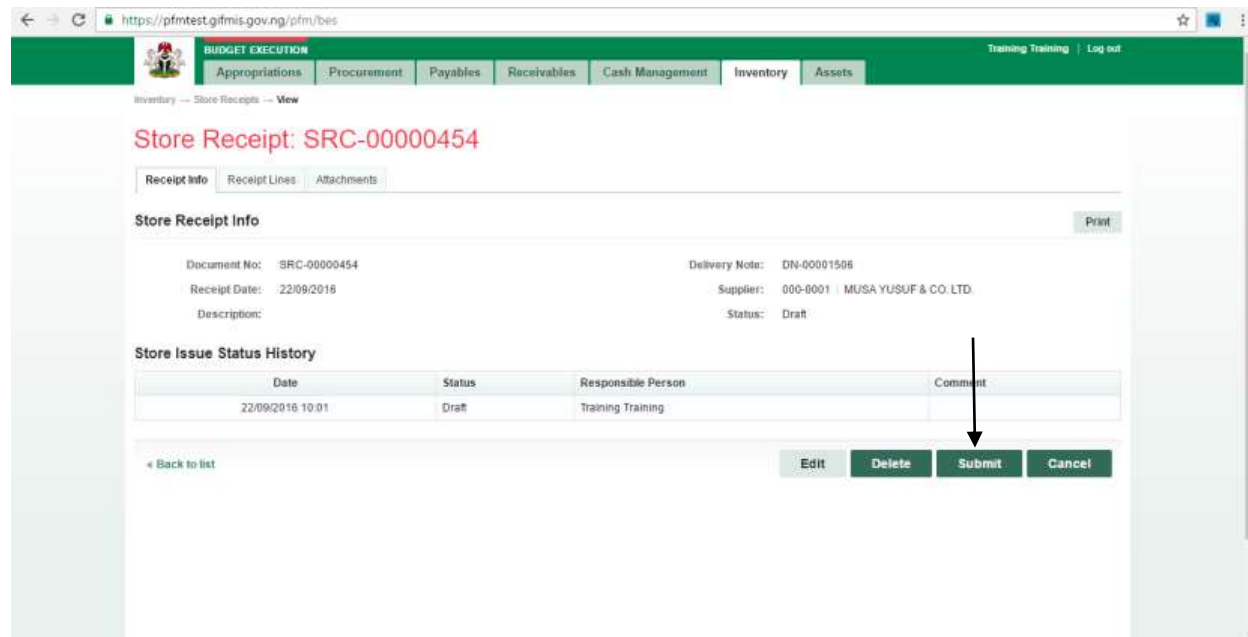


(fig:8)

Click on Close, click on Receipt Info and submit.

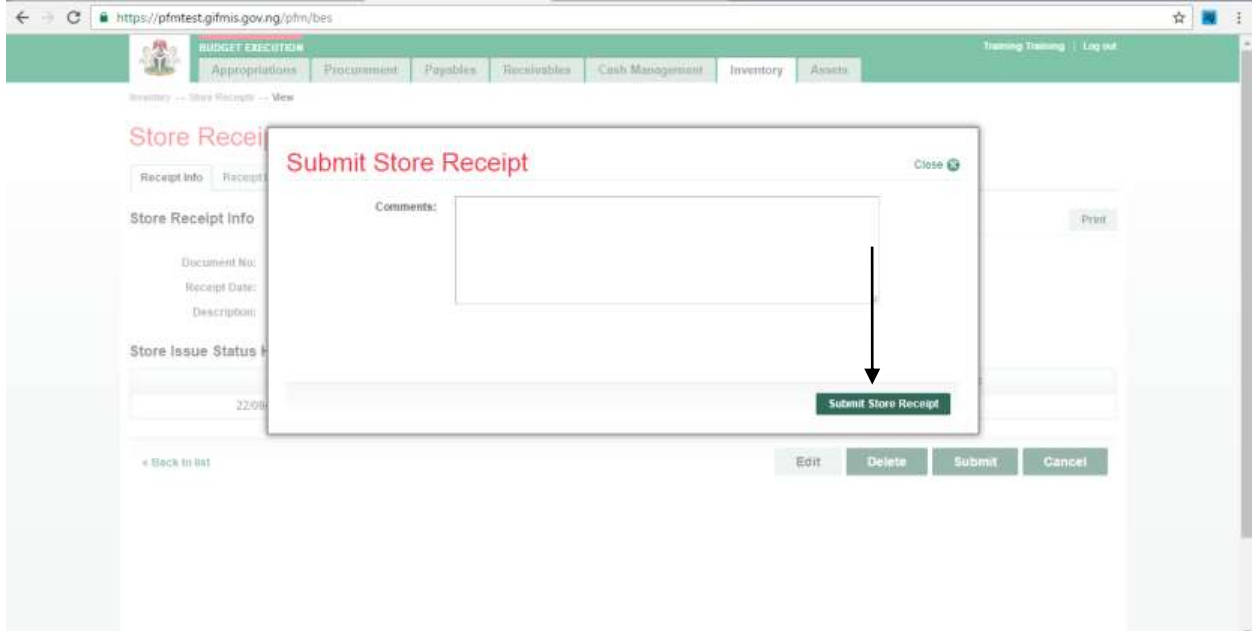
2.2.2 SUBMITTING STORE RECEIPT

To submit, the user will navigate to Receipt Info page, and click on submit button.



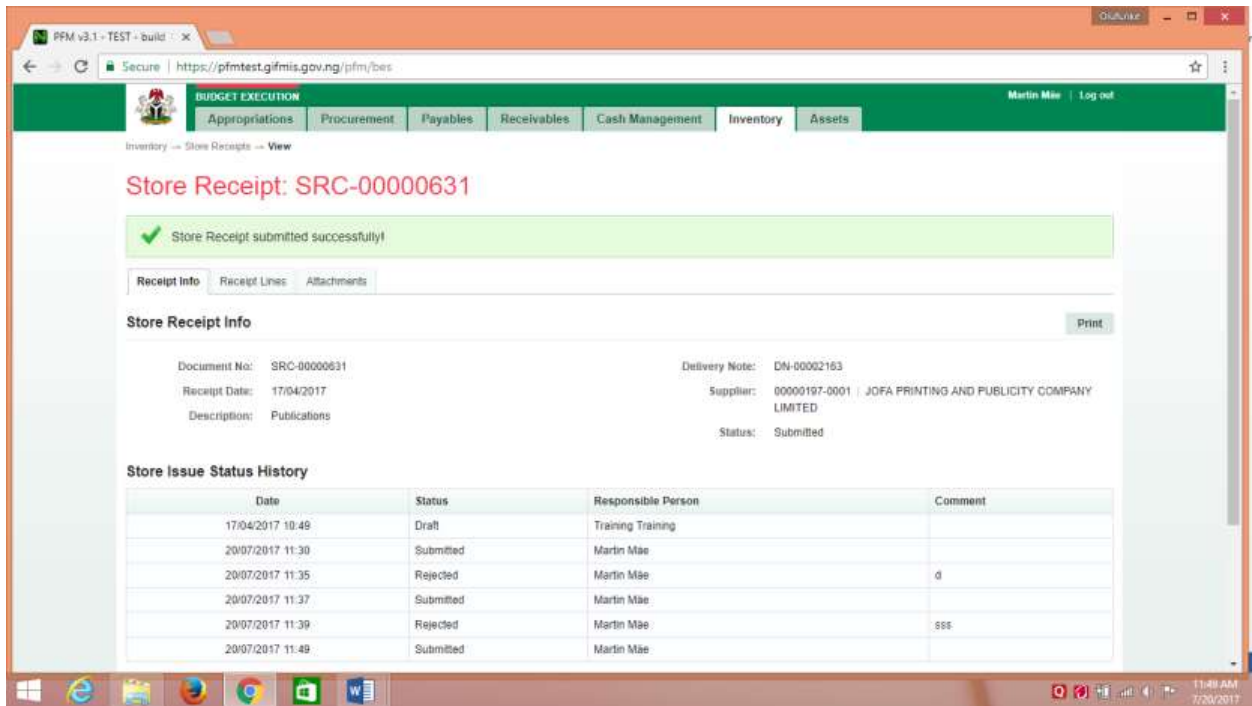
(fig:9)

You may document any comment for the reviewer / approver. This is not compulsory but may be set compulsory as desired.



(fig:10)

Store Receipt is submitted successfully!

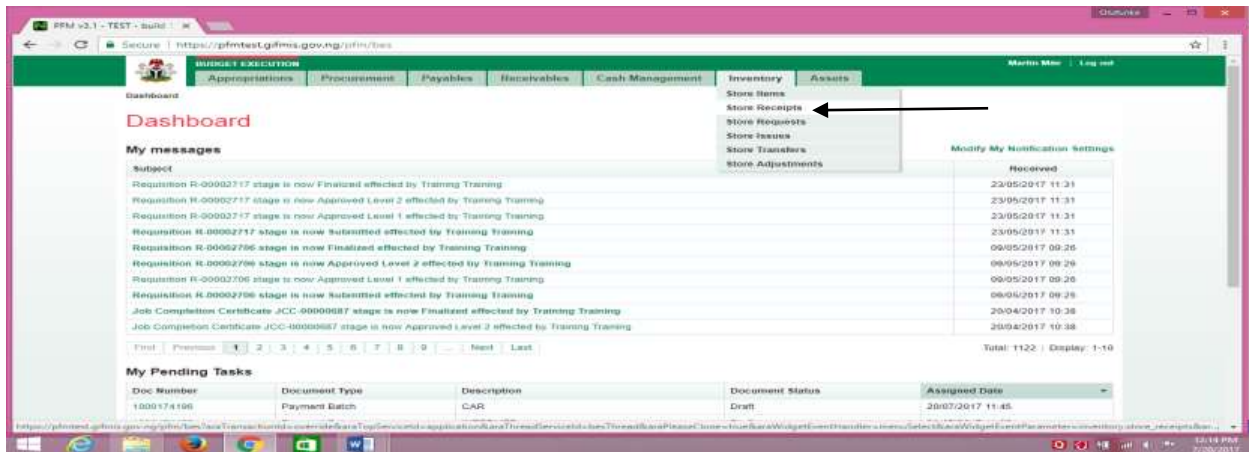


(fig:11)

2.2.3 REVIEW STORE RECEIPT

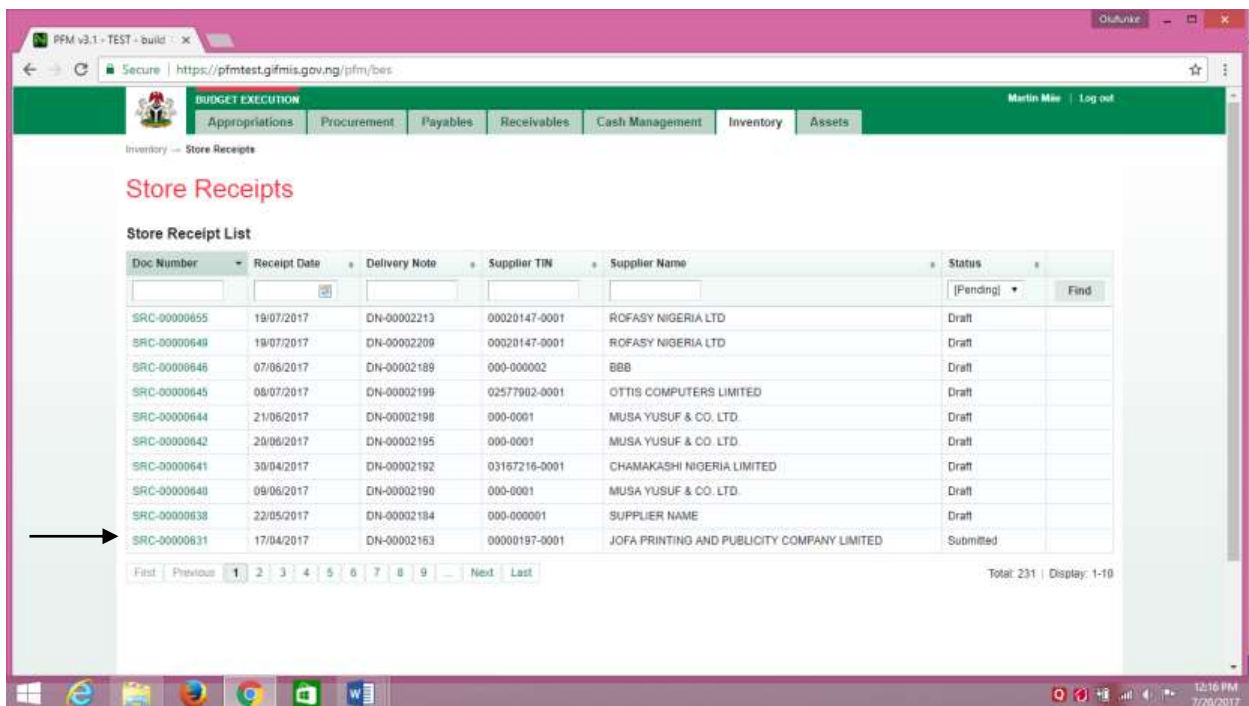
To review the submission of the Desk Officer, the Reviewer logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Receipt.

Note: The reviewer can only review “Submitted” items.



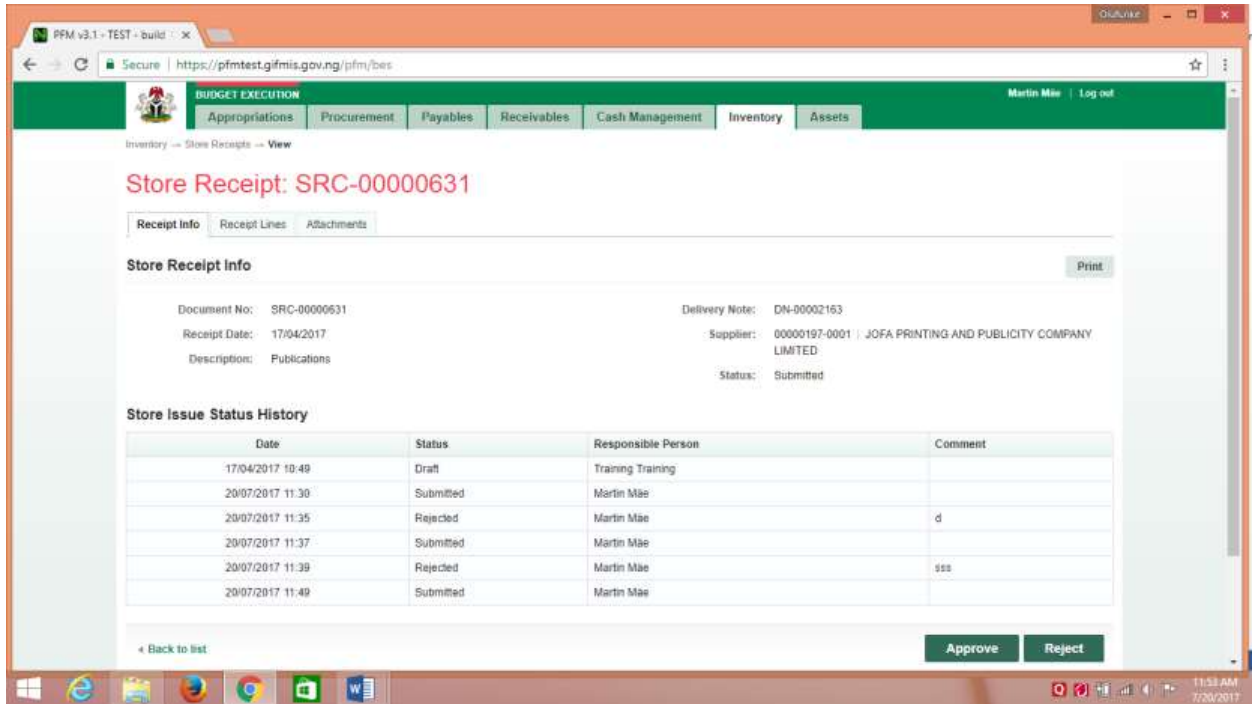
(fig:12)

The Store Receipt list is displayed. Click on Document Number that he wishes to review



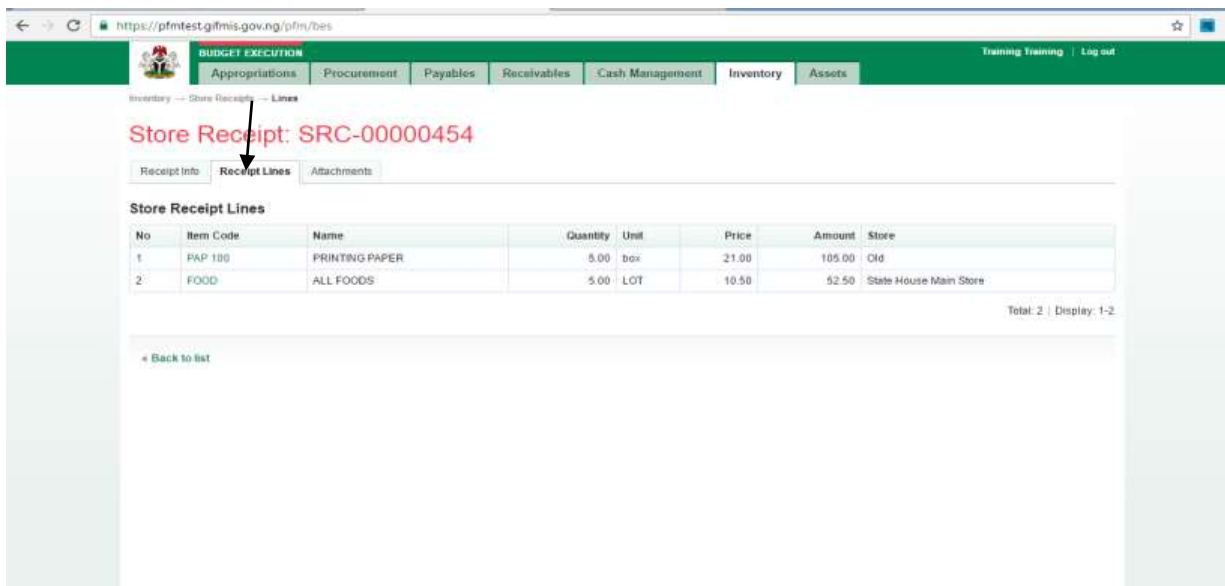
(fig:13)

This page is displayed



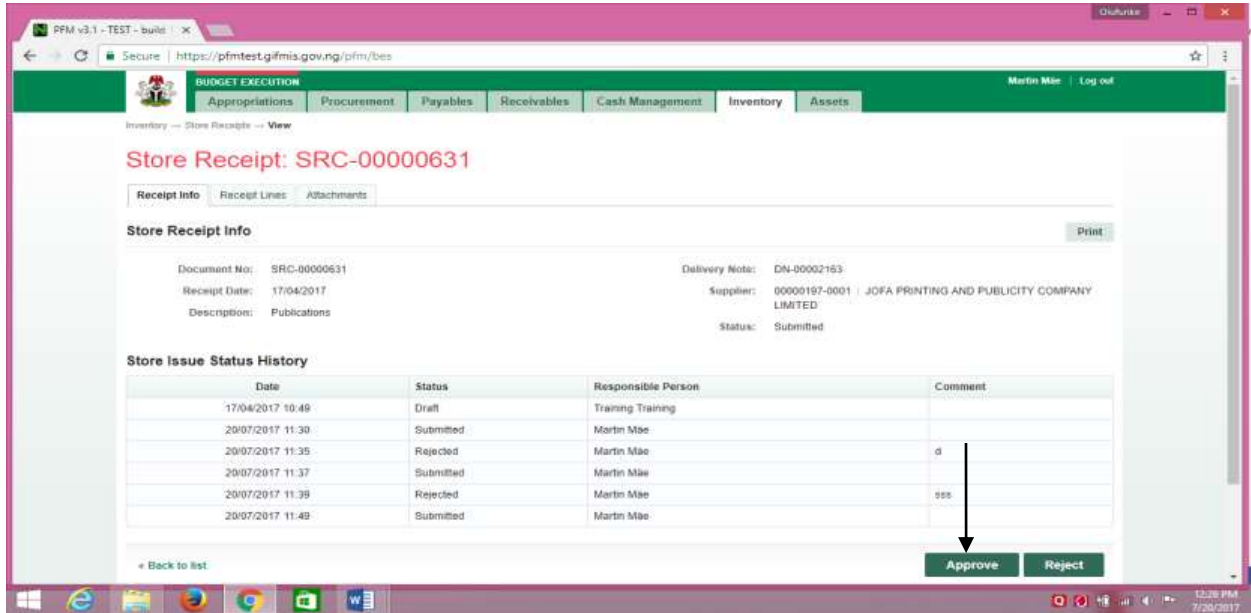
(fig:14)

Reviewing: This is not just clicking on the 'approve' button. He navigates to and clicks on Receipt Line to confirm items received.



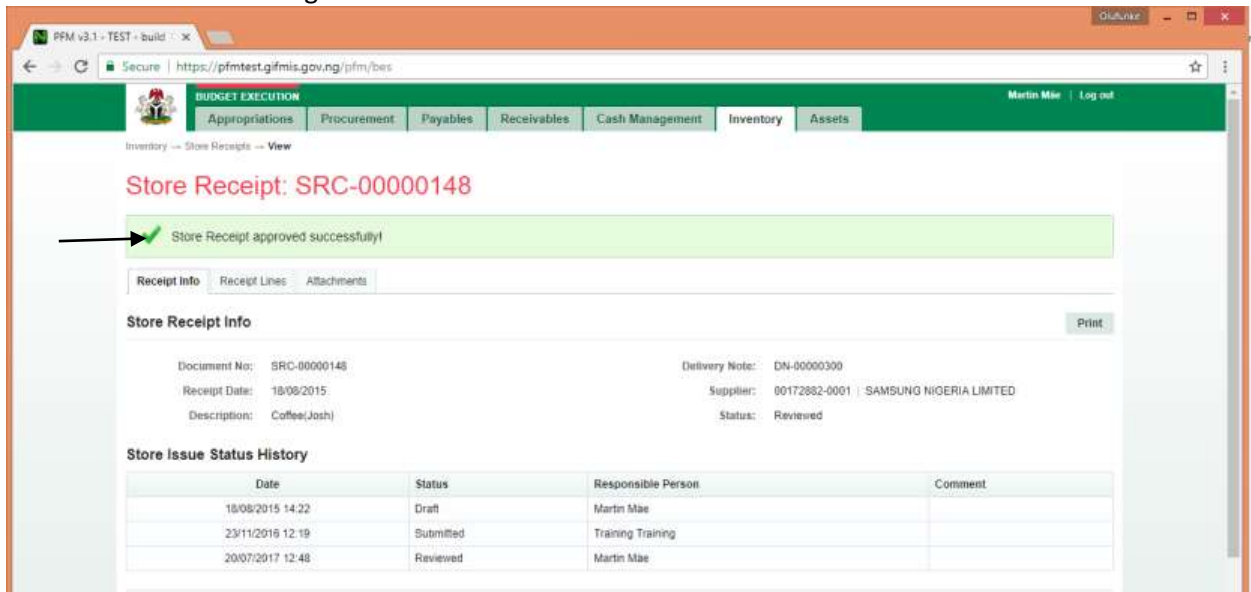
(fig:15)

Click on Receipt Info and click on the 'approve' button to complete the review process.



(fig:16)

If the review is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



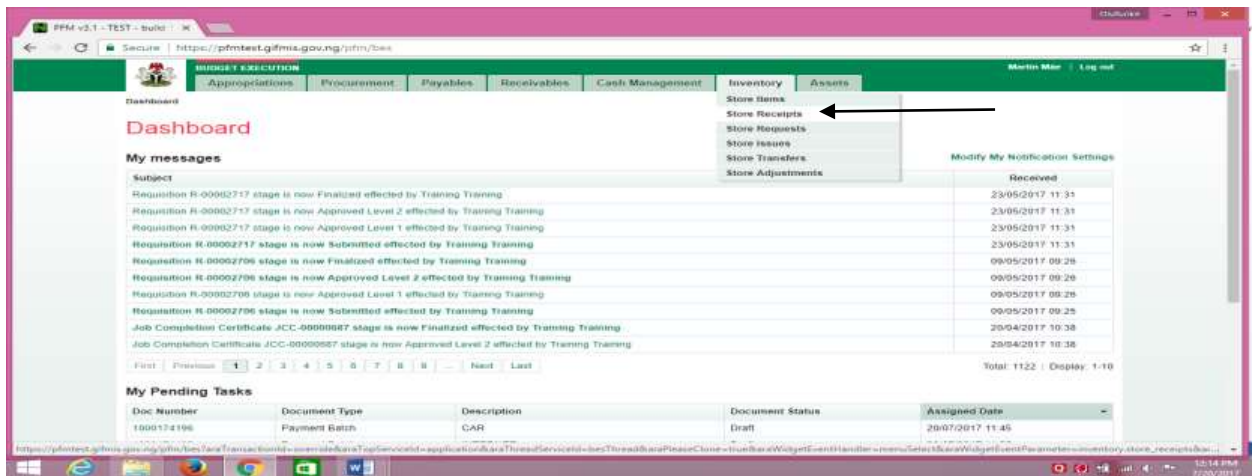
(fig:17)

2.2.4 FIRST APPROVER FOR STORE RECEIPT:

The first approver approves the reviewed store receipt

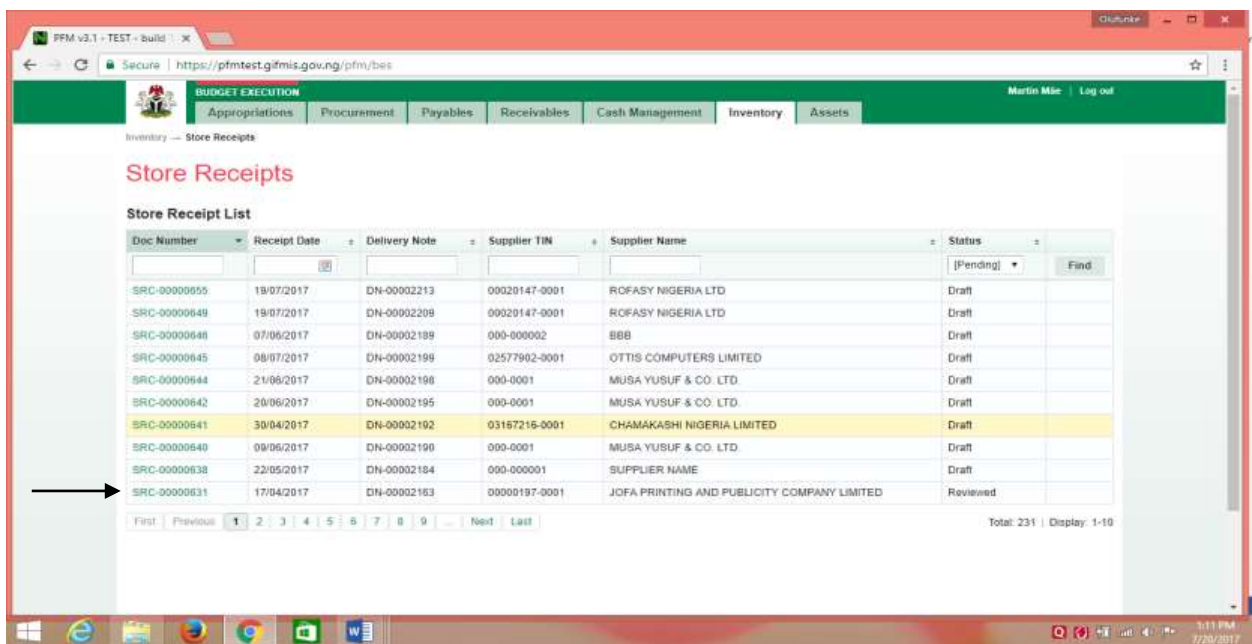
To approve the submission of the Reviewer, he logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Receipt.

Note: The first approver can only approve “Reviewed” items



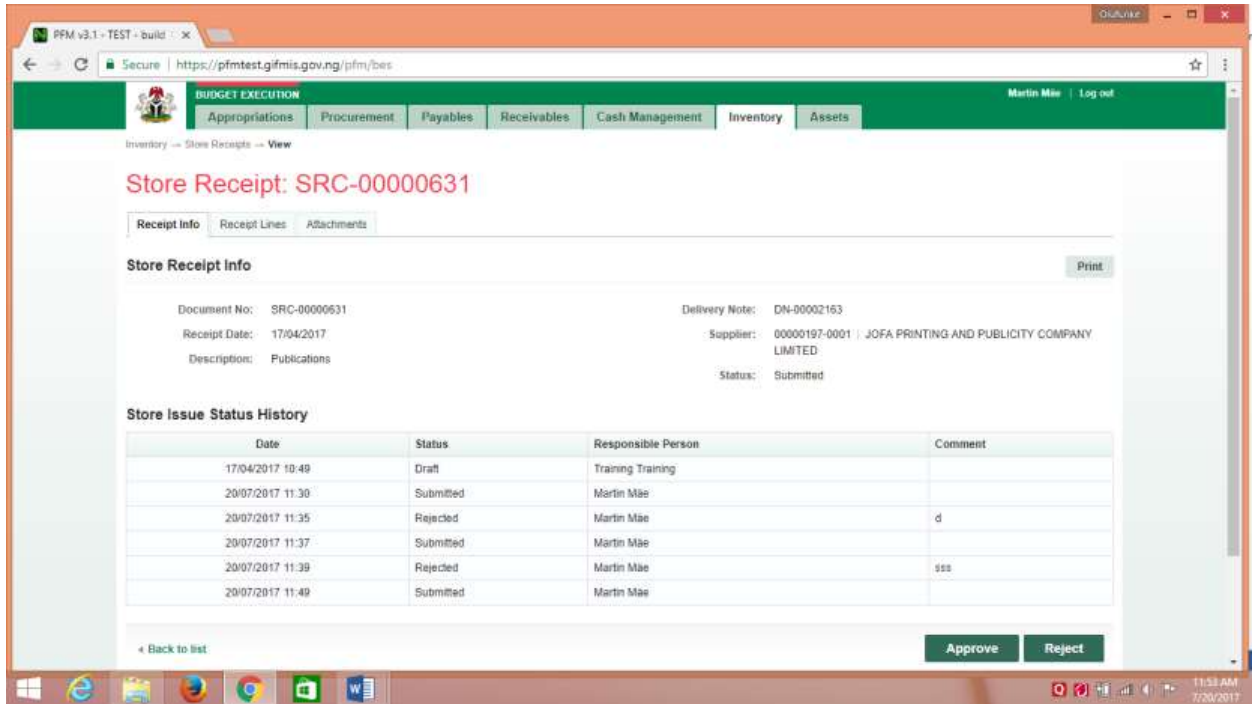
(fig:18)

The Store Receipt list is displayed. Click on Document Number that he wishes to approve



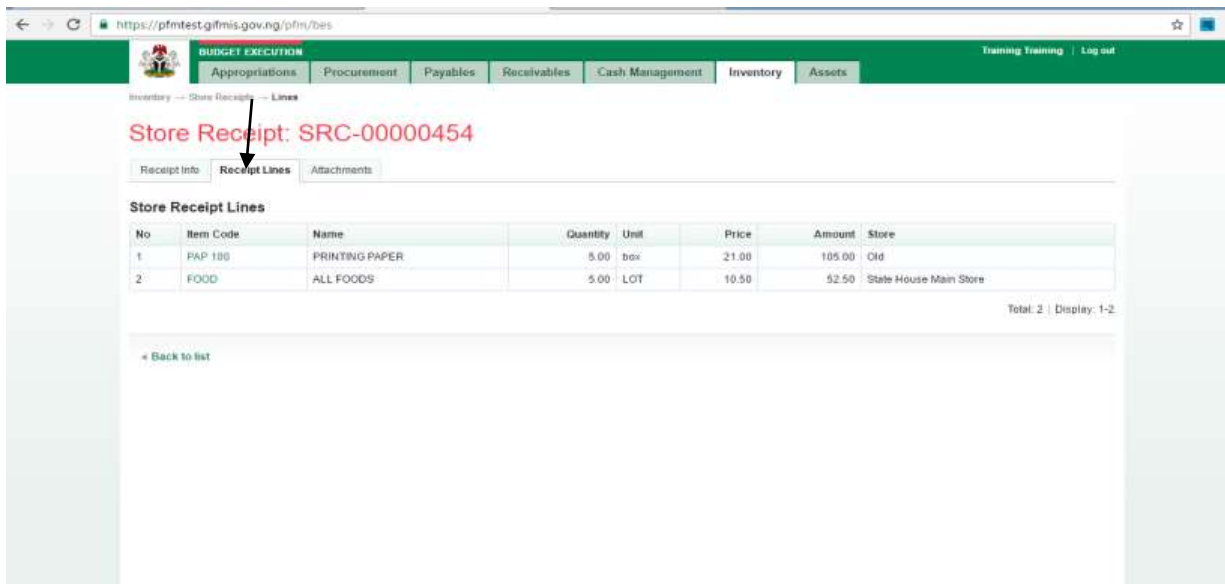
(fig:19)

This page is displayed



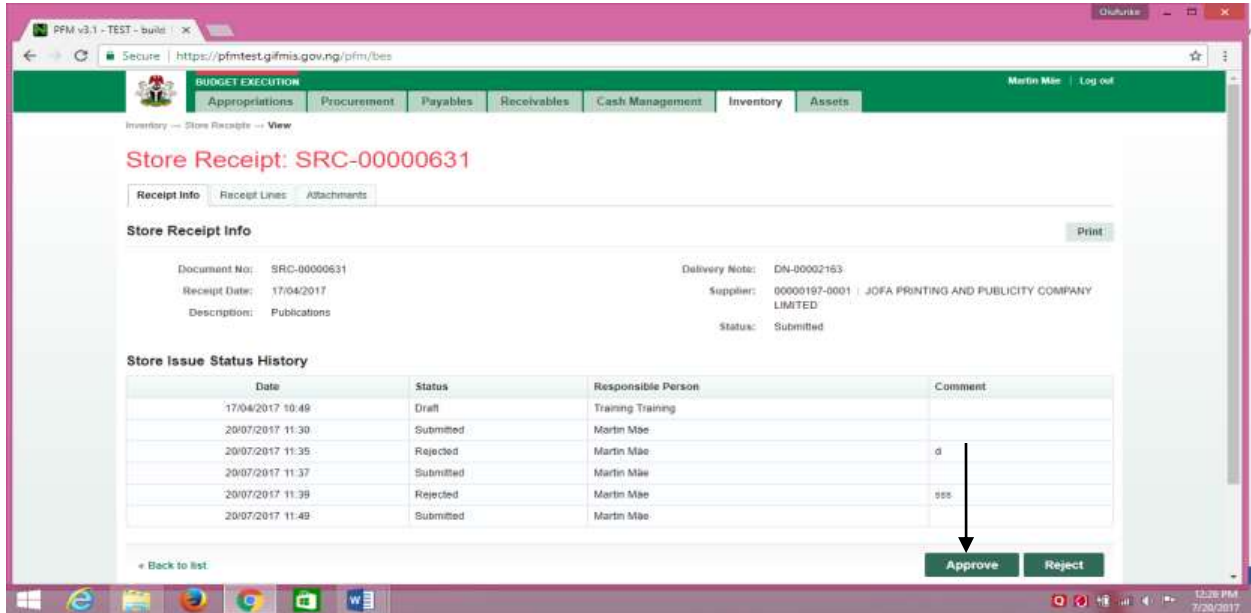
(fig:20)

Approving: This is not just clicking on the 'approve' button. He navigates to and clicks on Receipt Line to confirm items received.



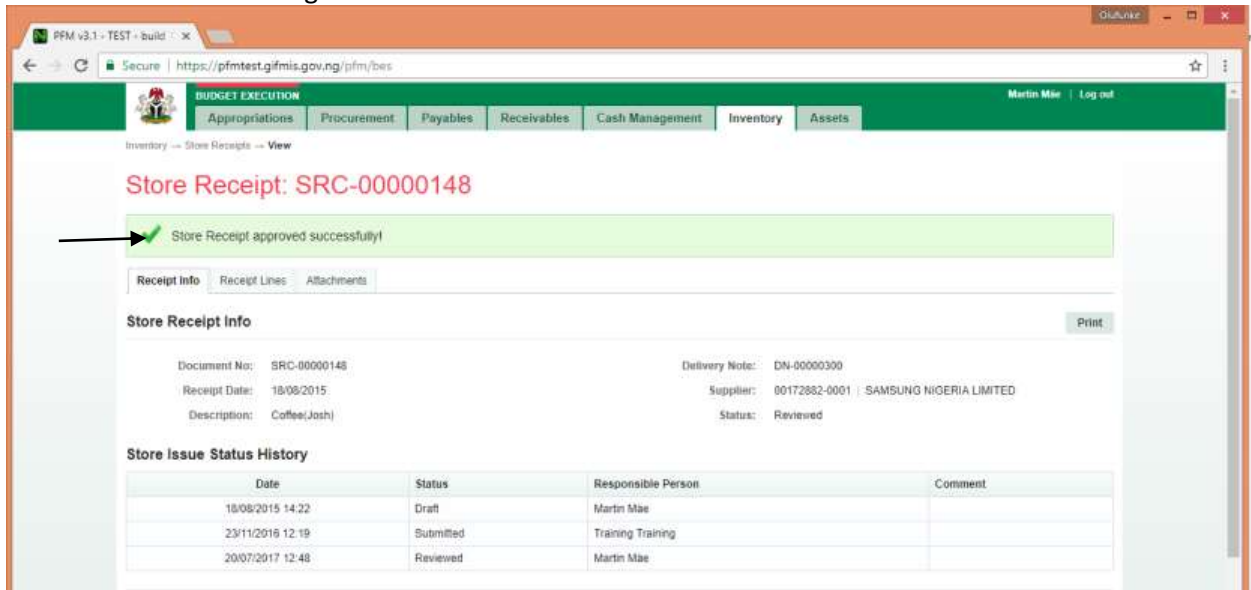
(fig:21)

Click on Receipt Info and click on the 'approve' button to complete the approval process.



(fig:22)

If the approval is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



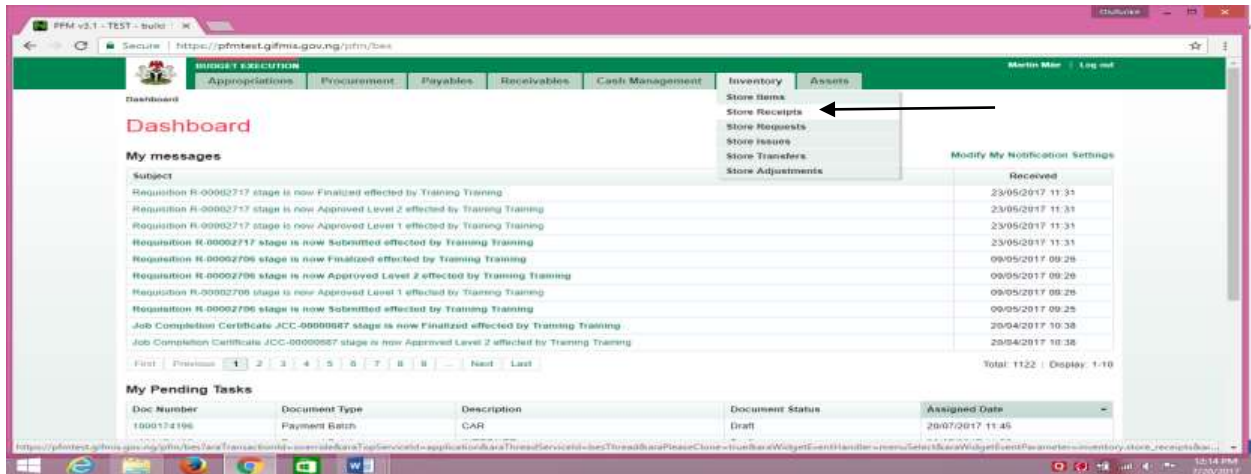
(fig:23)

2.2.5 FINAL APPROVER STORE RECEIPT

The final approver finalizes the approved store receipt.

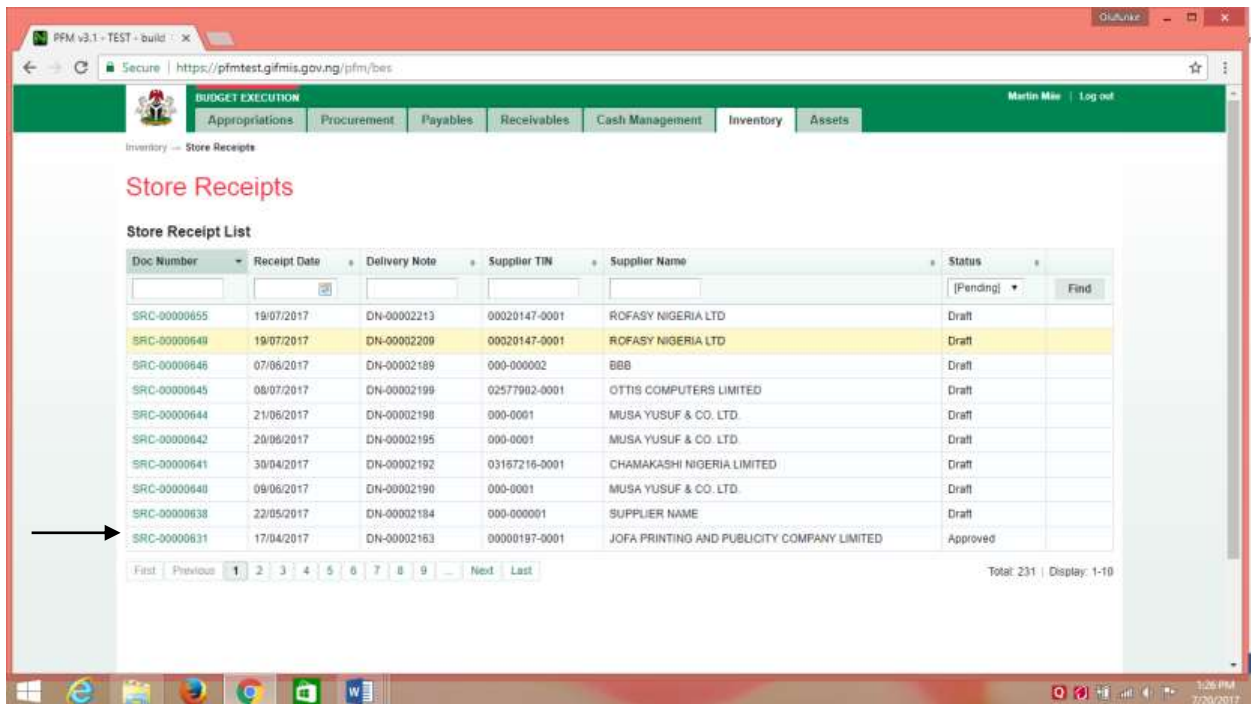
To approve the submission of the first approver, he logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Receipt.

Note: The final approver can only finalize “Approved” items



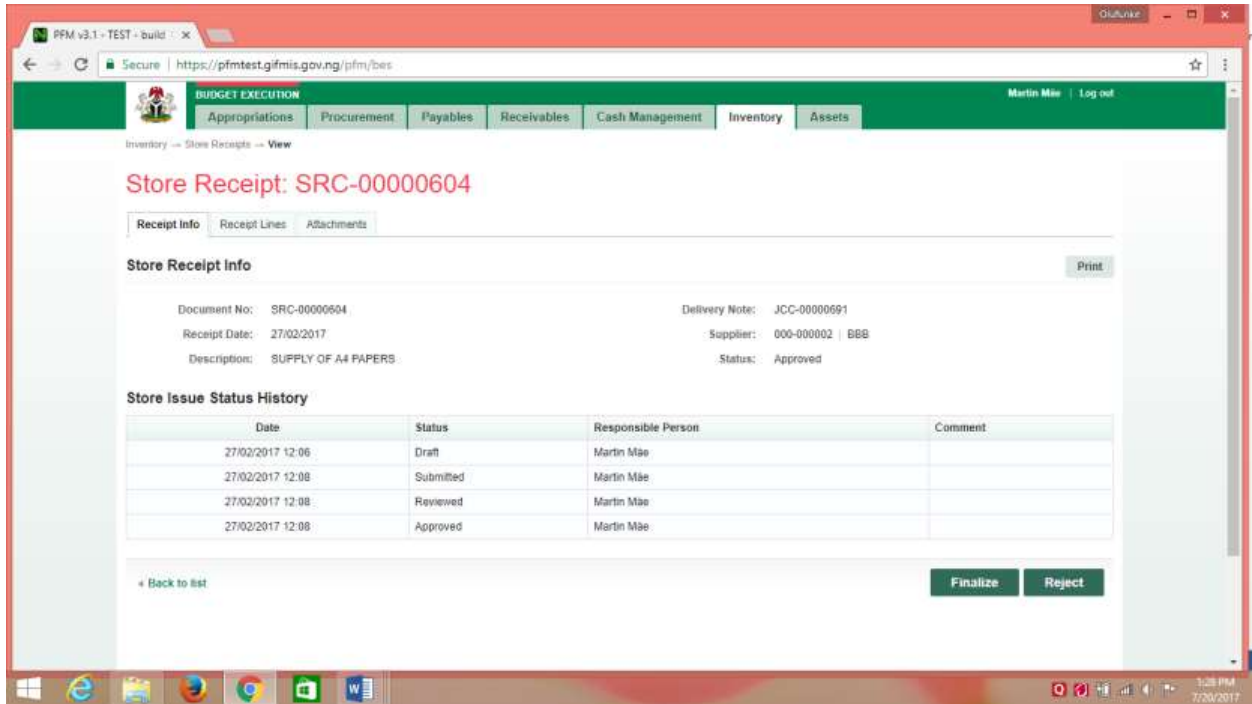
(fig:24)

The Store Receipt list is displayed. Click on Document Number that he wishes to finalize



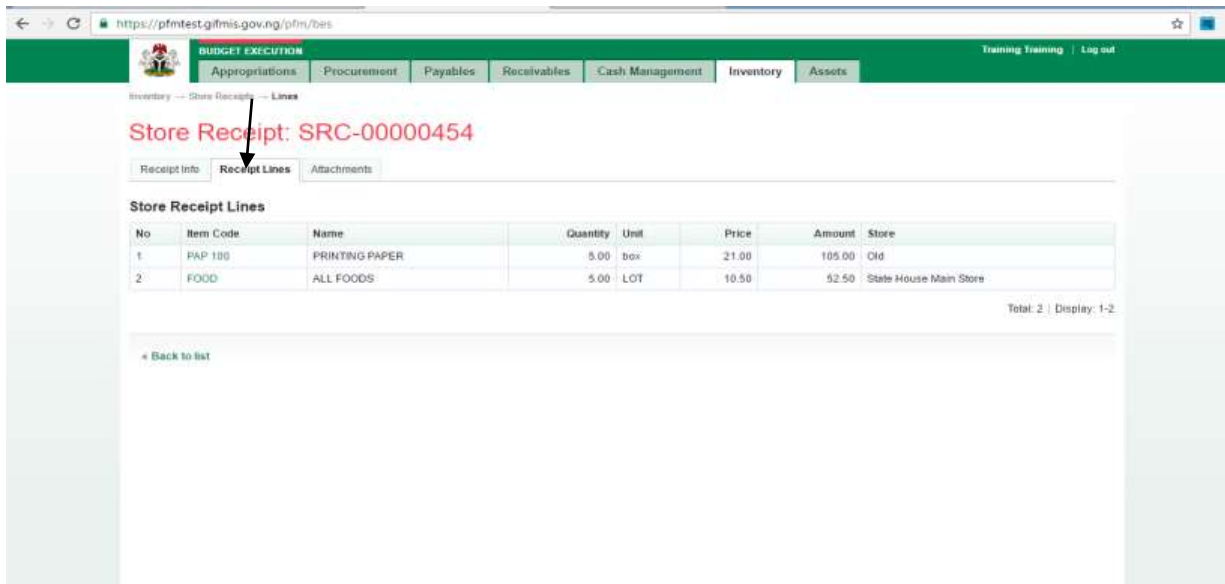
(fig:25)

This page is displayed



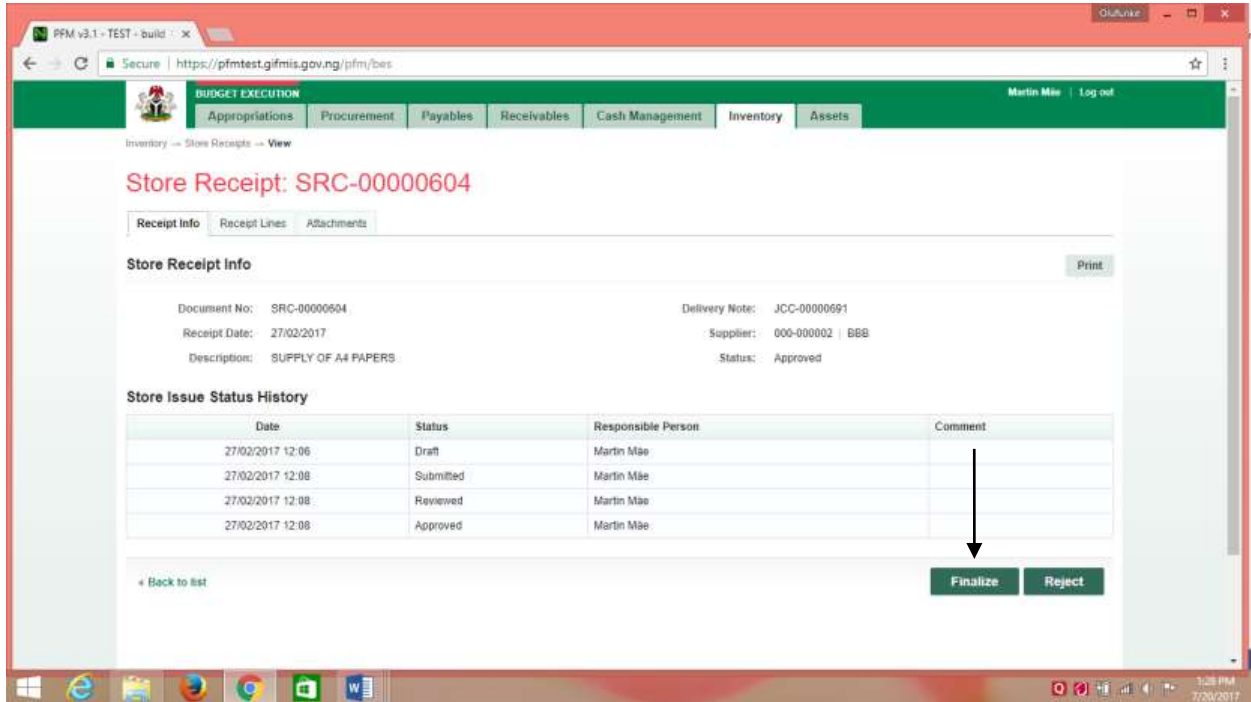
(fig:26)

Finalizing: This is not just clicking on the 'finalize' button. He navigates to and clicks on Receipt Line to confirm items received.



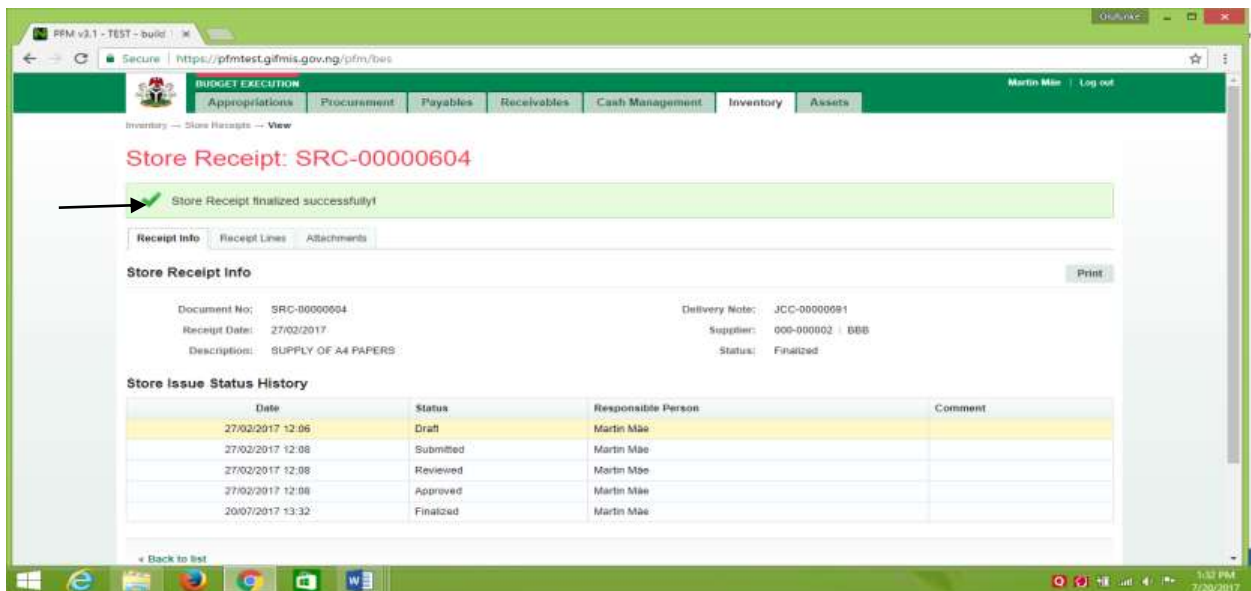
(fig:27)

Click on Receipt Info and click on the 'finalize' button to complete the finalization process.



(fig:28)

If the finalization is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



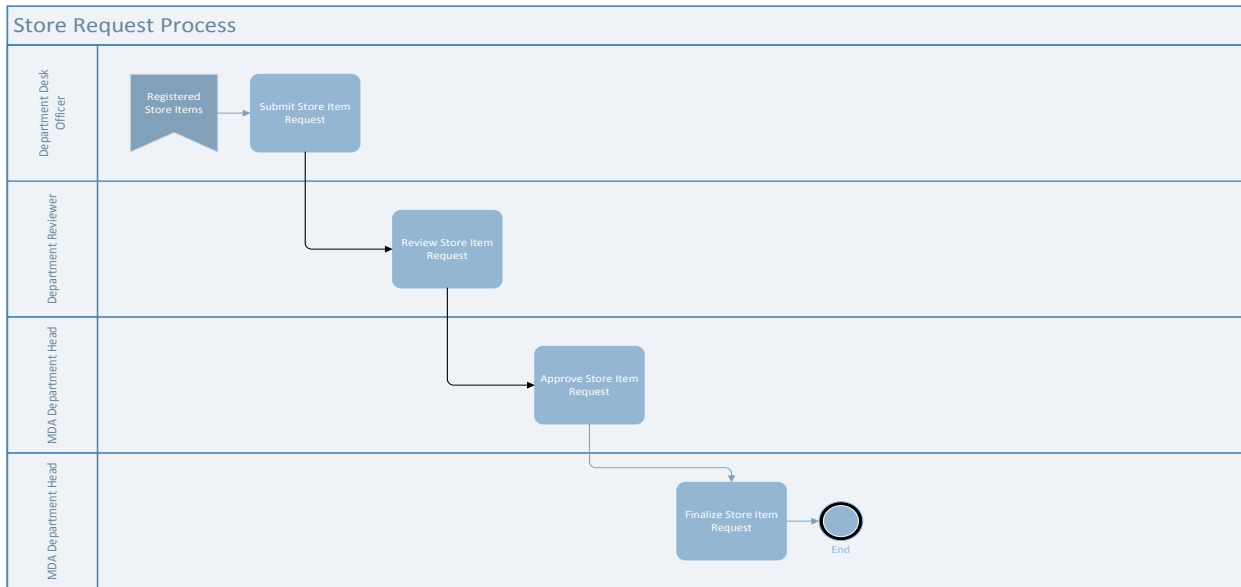
(fig:29)

3. STORE REQUEST

3.1 DESCRIPTION OF THE FUNCTIONALITY:

This functionality allows the user to make request for inventory from the store. Store request is created and submitted for approval.

3.2 FLOW CHART



3.3 THE USER ROLES:

- e) DESK OFFICER STORE REQUEST
- f) REVIEWER STORE REQUEST
- g) FIRST APPROVER STORE REQUEST
- h) FINAL APPROVER STORE REQUEST

DESK OFFICER: The Desk Officer adds new store request and submits for approval

REVIEWER: This User's responsibility is to review store receipt submitted by the desk officer

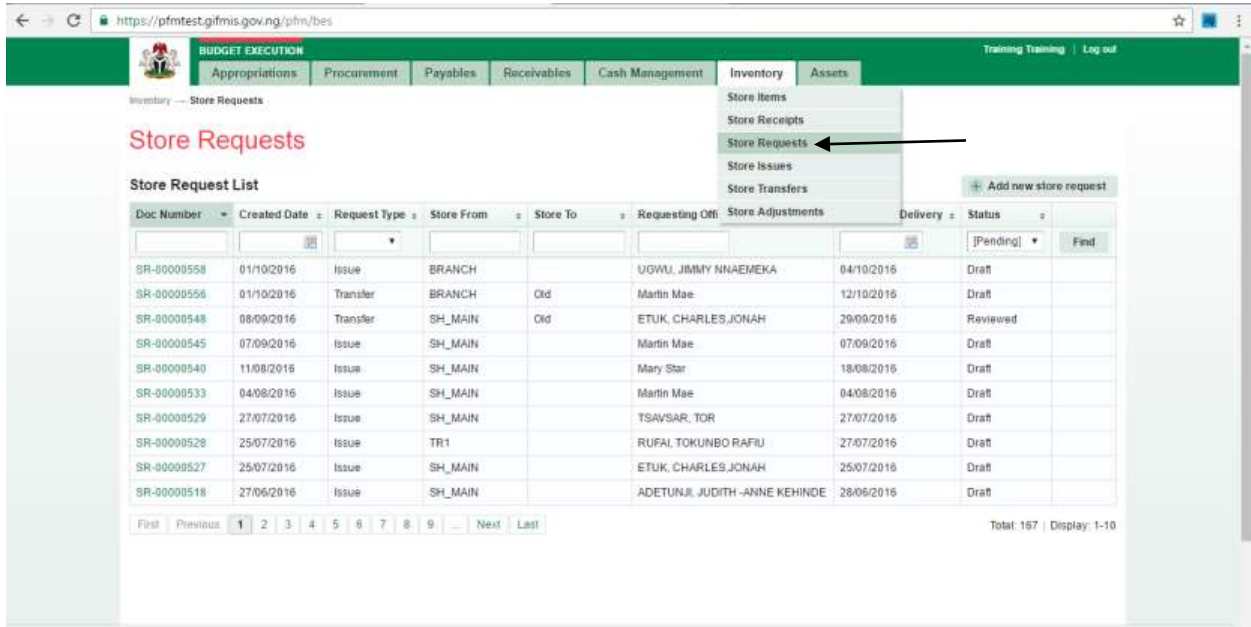
FIRST APPROVER: This user also follows the same trend by reviewing and approving the receipt reviewed

FINAL APPROVER: This user finalizes the approved request to complete the workflow

3.4 PROCESS FLOWS

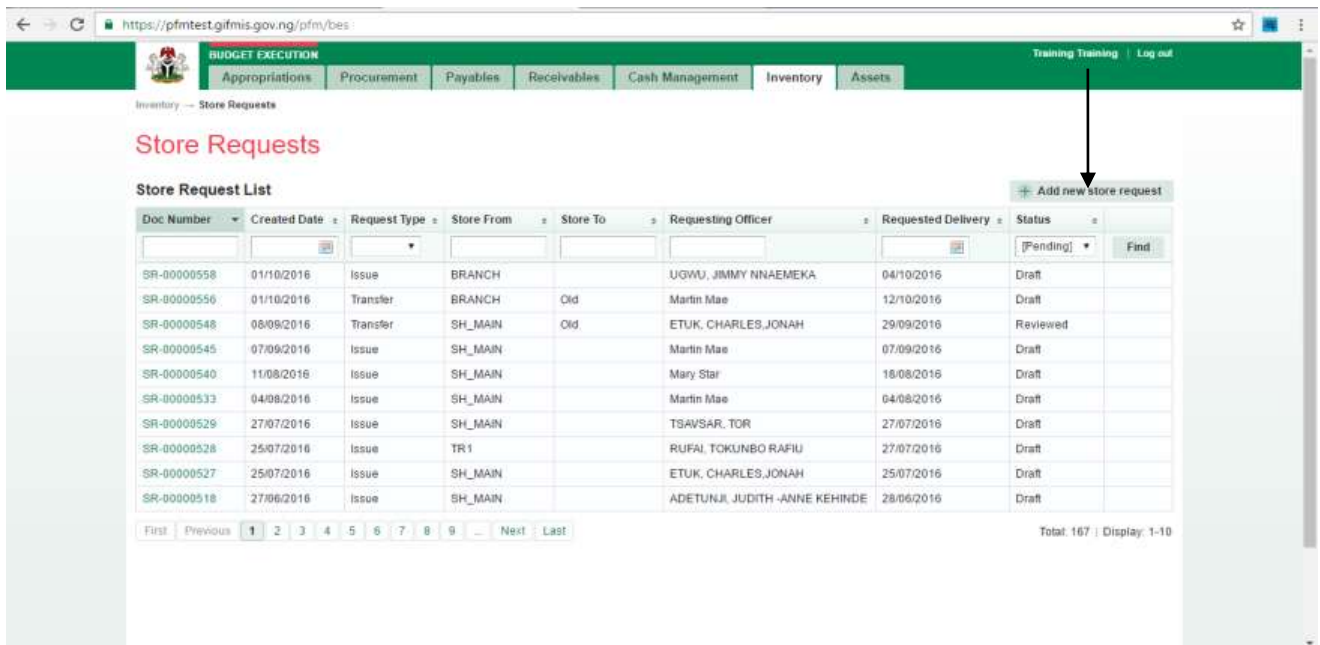
3.4.1 DESK OFFICER STORE REQUEST

He logs in, navigates to Inventory and select Store Request from the drop down



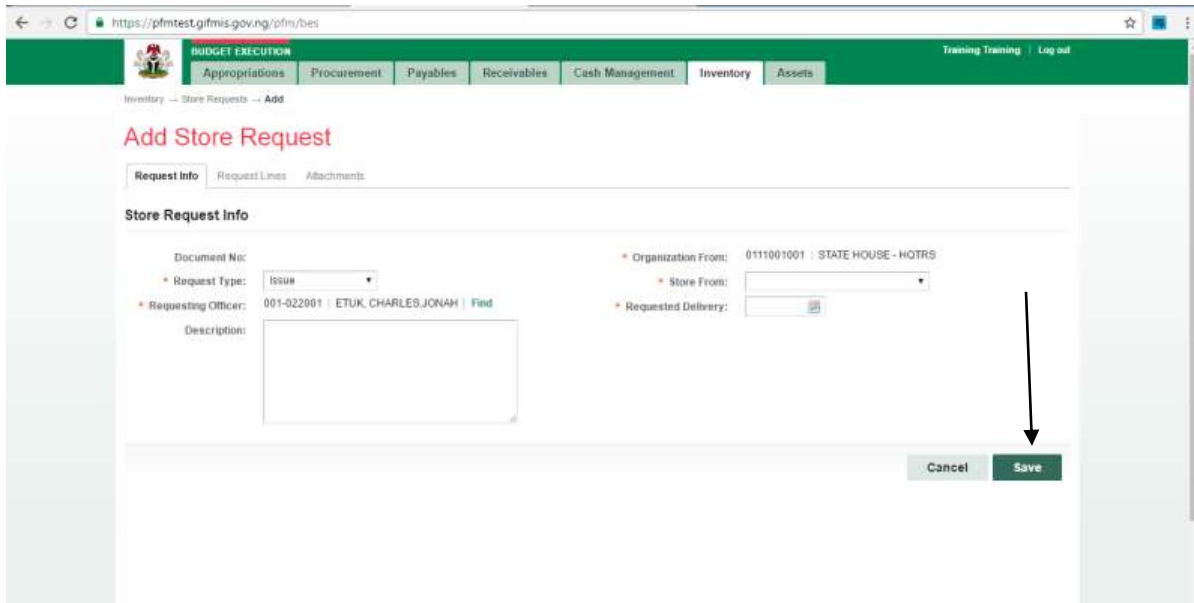
(fig:30)

Click on 'Add new store request' to create new request



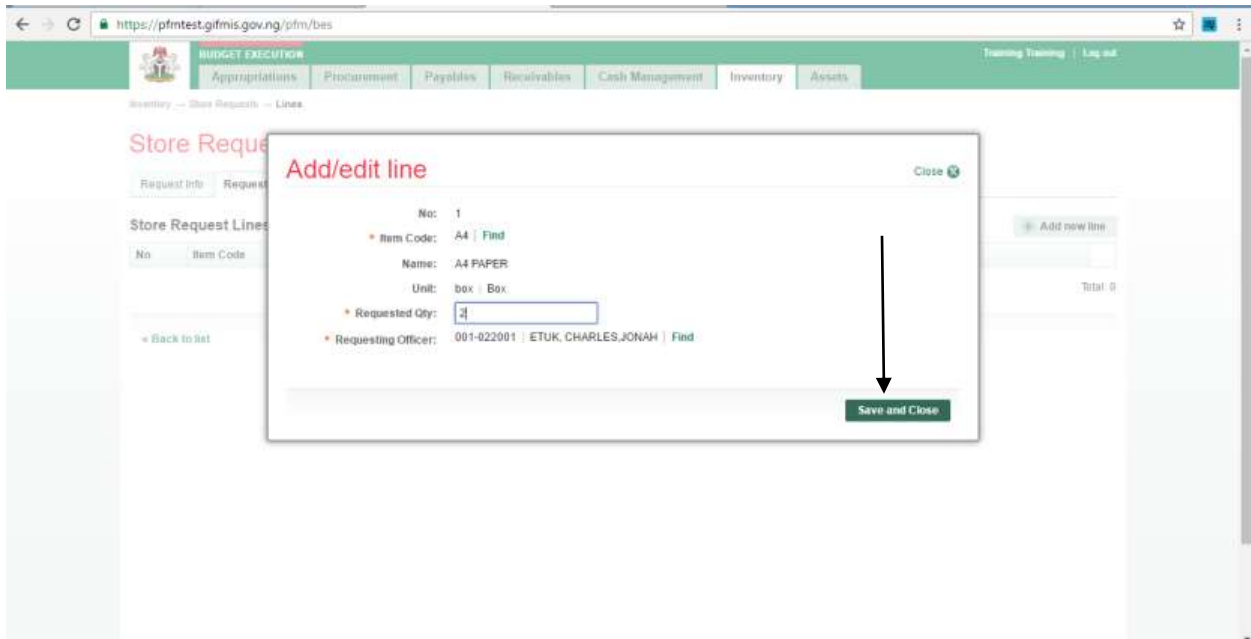
(fig:31)

Input the details by selecting the request type as Issue and the appropriate store, request delivery date and the requesting officer, then save



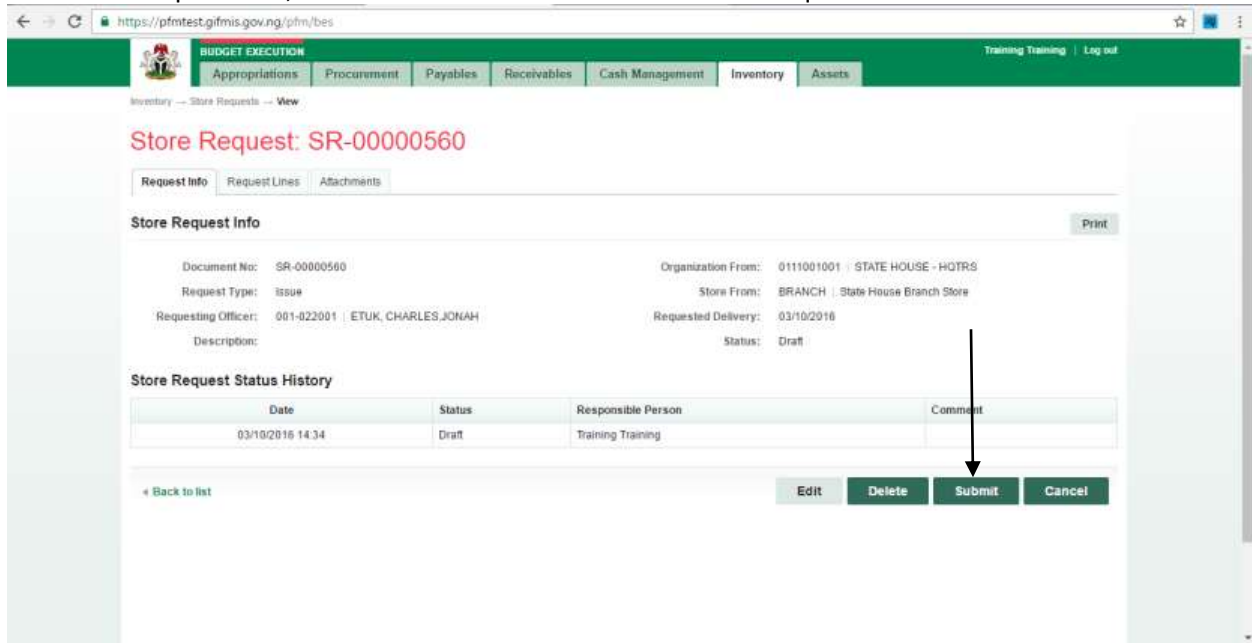
(fig:32)

Click on request line to add the quantity of the item and the item code for the specific item to be requested



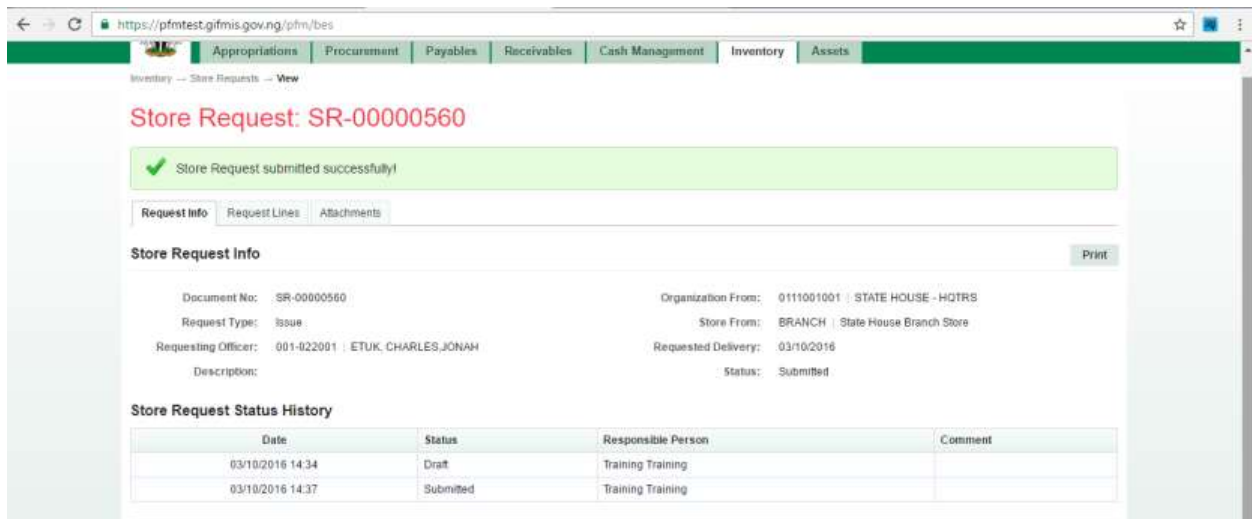
(fig:33)

Go back to request info, and click 'Submit' button to submit the request.



(fig:34)

Store Request submitted successfully!



(fig:35)

3.4.2 REVIEWER STORE REQUEST

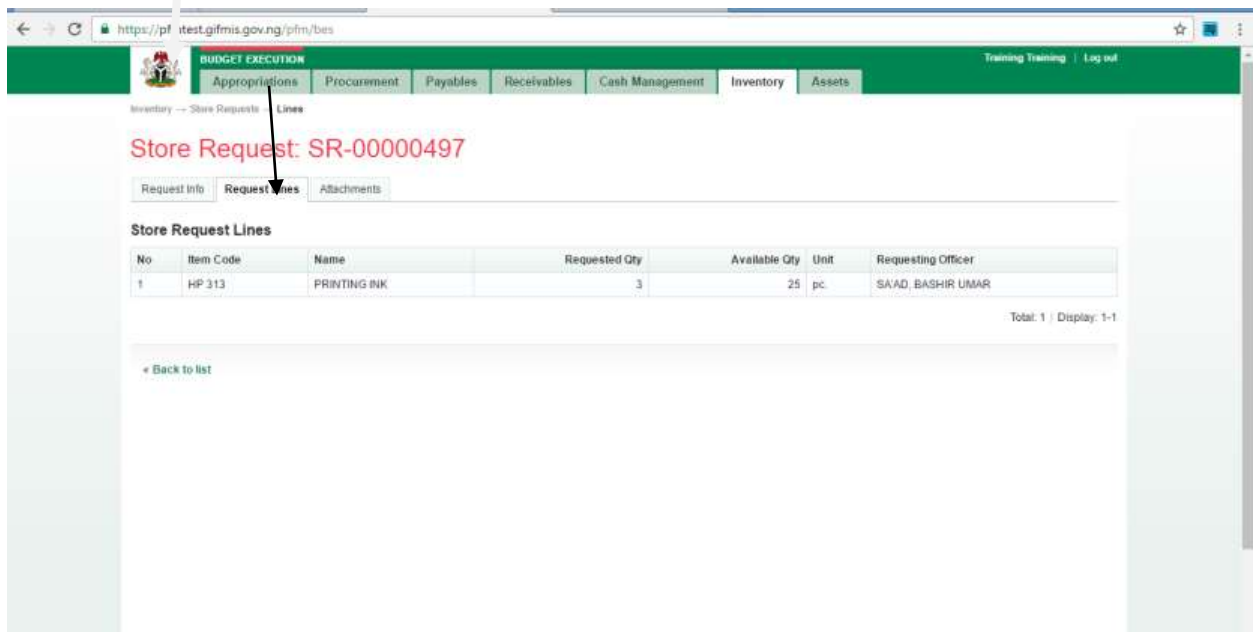
To review the submission of the Desk Officer, the Reviewer logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Request.

Note: The reviewer can only review “Submitted” items.



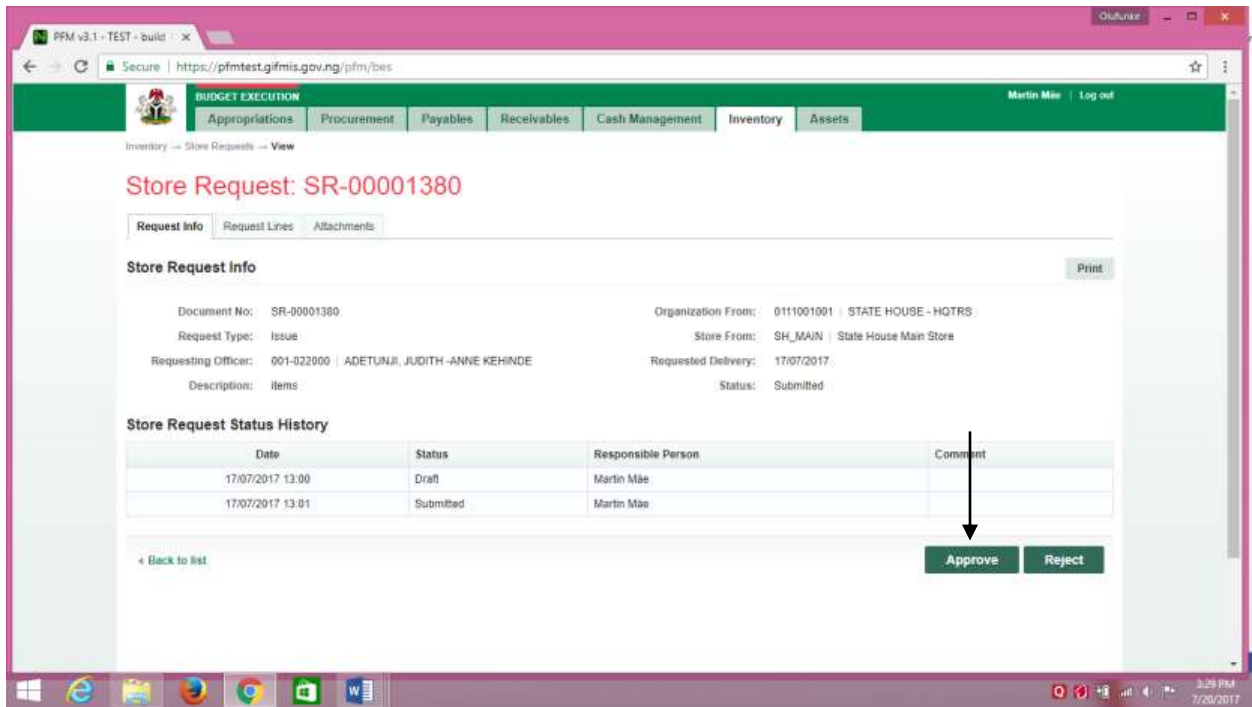
(fig:36)

Click on store request line to confirm the items requested.



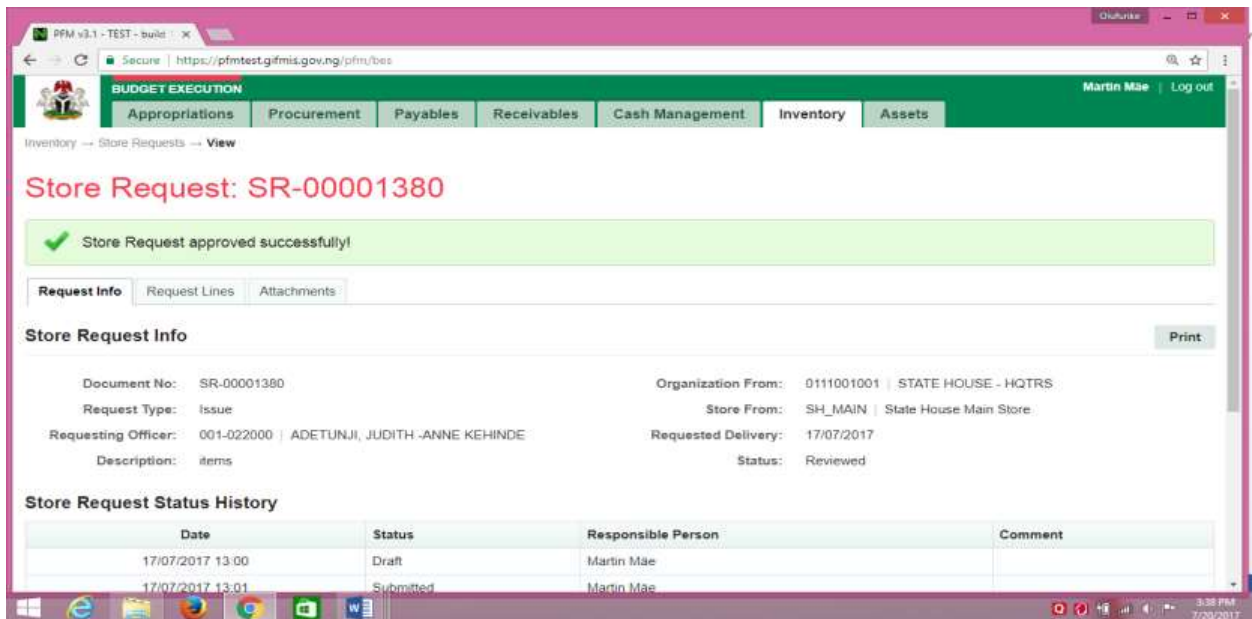
(fig:37)

Go back to request info to approve the Request



(fig:38)

If the review is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



(fig:39)

3.4.3 FIRST APPROVER STORE REQUEST

The first approver approves the reviewed store request.

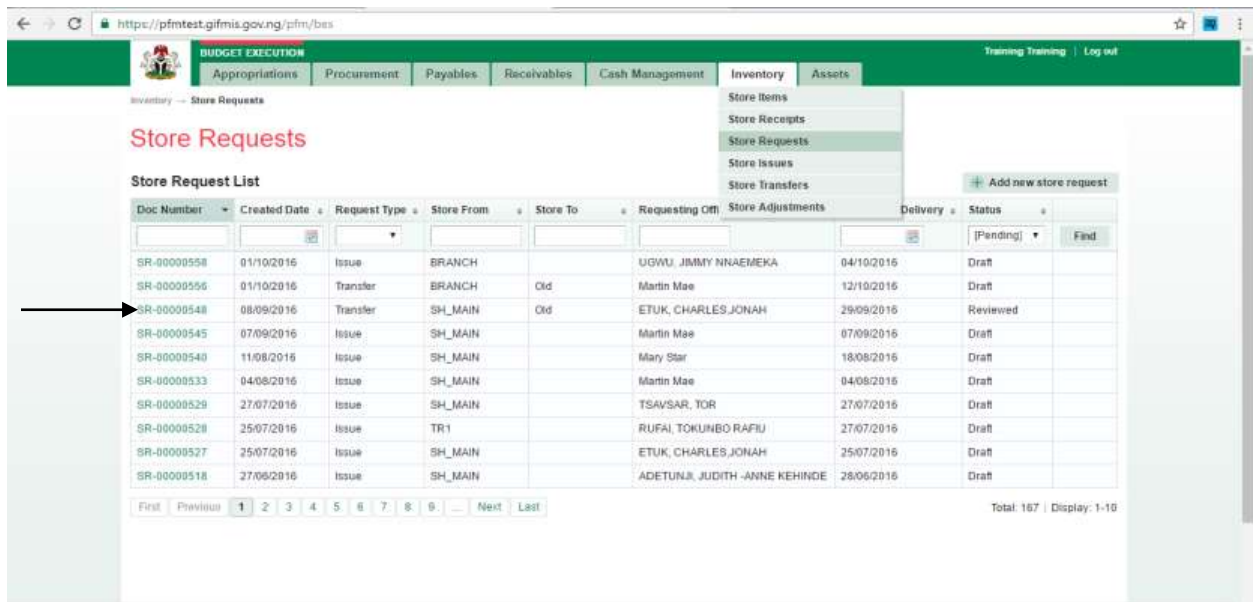
To approve the submission of the Reviewer, he logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Request.

Note: The first approver can only approve “Reviewed” items



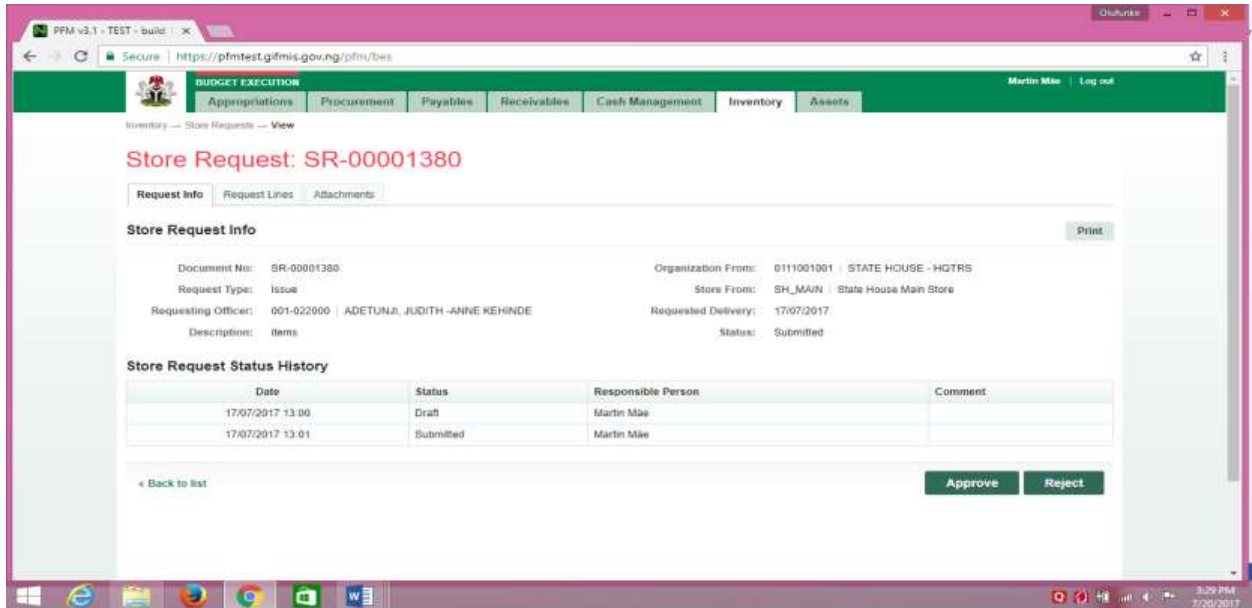
(fig:40)

The Store Request list is displayed. Click on Document Number that he wishes to approve



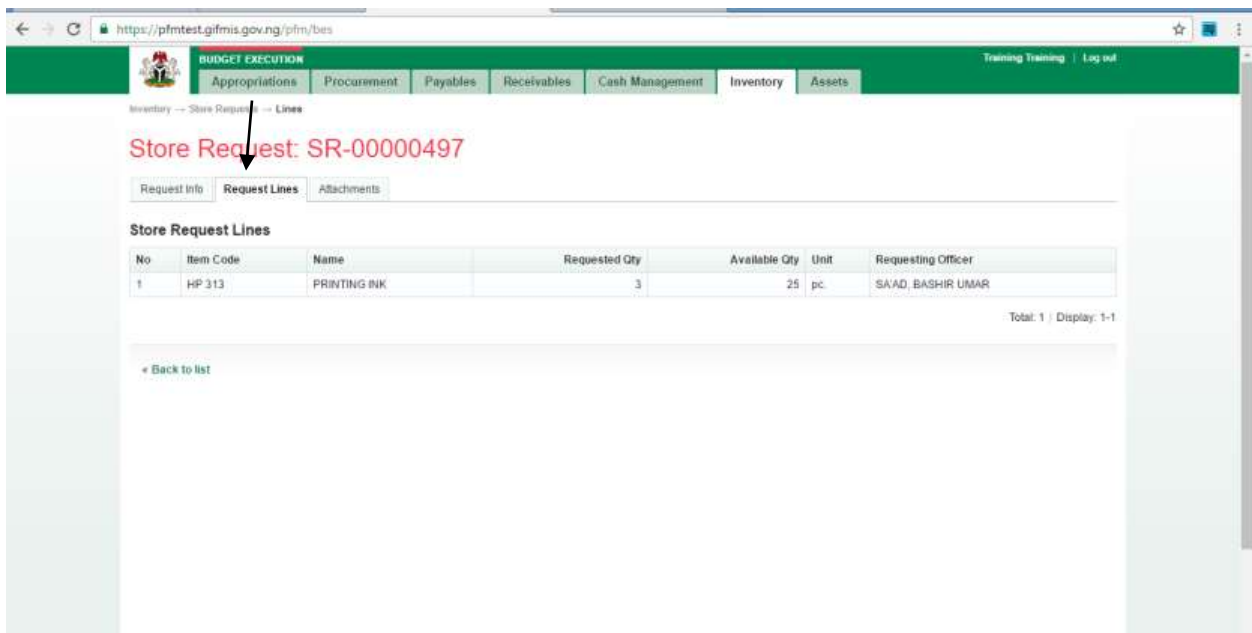
(fig:41)

The page below is displayed



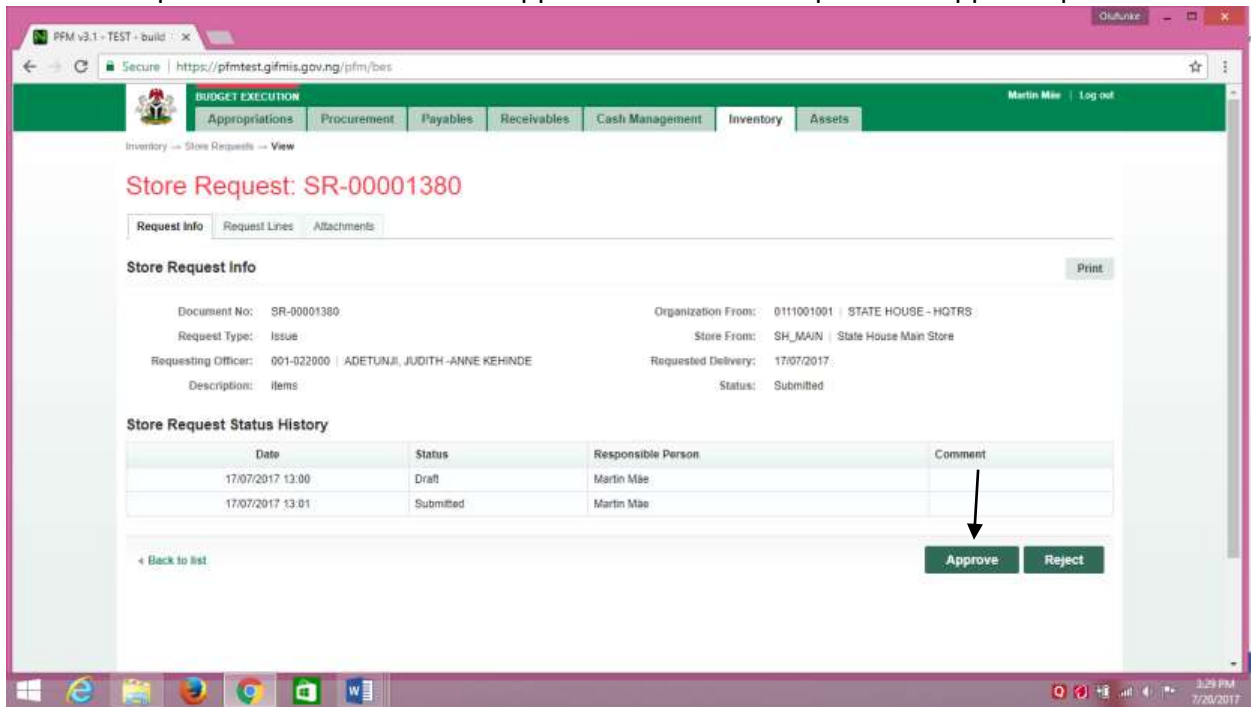
(fig:42)

Approving: This is not just clicking on the 'approve' button. He navigates to and clicks on Request Line to confirm items requested.



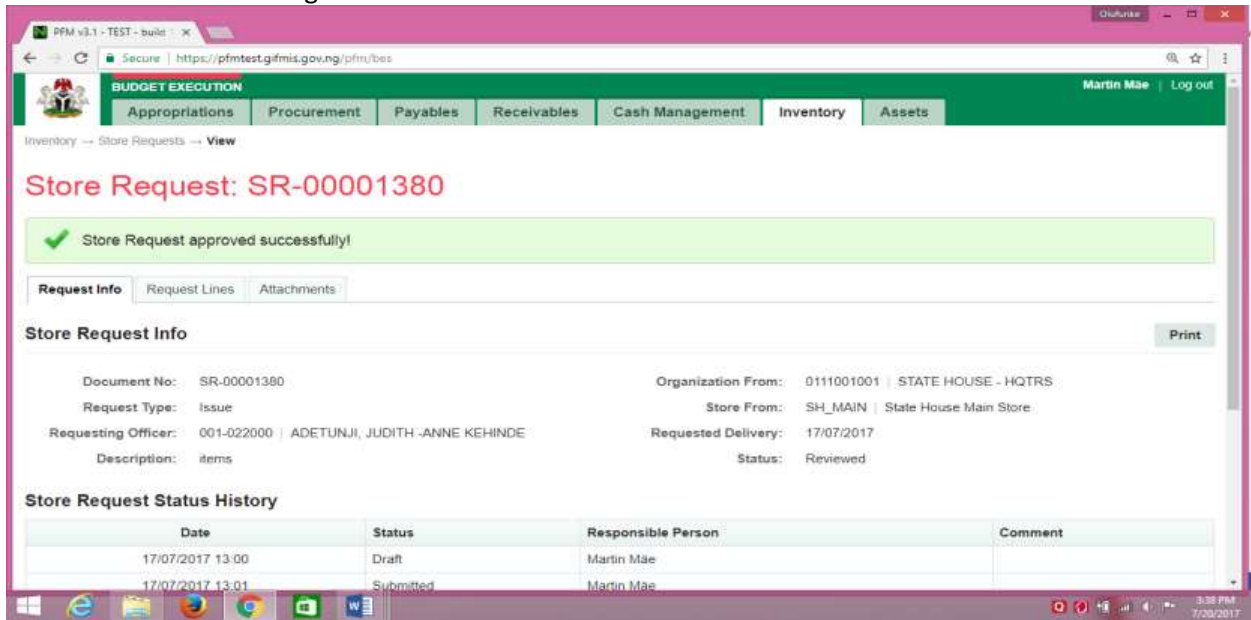
(fig:43)

Click on Request Info and click on the 'approve' button to complete the approval process.



(fig:44)

If the approval is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



(fig:45)

3.4.4 FINAL APPROVER STORE REQUEST

The final approver finalizes the approved store request.

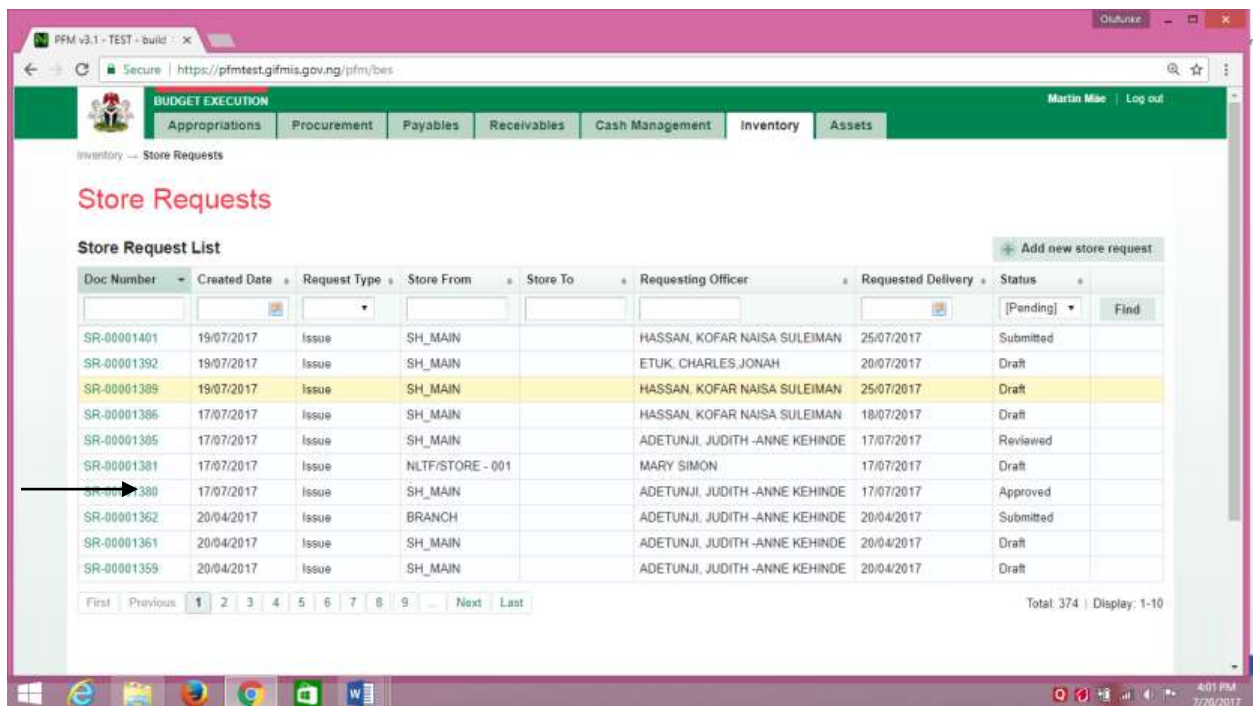
To approve the submission of the first approver, he logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Request.

Note: The final approver can only finalize “Approved” items



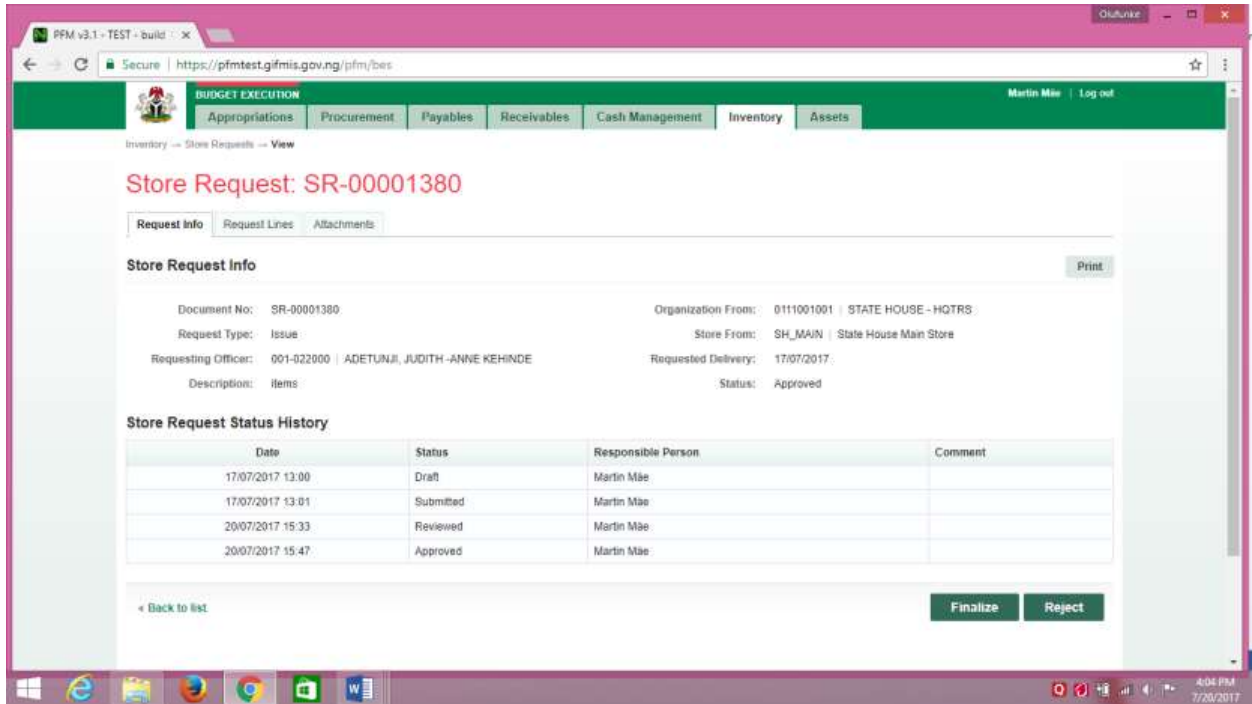
(fig:46)

The Store Request list is displayed. Click on Document Number that he wishes to approve



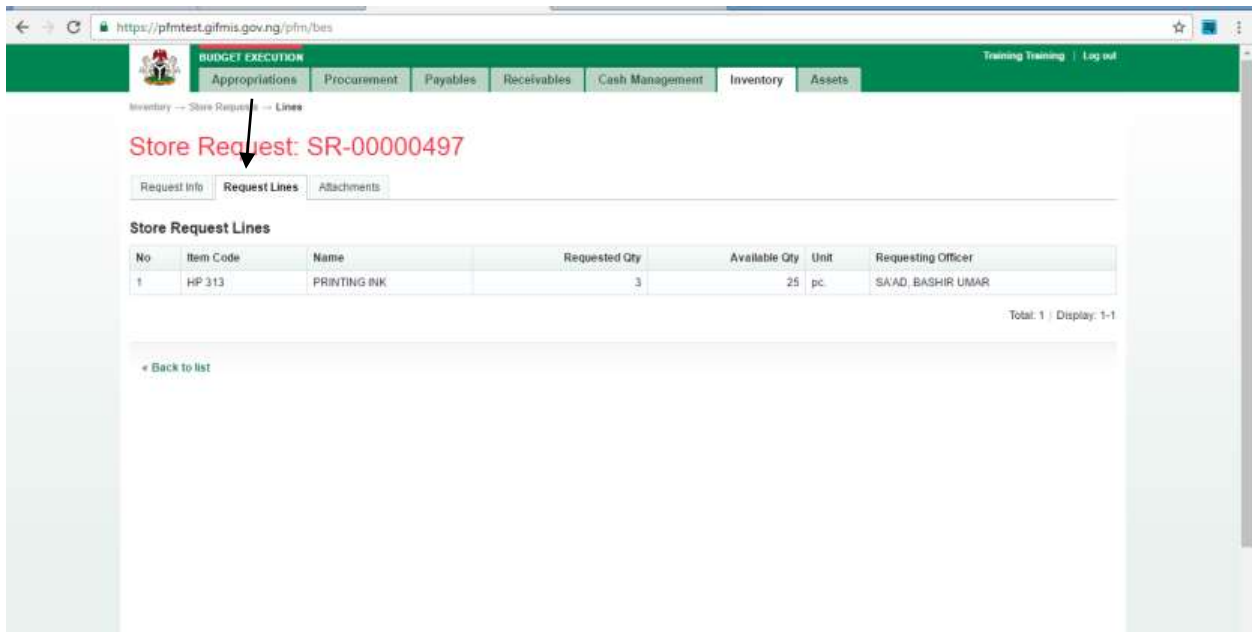
(fig:47)

The page below is displayed



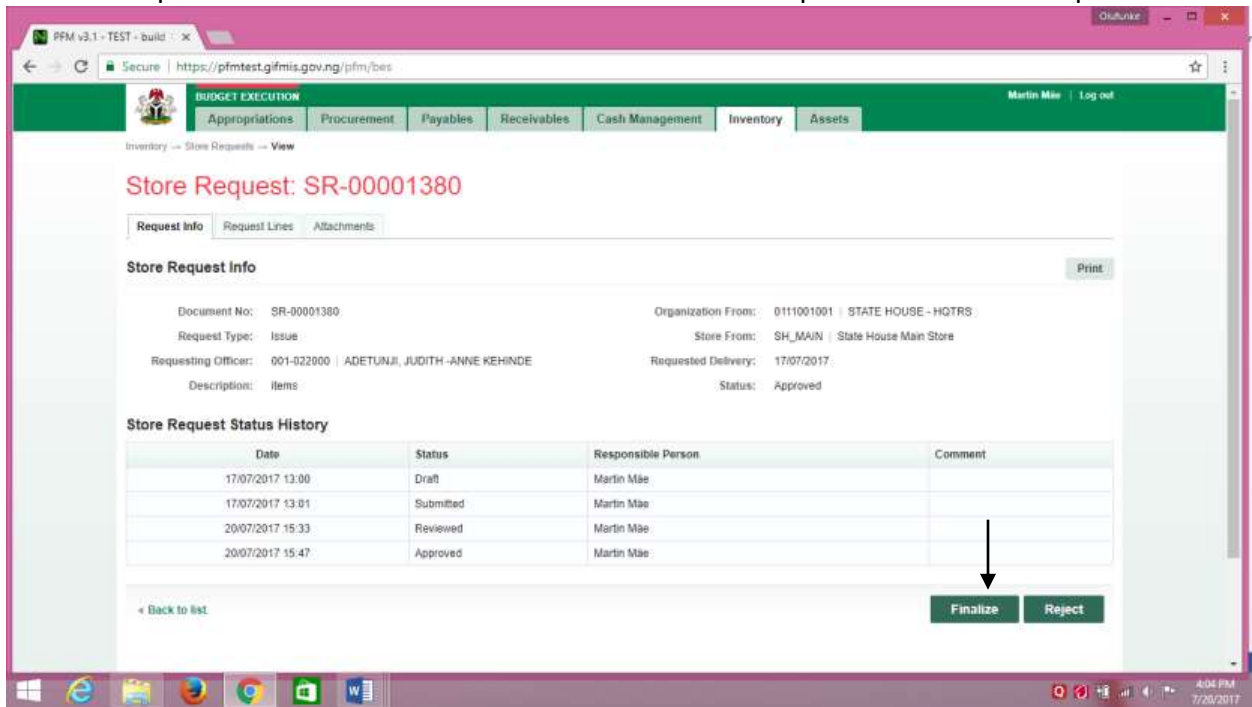
(fig:48)

Finalizing: This is not just clicking on the 'finalize' button. He navigates to and clicks on Request Line to confirm items requested.



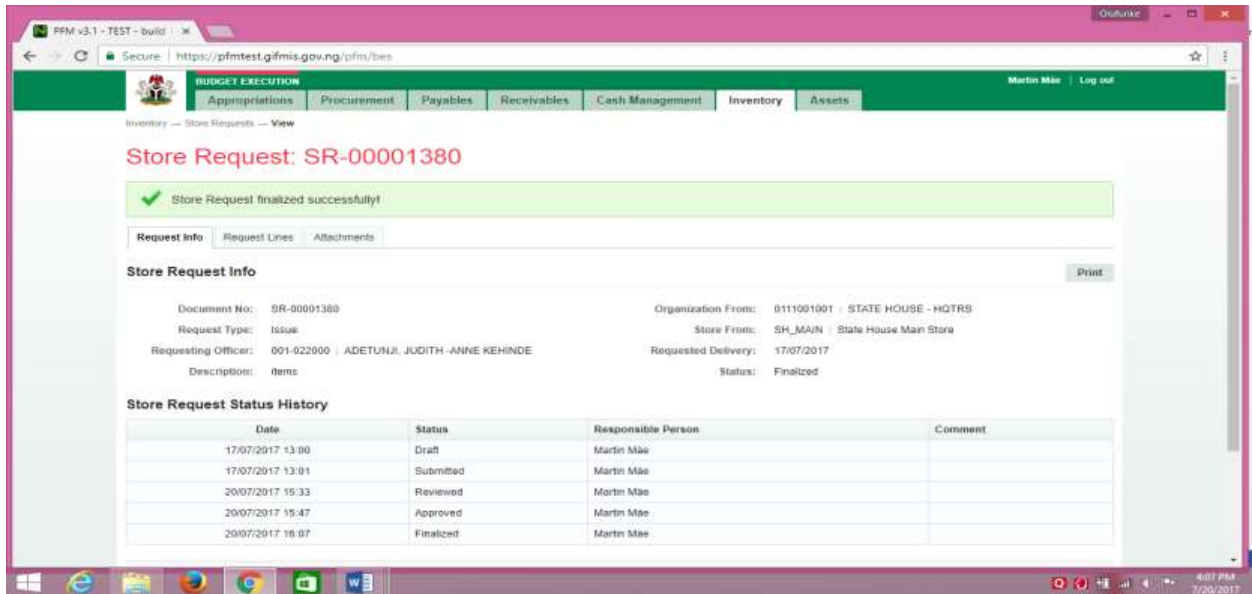
(fig:49)

Click on Request Info and click on the 'finalize' button to complete the finalization process.



(fig:50)

If the approval is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



(fig:51)

4. STORE ISSUE

4.1 STORE ISSUE INTRODUCTION

This functionality enables the Users to issue items from the store according to the request. Store Issue can only be done after store request is finalized.

4.2 THE USER ROLES:

The roles are applicable to all the functionalities in Inventory Management

- DESK OFFICER STORE ISSUE
- REVIEWER STORE ISSUE
- FIRST APPROVER STORE ISSUE
- FINAL APPROVER STORE ISSUE

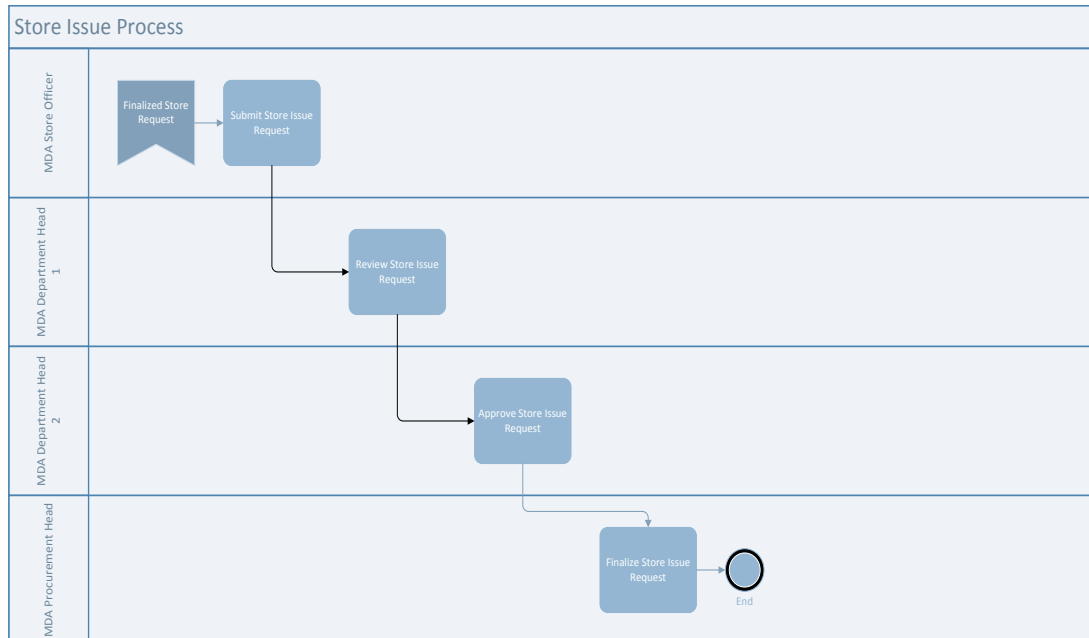
DESK OFFICER: The desk officer drafts and submits it for review.

REVIEWER: He reviews store Issue submitted by the desk officer

FIRST APPROVER: He approves the store Issue reviewed by the reviewer

FINAL APPROVER: He finalizes the approved store issue to complete the workflow

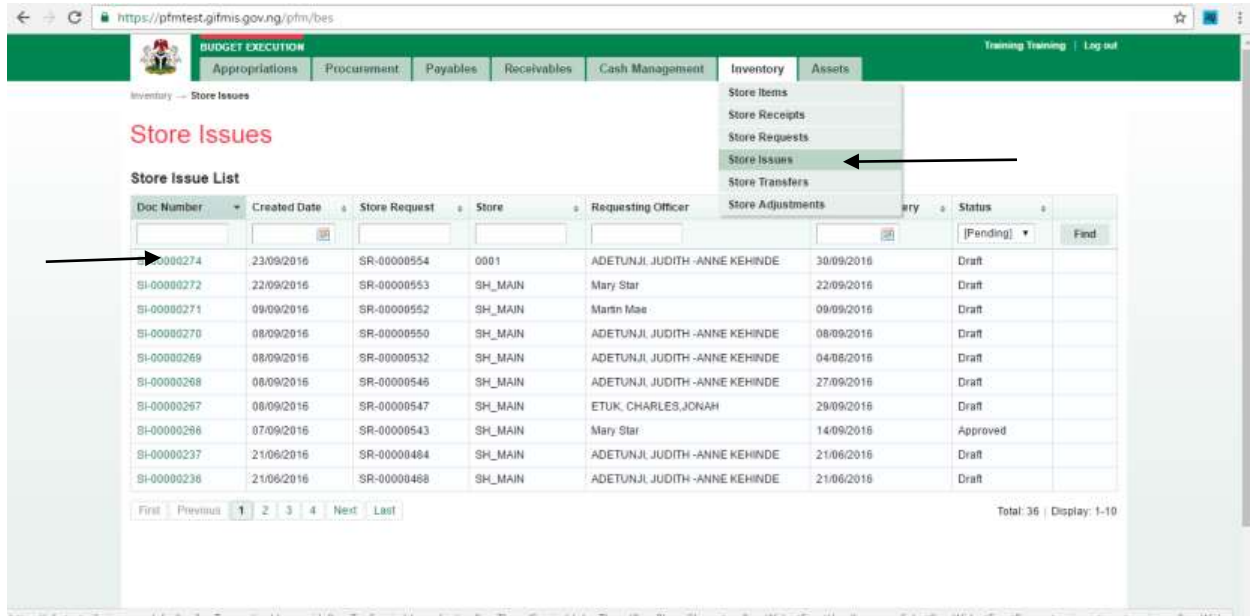
4.3 FLOW CHART



4.4 PROCESS FLOW

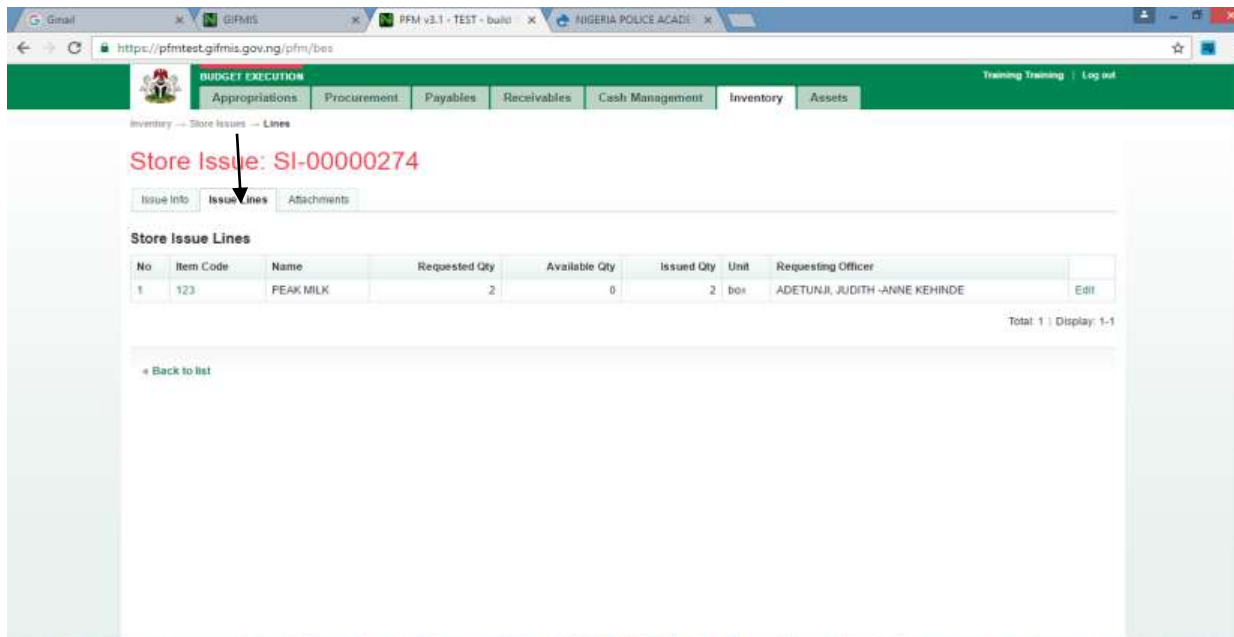
4.4.1 DESK OFFICER STORE ISSUE

He logs in, navigates to Inventory and select Store Issue from the drop down
Click on the Doc. Number of the store request you want to issue and it must be in draft status



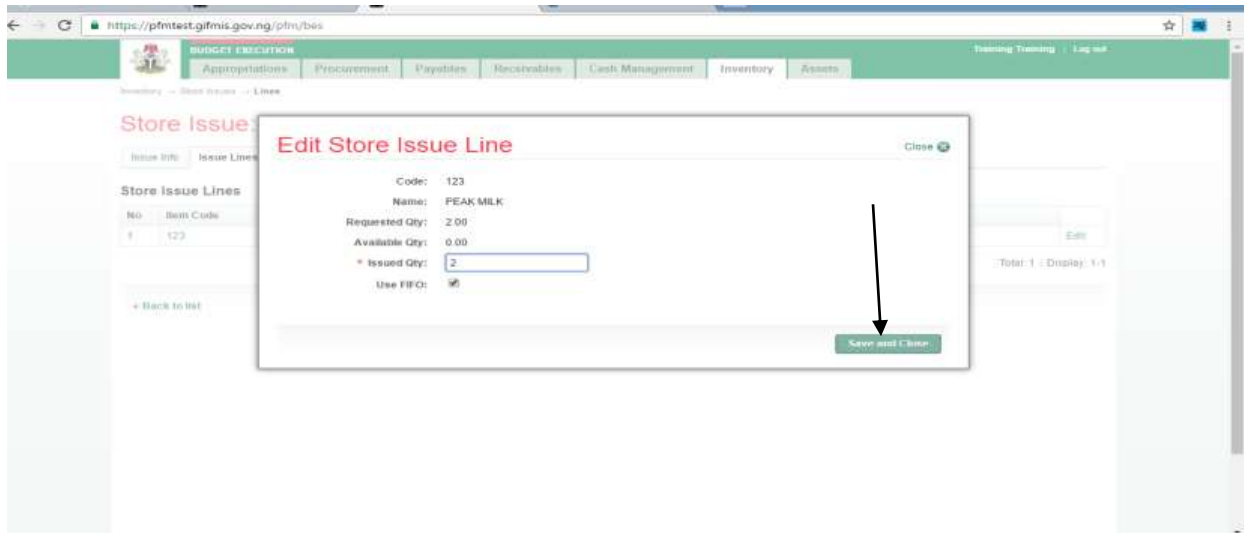
(fig:52)

Click on Issue lines view the item to be issued.



(fig:53)

Click on the item code to edit the request based on availability and click “Save and Close”.

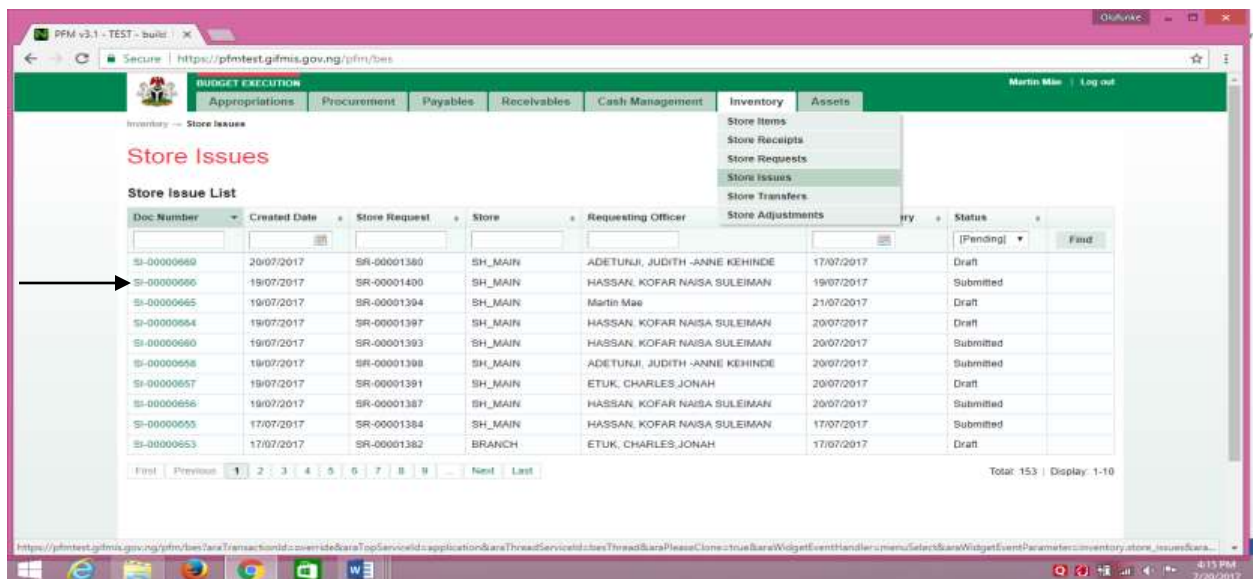


(fig:54)

4.4.2 REVIEWER STORE ISSUE

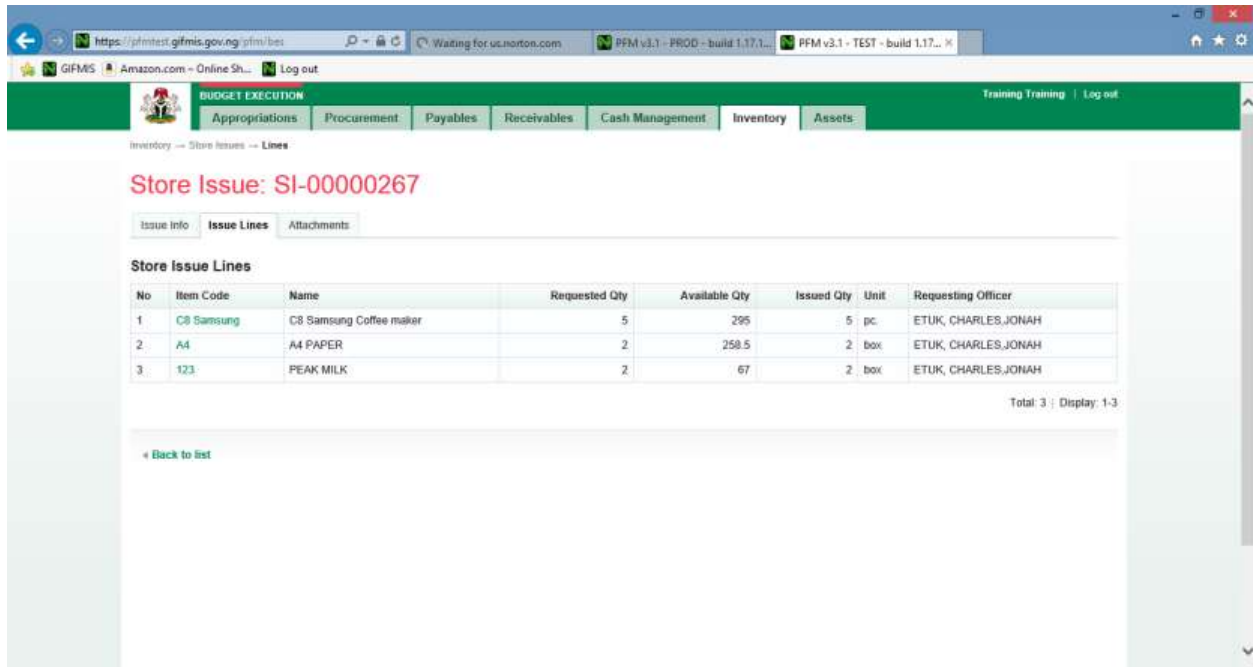
To review the submission of the Desk Officer, the Reviewer logs into GFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Issue.

Note: The reviewer can only review “Submitted” items.



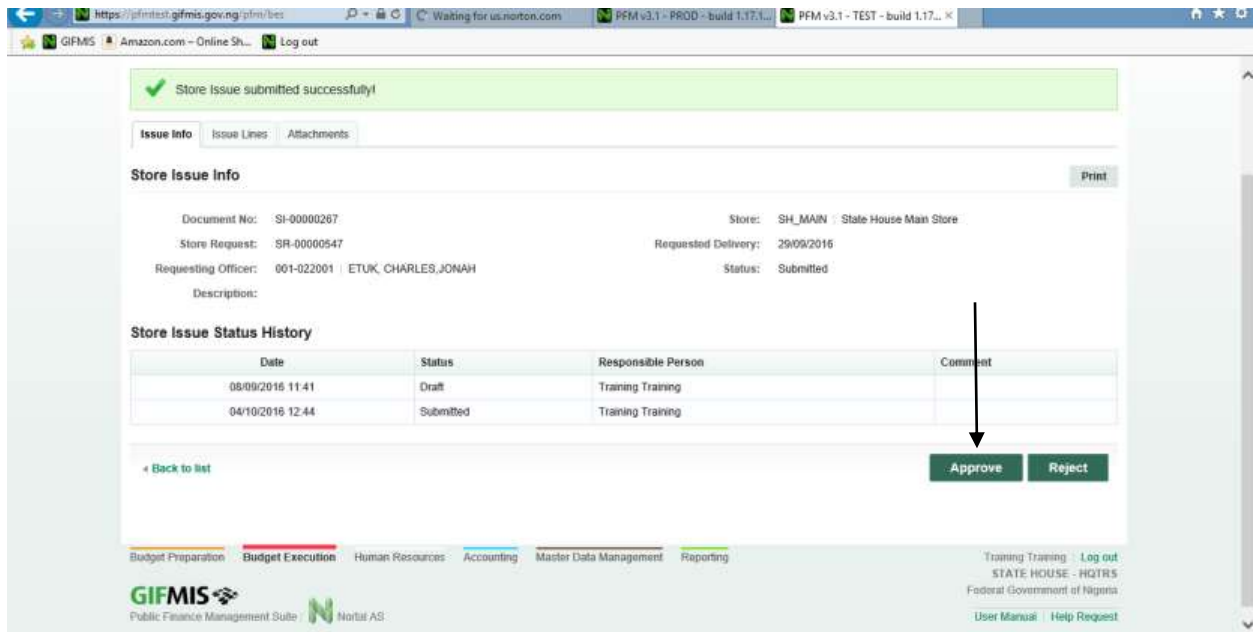
(fig:55)

Click on store Issue line to confirm the items to be issued.



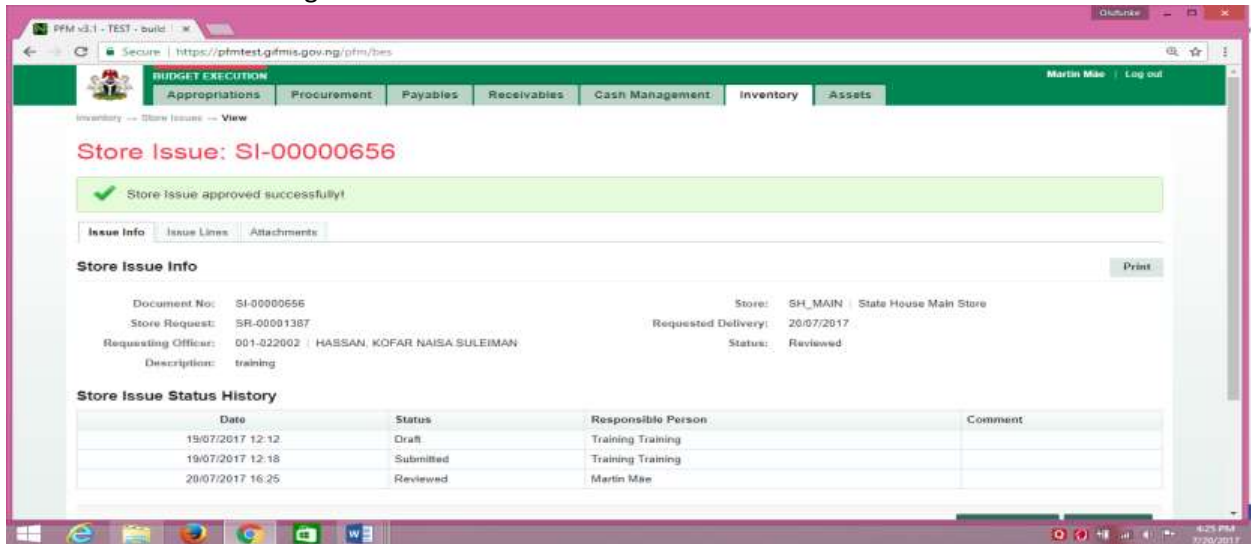
(fig:56)

Go back to Issue info to approve the Issue



(fig:57)

If the review is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



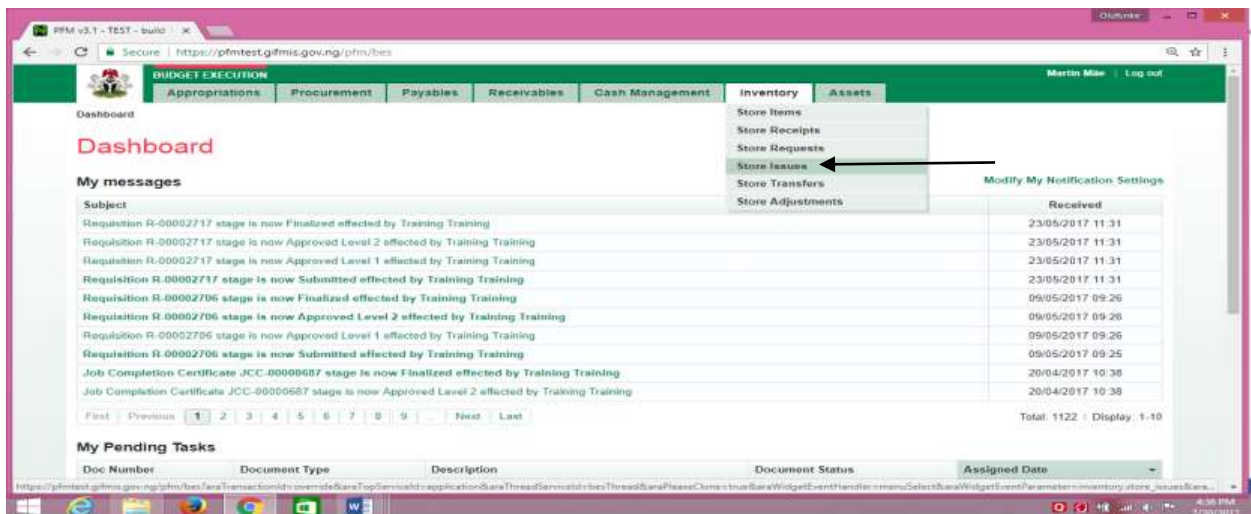
(fig:58)

4.4.3 FIRST APPROVER STORE ISSUE

The first approver approves the reviewed store issue.

To approve the submission of the Reviewer, he logs into GFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Issue.

Note: The first approver can only approve "Reviewed" items



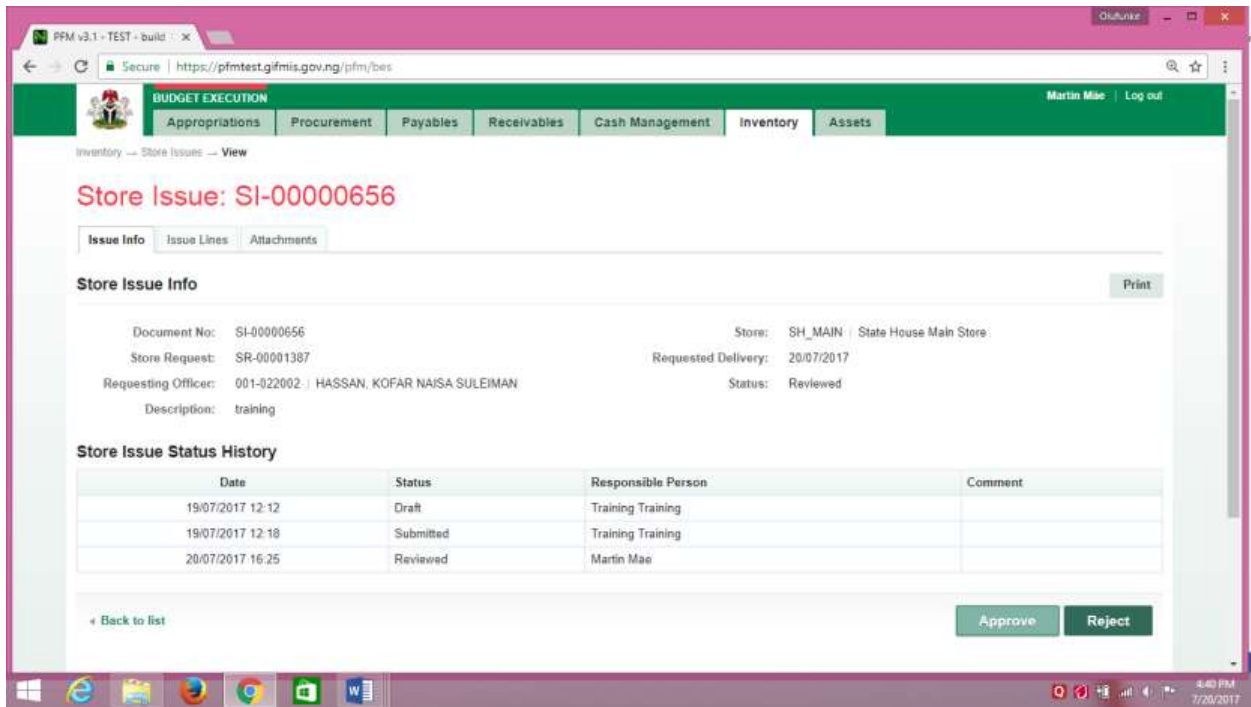
(fig:59)

The Store Issue list is displayed. Click on Document Number that he wishes to approve

Doc Number	Created Date	Store Request	Store	Requesting Officer	Requested Delivery	Status	Find
SI-0000659	20/07/2017	SR-0001380	SH_MAIN	ADETUNJI, JUDITH-ANNE KEHINDE	17/07/2017	Draft	
SI-0000656	19/07/2017	SR-0001480	SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN	19/07/2017	Submitted	
SI-0000655	19/07/2017	SR-0001394	SH_MAIN	Martin Maa	21/07/2017	Draft	
SI-0000654	19/07/2017	SR-0001397	SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN	20/07/2017	Draft	
SI-0000650	19/07/2017	SR-0001393	SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN	20/07/2017	Submitted	
SI-0000658	19/07/2017	SR-0001396	SH_MAIN	ADETUNJI, JUDITH-ANNE KEHINDE	20/07/2017	Submitted	
SI-0000657	19/07/2017	SR-0001391	SH_MAIN	ETUK, CHARLES JONAH	20/07/2017	Draft	
SI-0000658	19/07/2017	SR-0001397	SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN	20/07/2017	Reviewed	
SI-0000655	17/07/2017	SR-0001384	SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN	17/07/2017	Submitted	
SI-0000653	17/07/2017	SR-0001382	BRANCH	ETUK, CHARLES JONAH	17/07/2017	Draft	

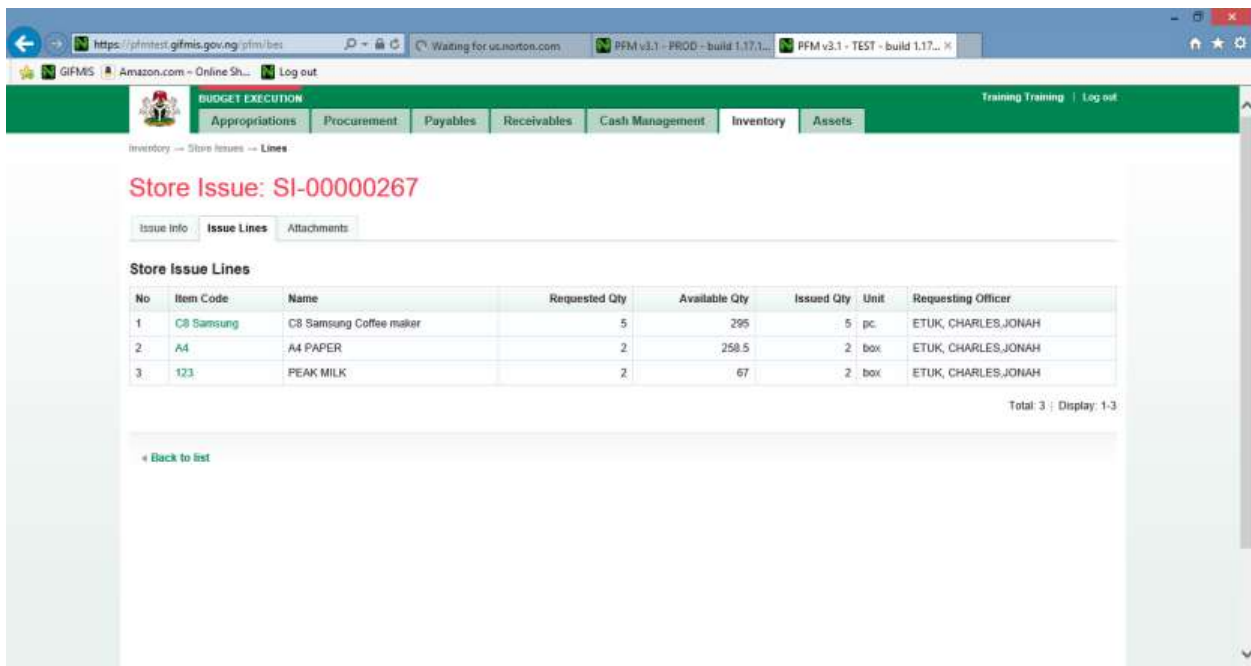
(fig:60)

The page below is displayed



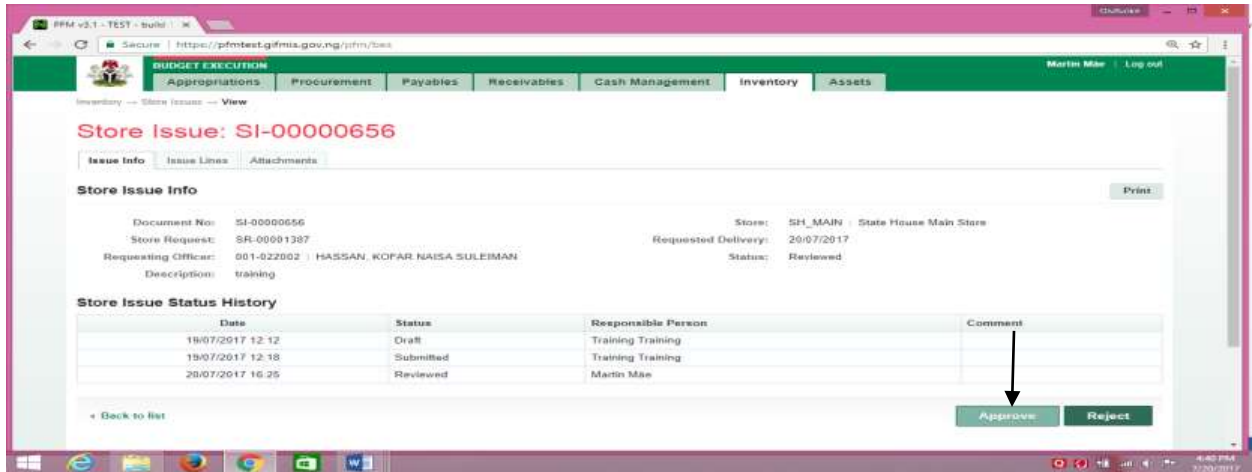
(fig:61)

Approving: This is not just clicking on the 'approve' button. He navigates to and clicks on Issue Line to confirm items to be issued.



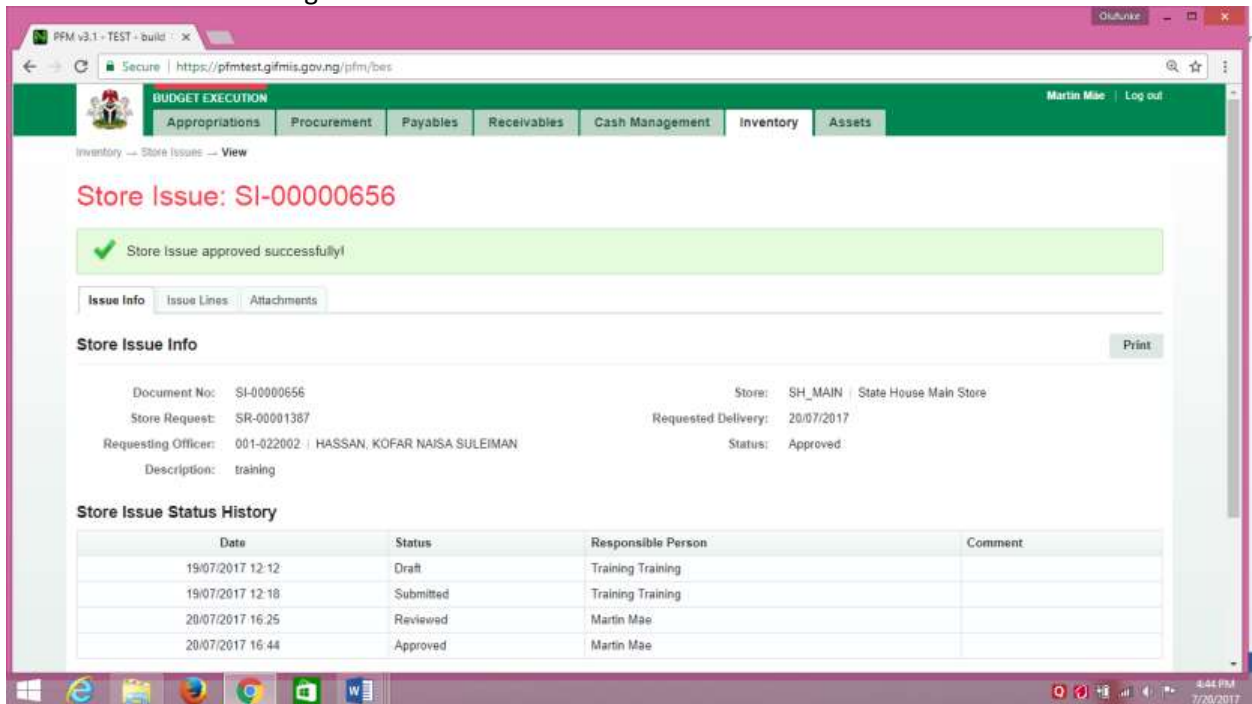
(fig:62)

Click on Issue Info and click on the 'approve' button to complete the approval process.



(fig:63)

If the approval is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



(fig:64)

4.4.4 FINAL APPROVER STORE ISSUE

The final approver finalizes the approved store issue.

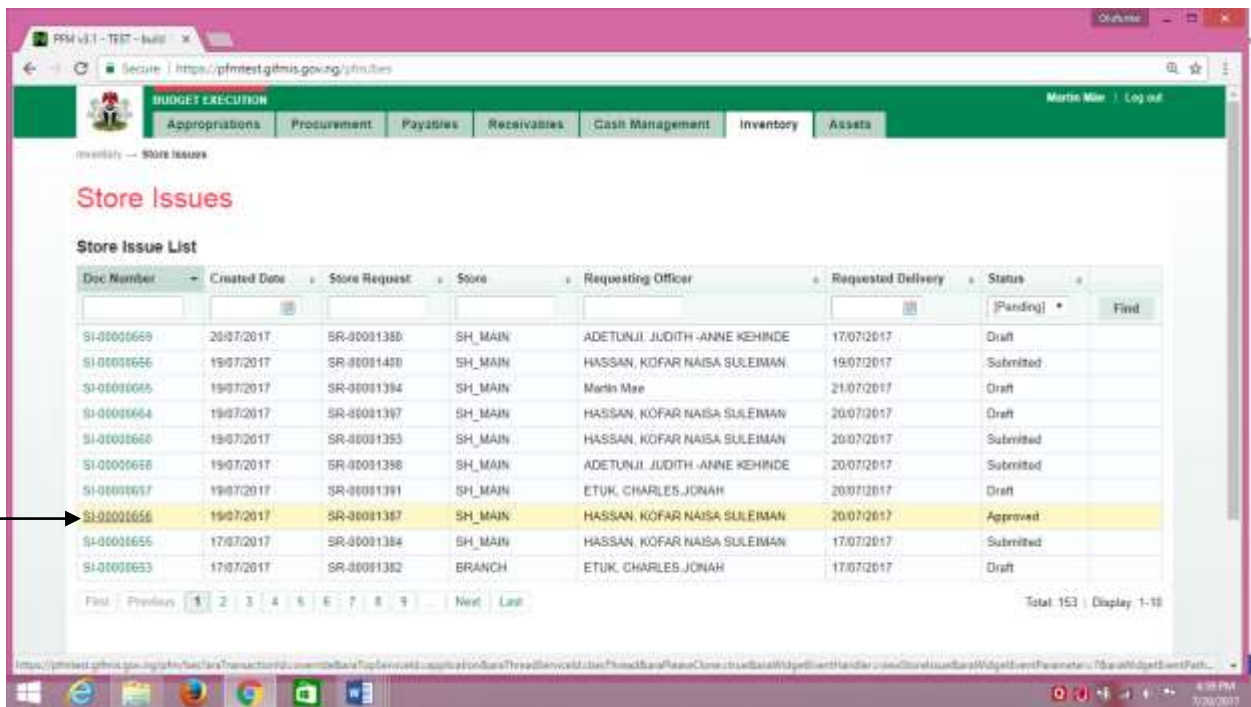
To approve the submission of the first approver, he logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Issue.

Note: The final approver can only finalize “Approved” items

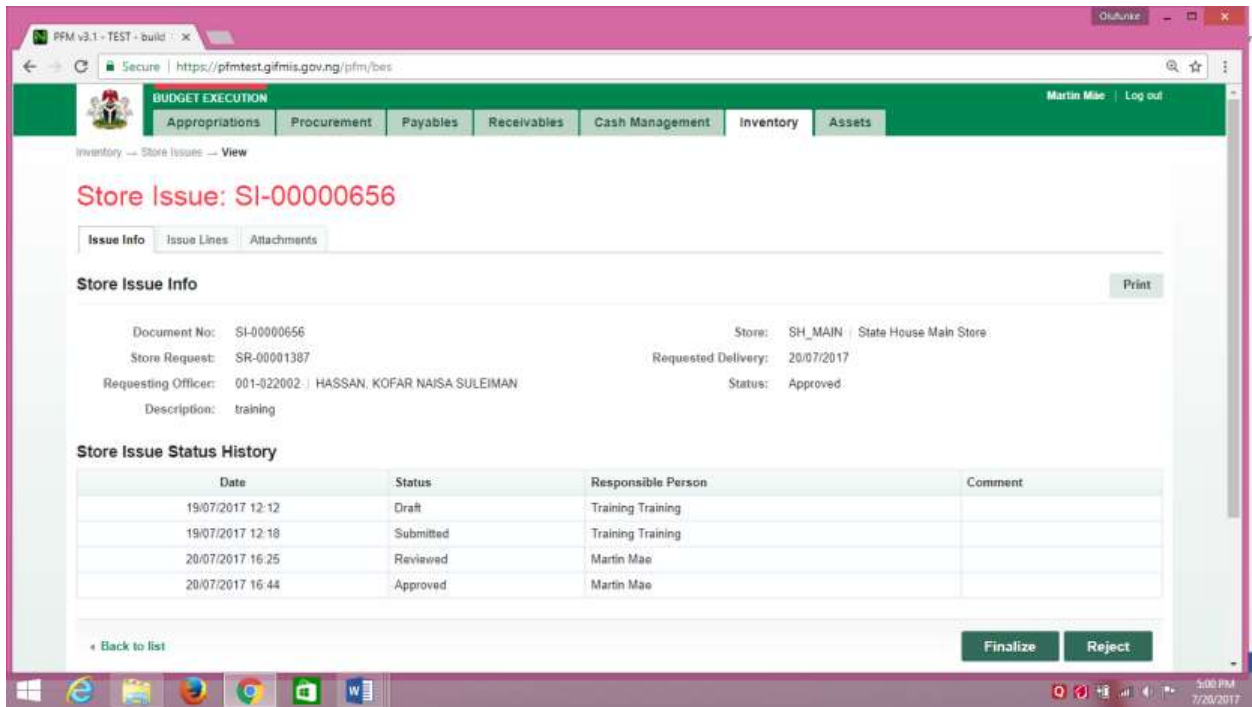


(fig:65)

The Store Issue list is displayed. Click on Document Number that he wishes to approve

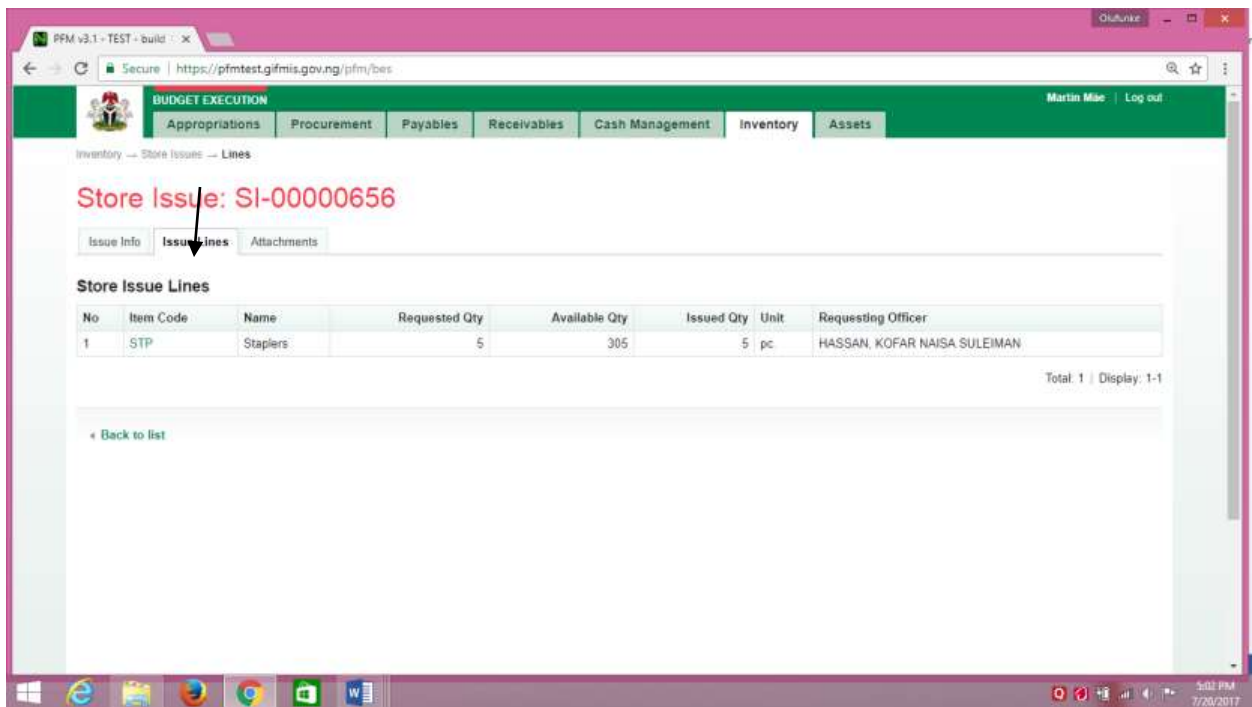


The page below is displayed



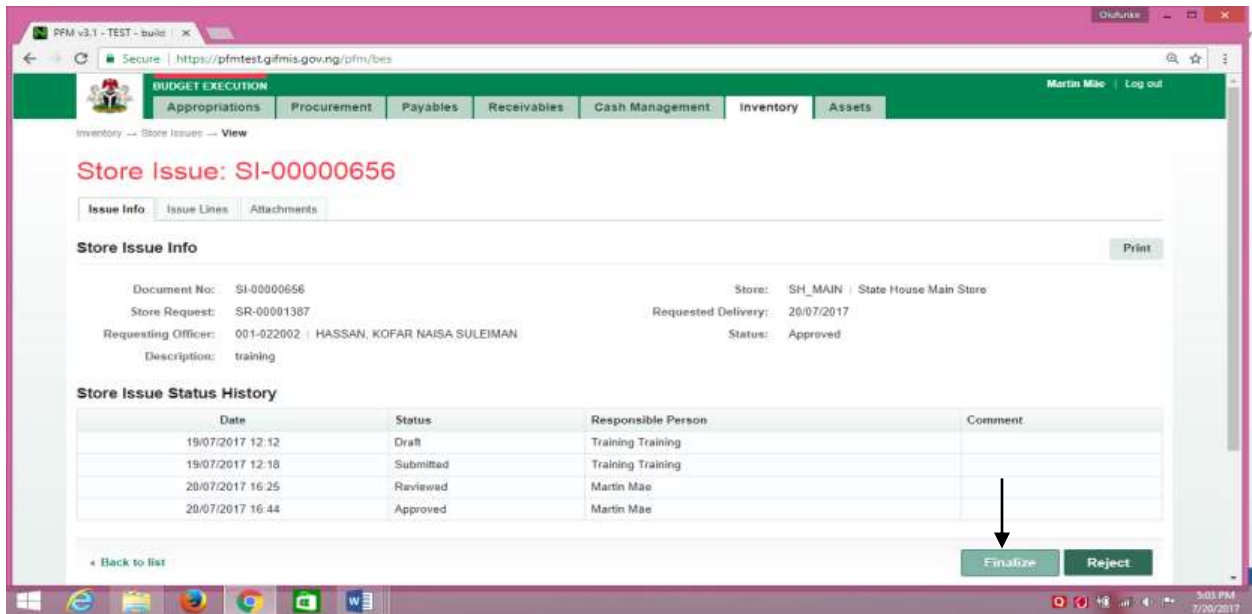
(fig:66)

Finalizing: This is not just clicking on the 'finalize' button. He navigates to and clicks on Issue Line to confirm items issued.



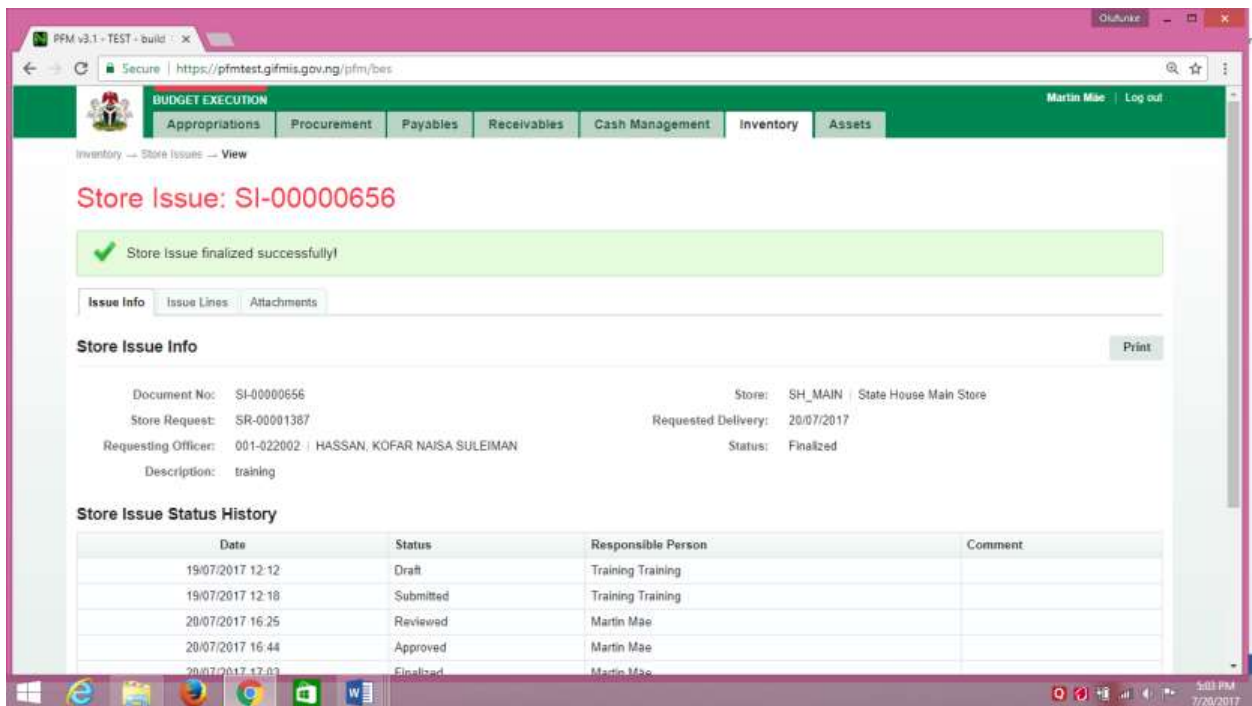
(fig:67)

Click on Issue Info and click on the 'finalize' button to complete the finalization process.



(fig:68)

If the finalization is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



(fig:69)

5. STORE TRANSFER

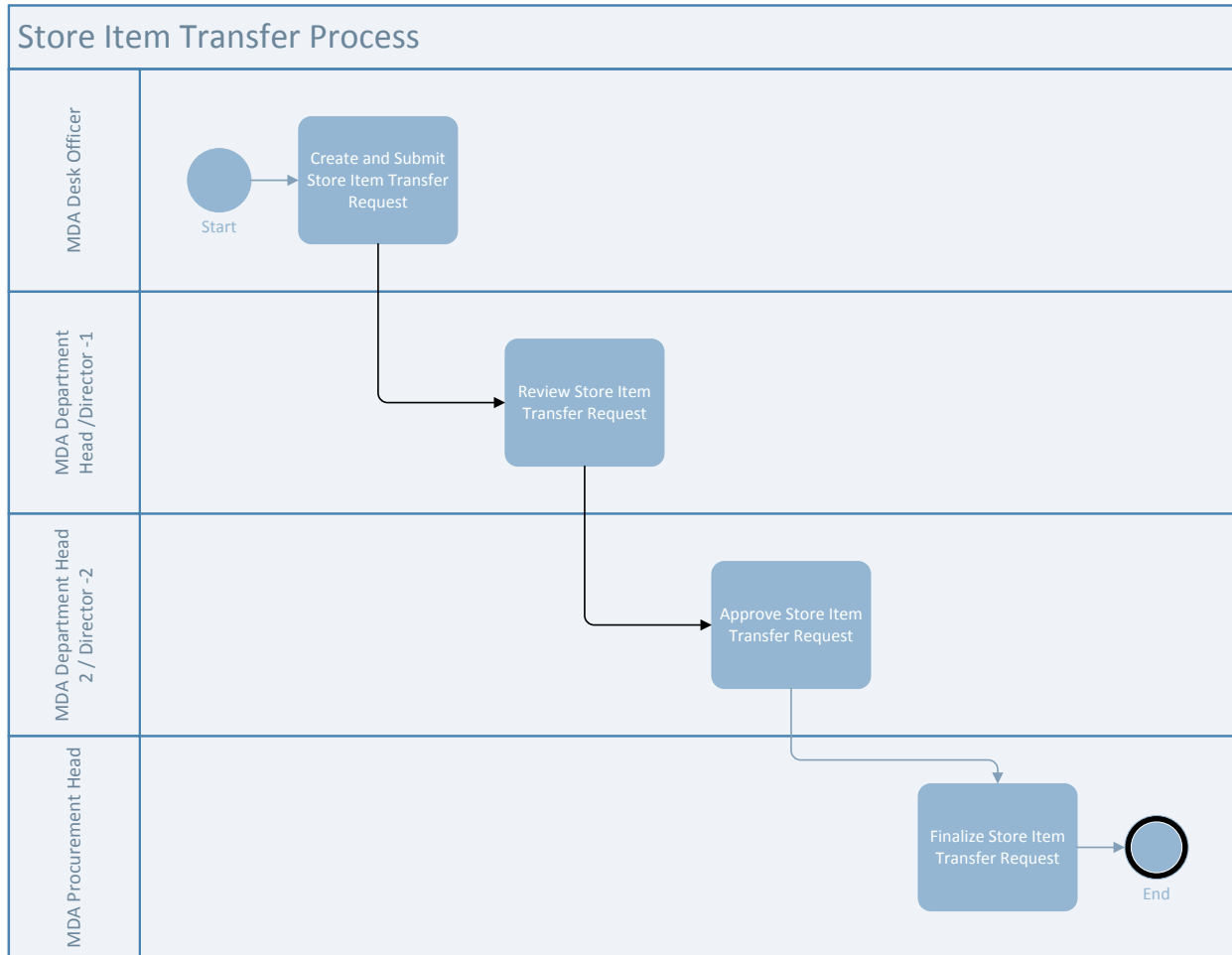
5.1 Brief Introduction:

This functionality enables the users to register request for issuing items from one store or transferring to another store.

5.2 THE USER ROLES

- i) DESK OFFICER STORE TRANSFER
- j) REVIEWER STORE TRANSFER
- k) APPROVER STORE TRANSFER
- l) FINAL APPROVER STORE TRANSFER

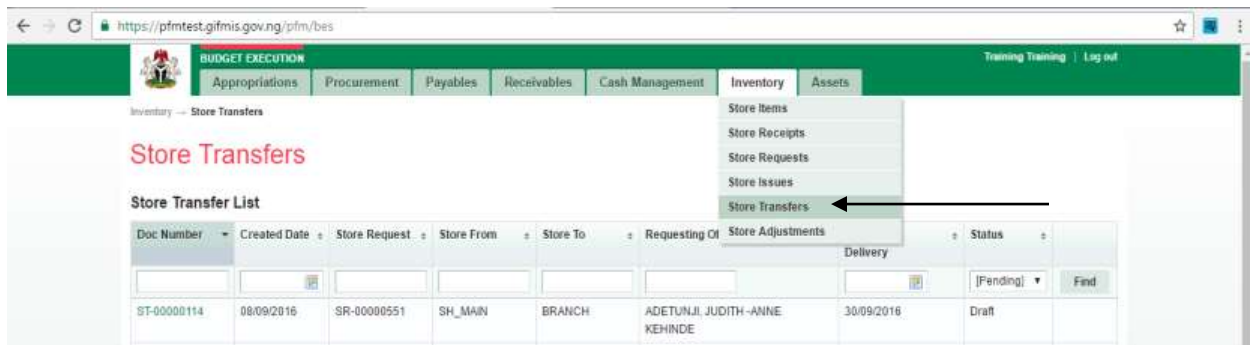
5.3 FLOW CHART



5.4 PROCESS FLOWS

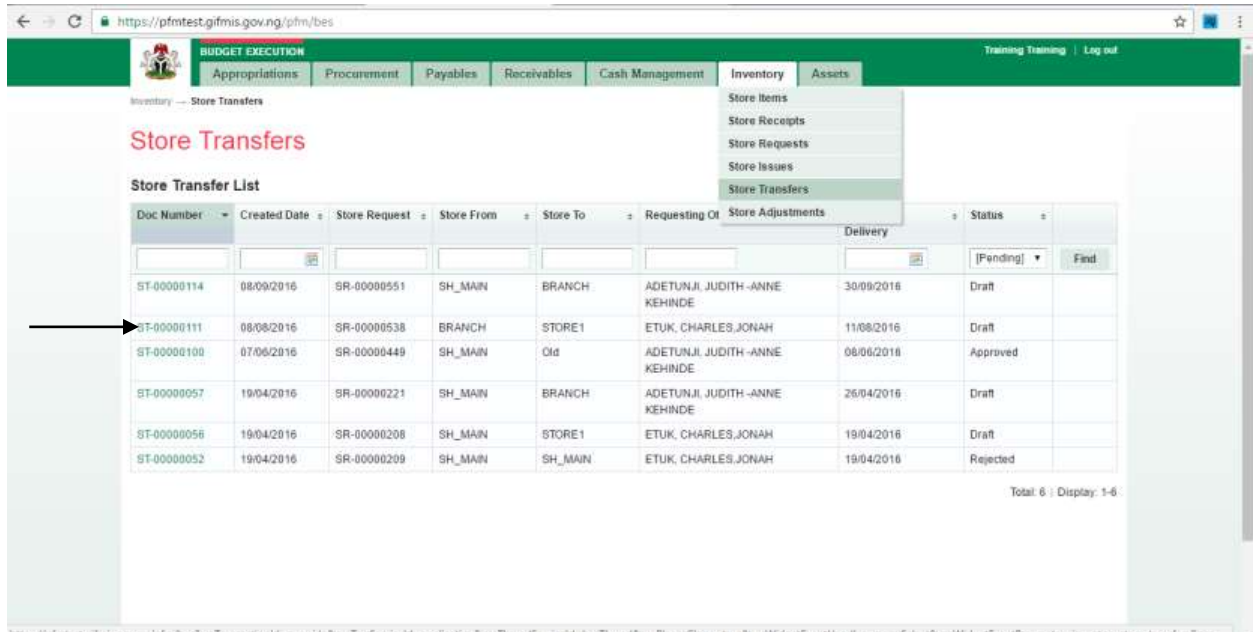
5.4.1 DESK OFFICER STORE TRANSFER

He logs in, navigates to Inventory and select Store Transfer from the drop down



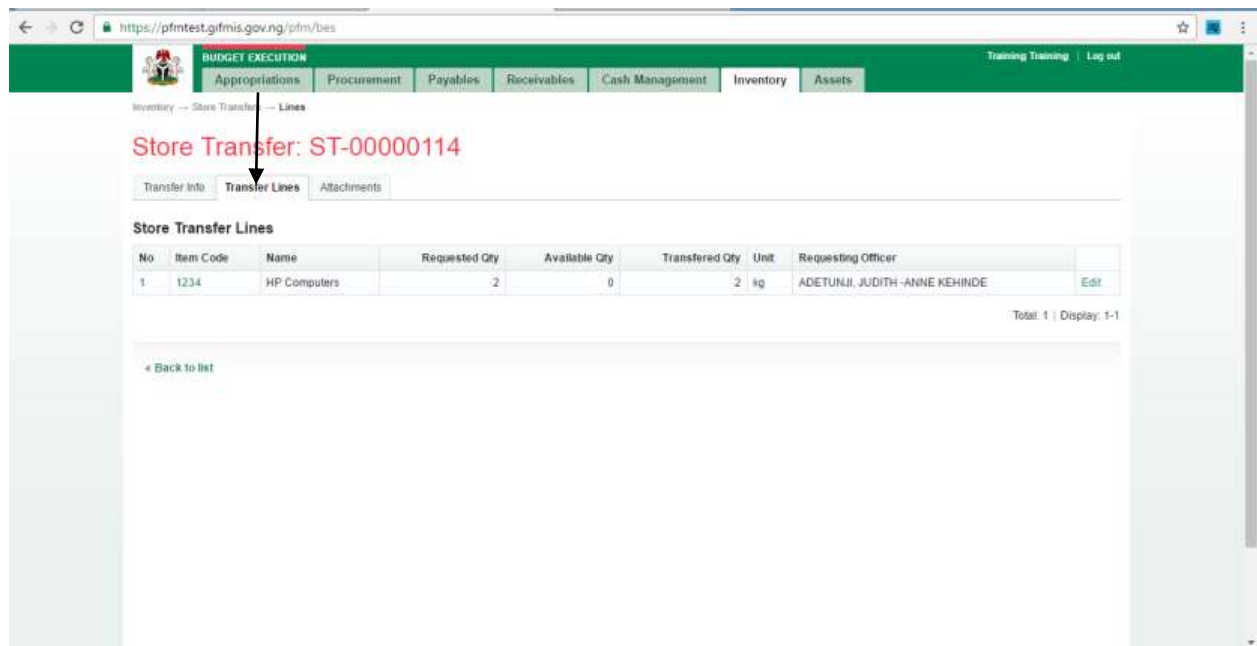
(fig:70)

Click on the Doc. Number of the store Transfer you want to transfer and it must be in draft status



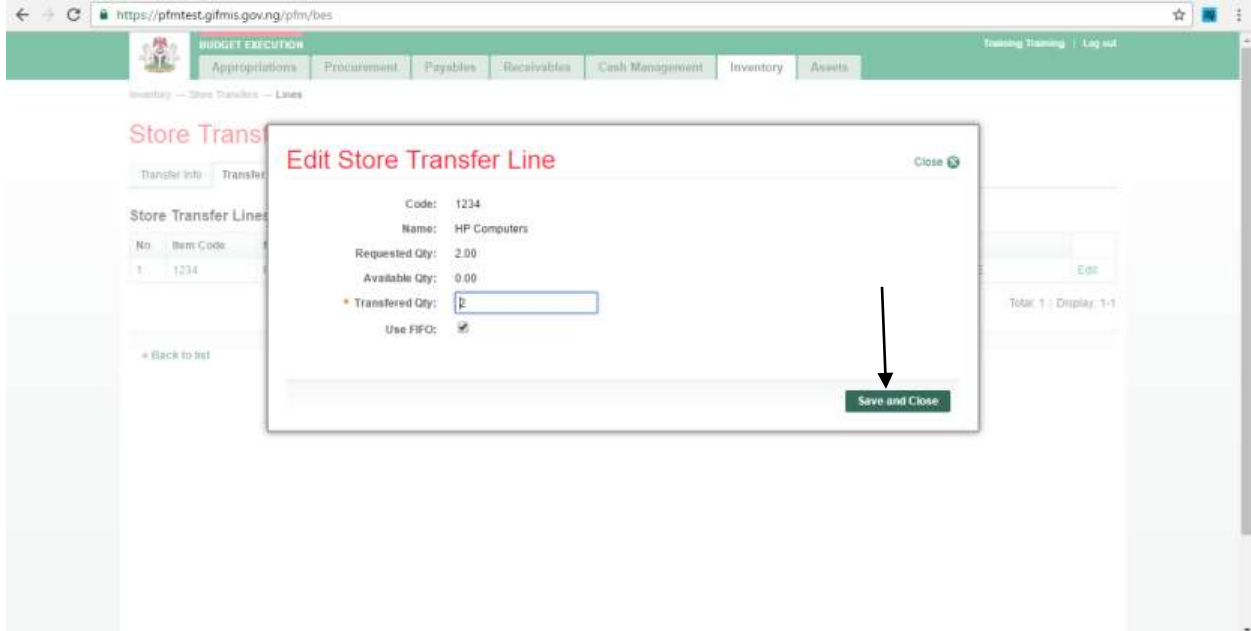
(fig:71)

Click on transfer line to confirm items to be transferred.



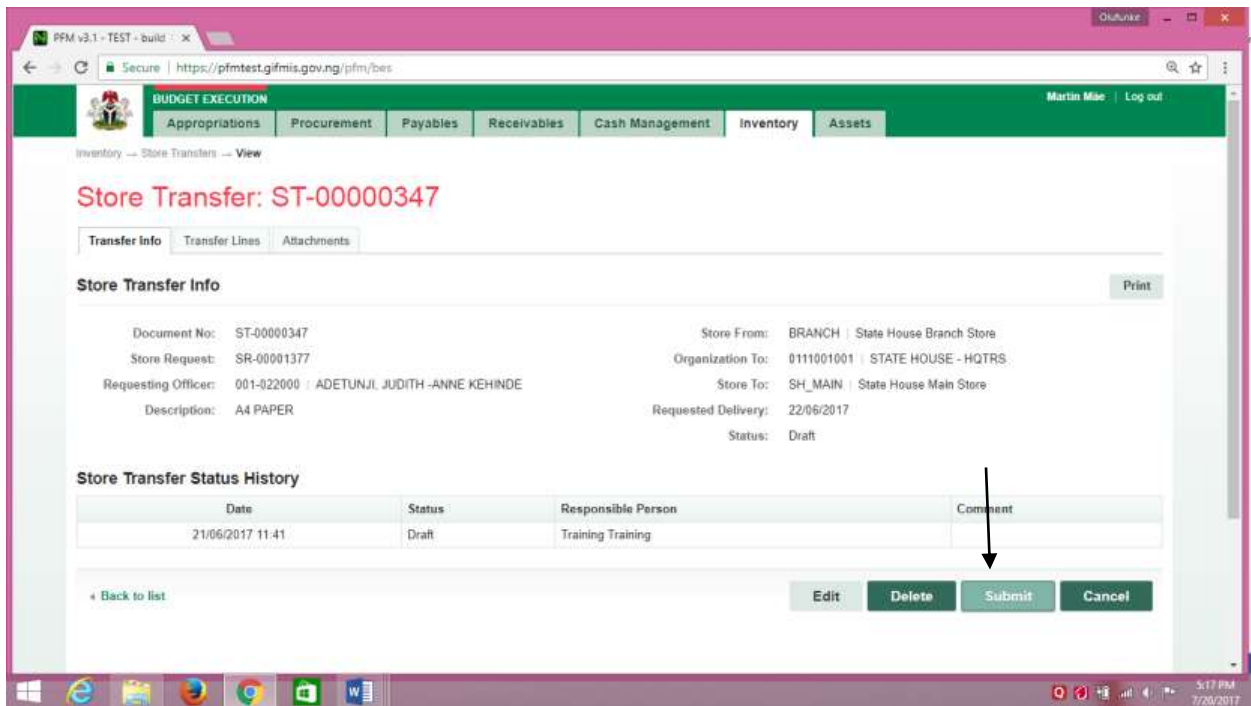
(fig:72)

Edit the quantity to be transferred



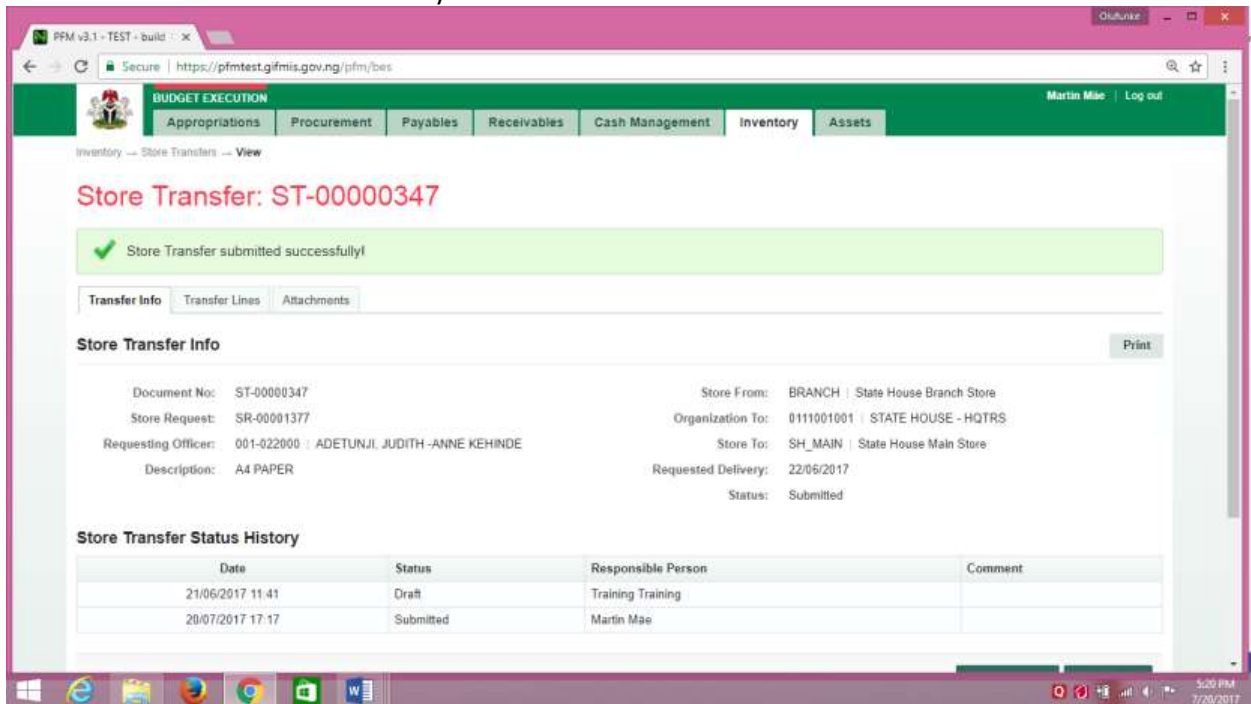
(fig:73)

Go back to Transfer Info and submit



(fig:74)

Store transfer submitted successfully!



(fig:75)

5.4.2 REVIEWER STORE TRANSFER

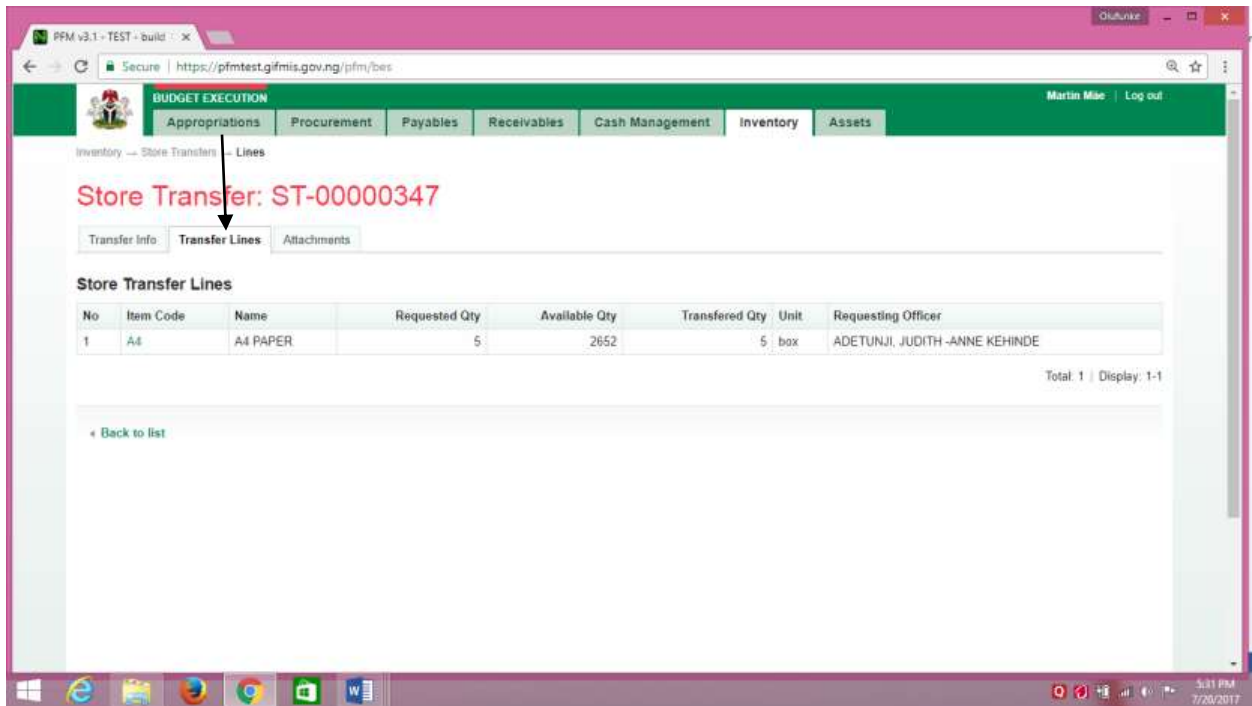
To review the submission of the Desk Officer, the Reviewer logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Transfer.

Note: The reviewer can only review "Submitted" items.



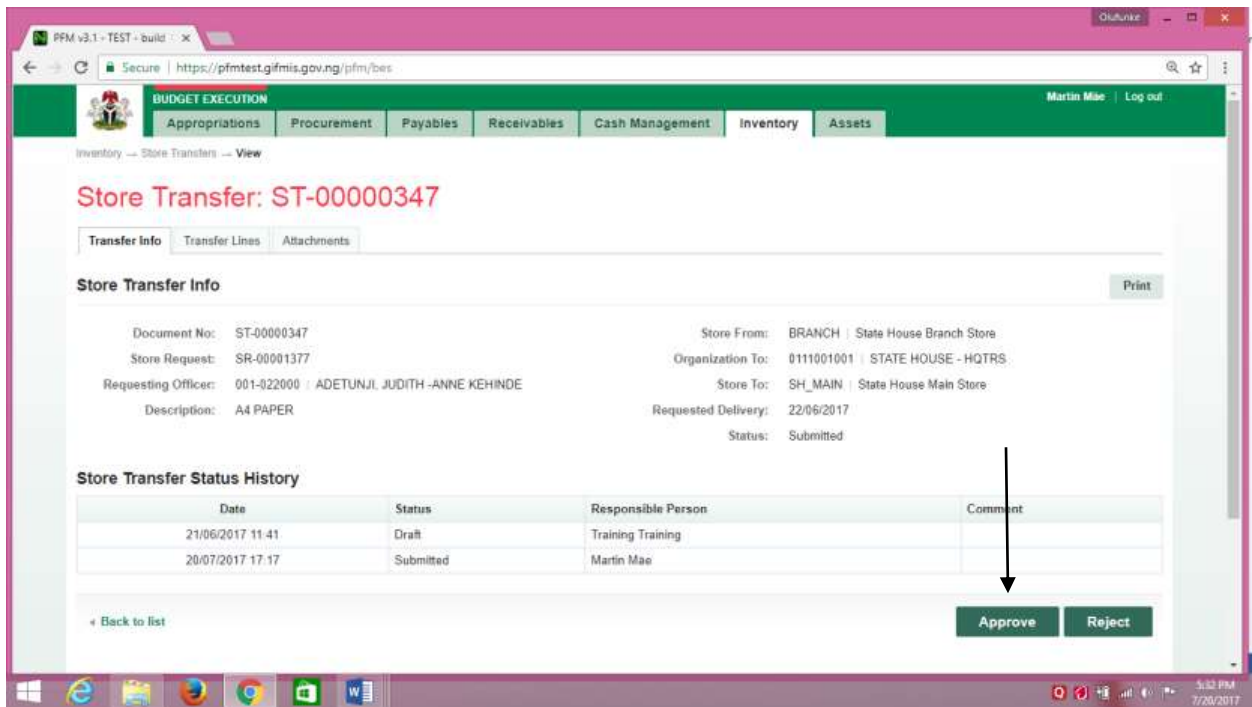
(fig:76)

Click on store Transfer line to confirm the items to be transferred.



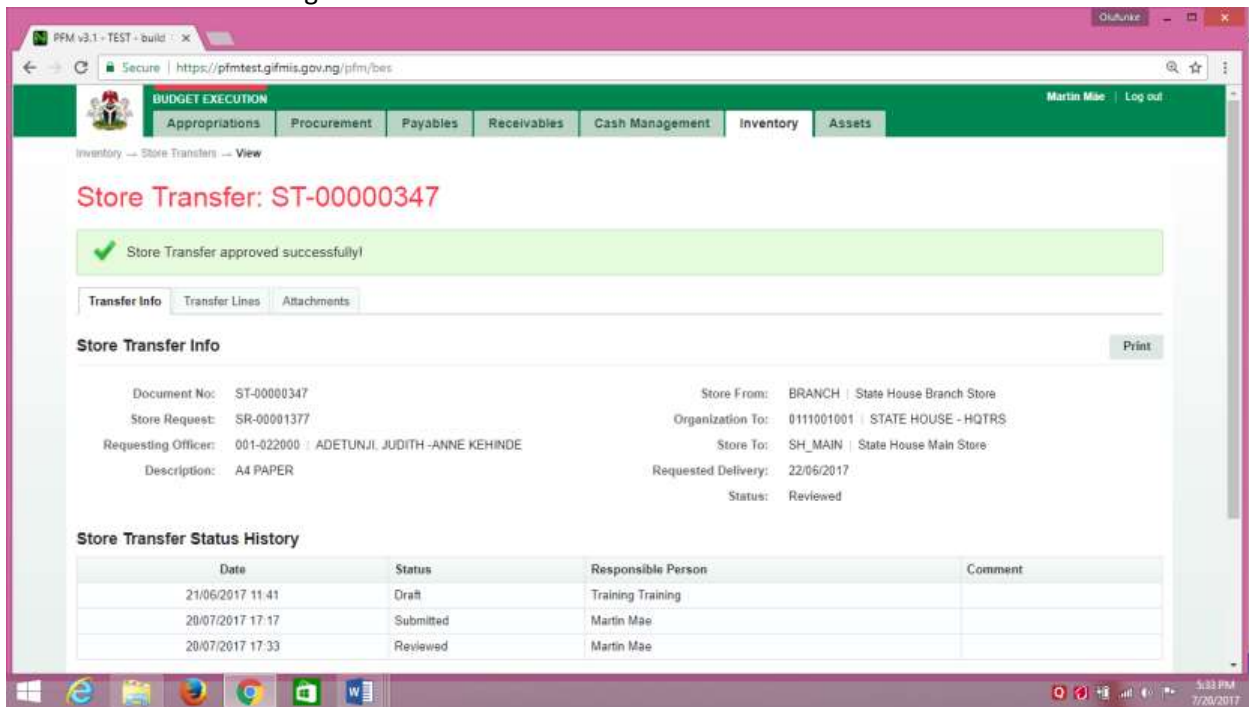
(fig:77)

Go back to Transfer info to approve the transfer



(fig:78)

If the review is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



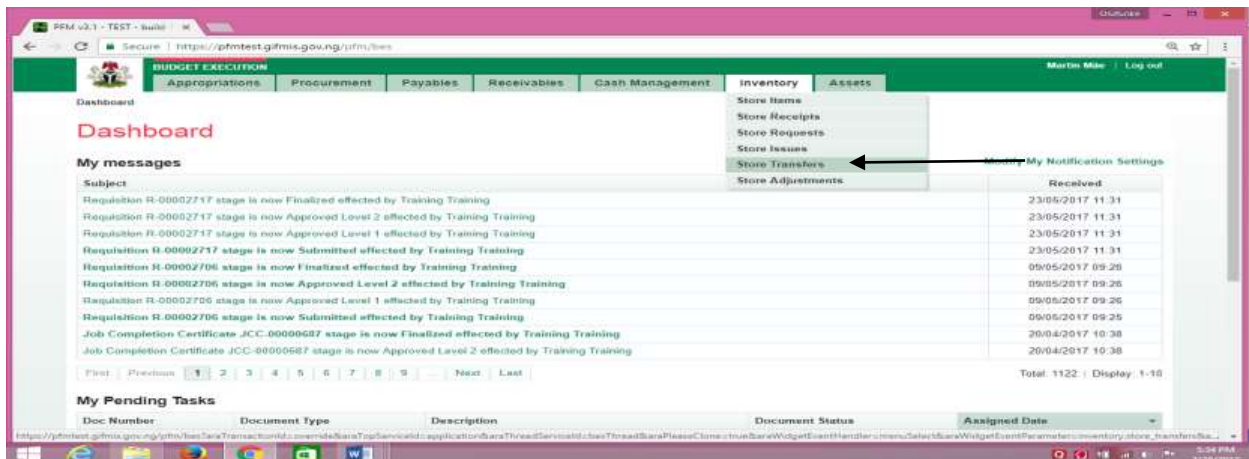
(fig:79)

5.4.3 FIRST APPROVER STORE TRANSFER

The first approver approves the reviewed store transfer.

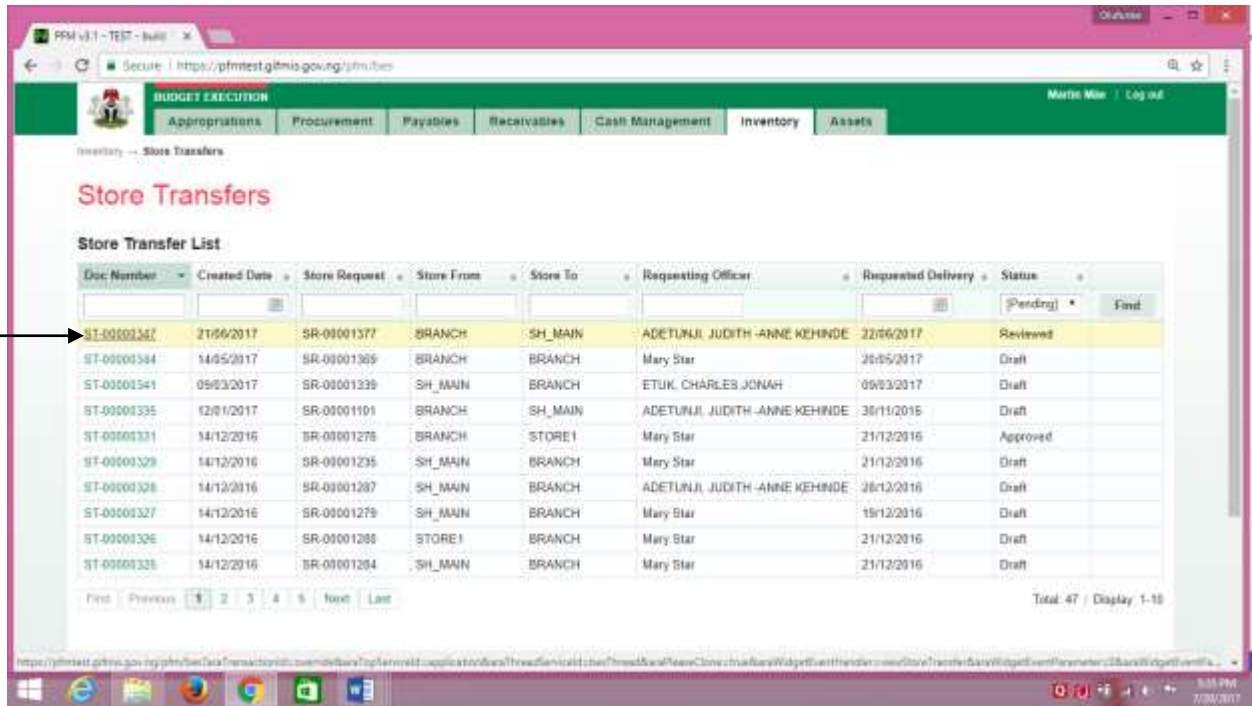
To approve the submission of the Reviewer, he logs into GFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Transfer.

Note: The first approver can only approve “Reviewed” items



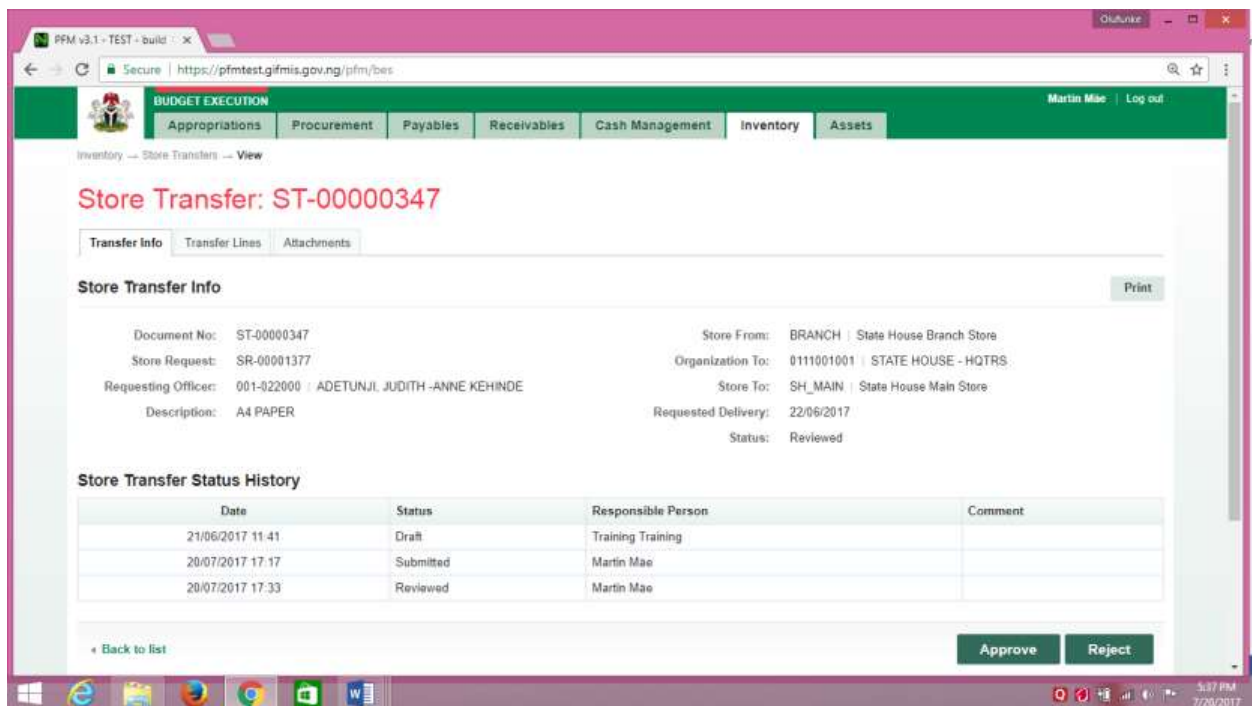
(fig:80)

The Store Transfer list is displayed. Click on Document Number that he wishes to approve



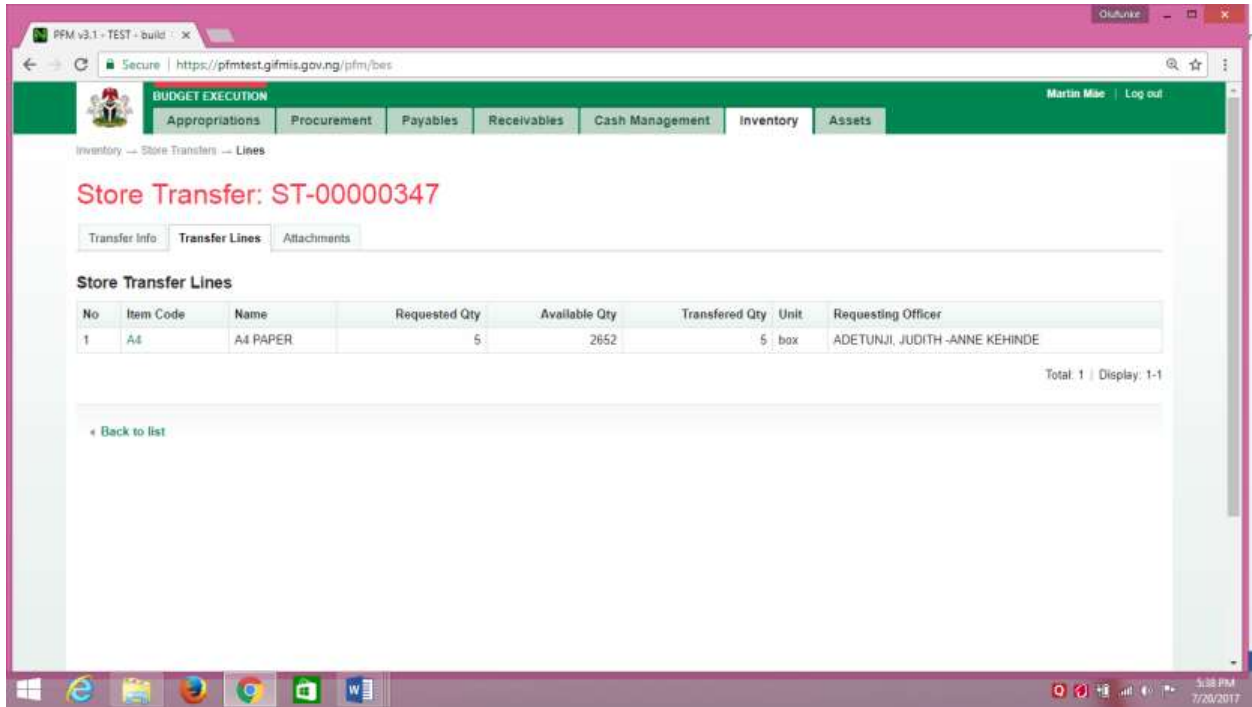
(fig:81)

The page below is displayed



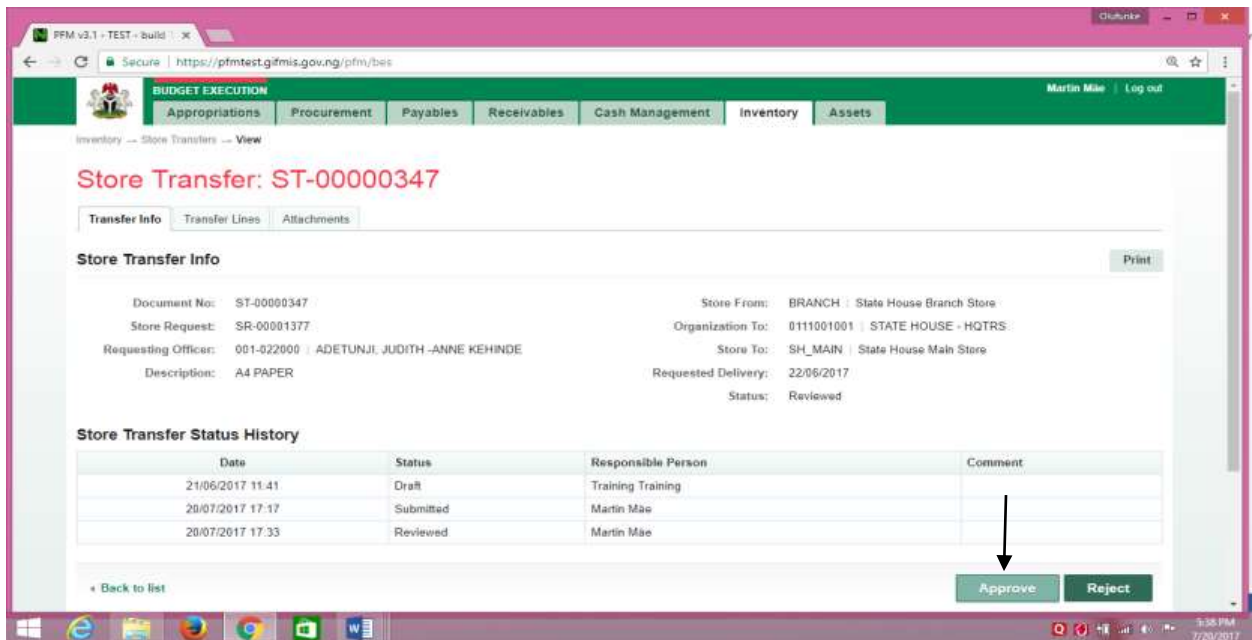
(fig:82)

Approving: This is not just clicking on the 'approve' button. He navigates to and clicks on Transfer Line to confirm items to be transferred.



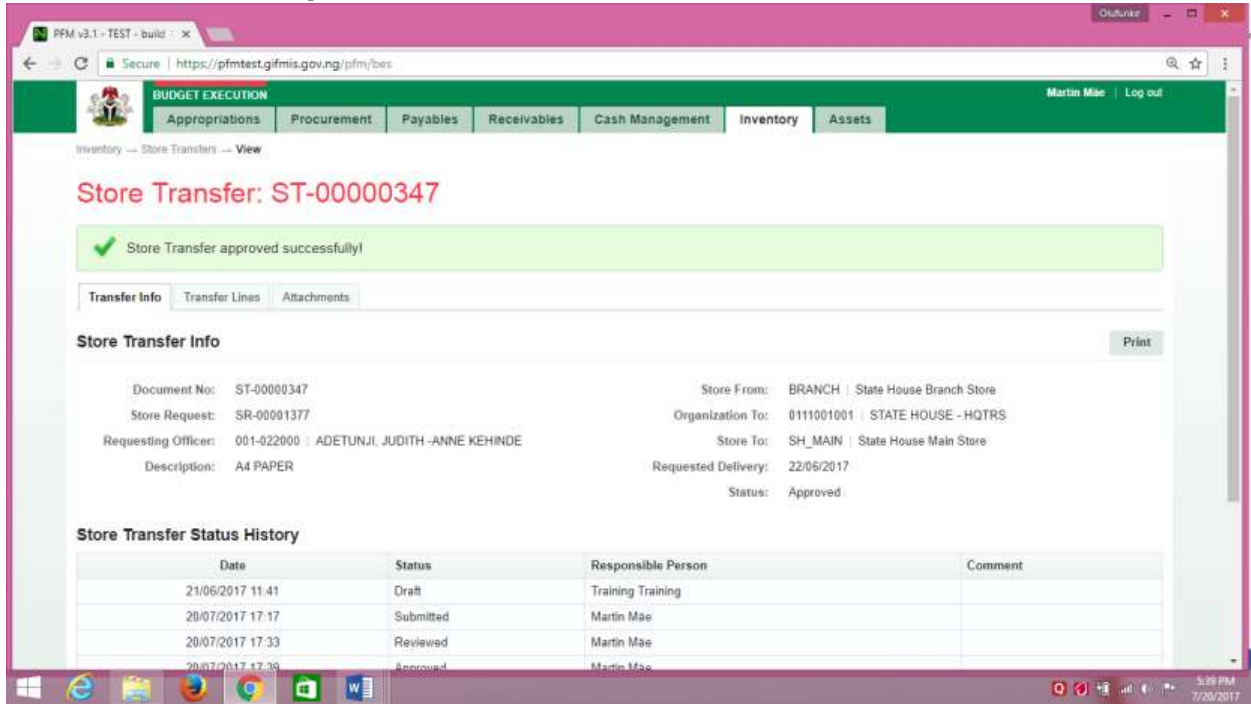
(fig:83)

Click on Transfer Info and click on the 'approve' button to complete the approval process.



(fig:84)

If the approval is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



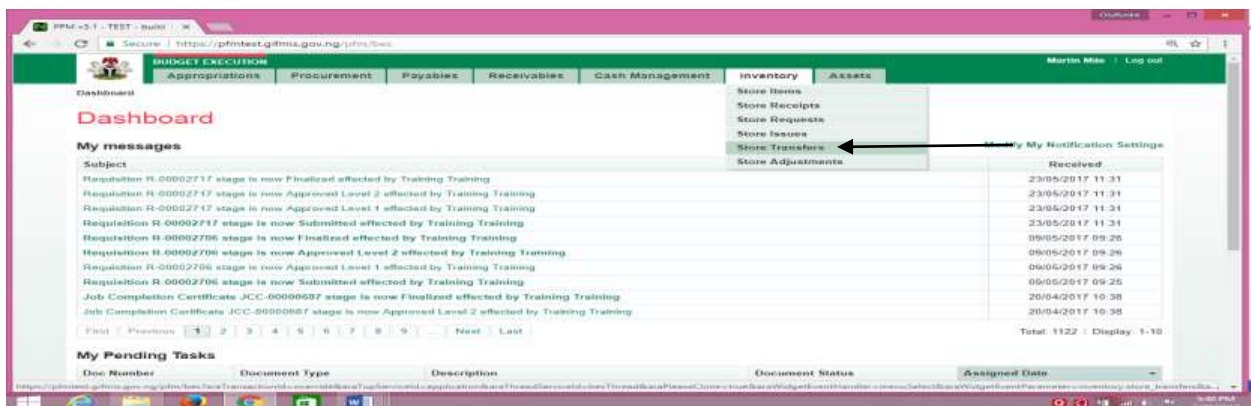
(fig:85)

5.4.4 FINAL APPROVER STORE TRANSFER

The final approver finalizes the approved store Transfer.

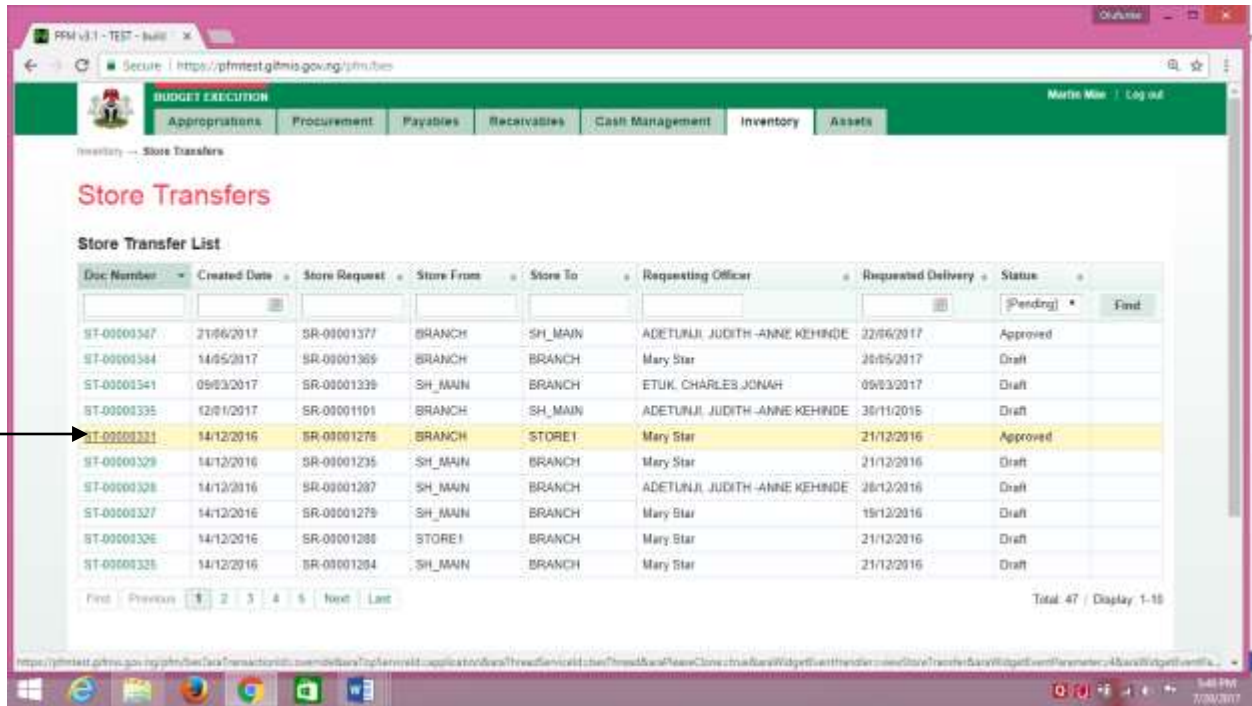
To approve the submission of the first approver, he logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Transfer.

Note: The final approver can only finalize "Approved" items



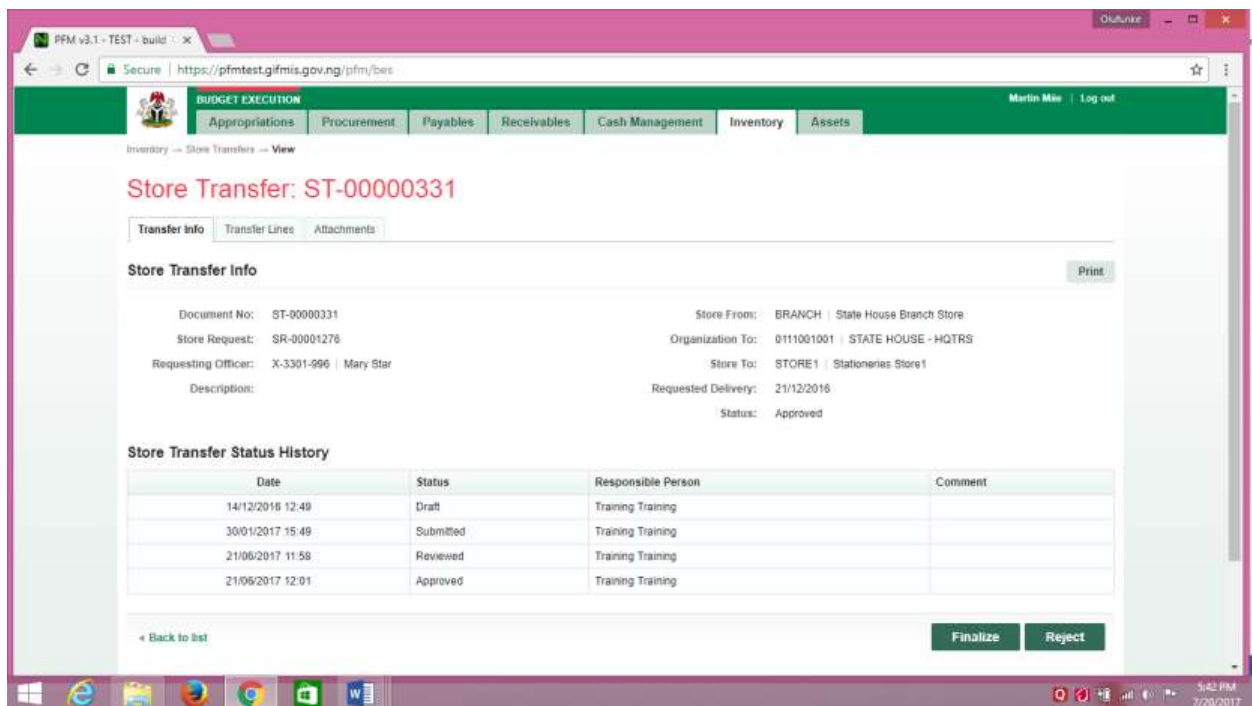
(fig:86)

The Store Transfer list is displayed. Click on Document Number that he wishes to approve



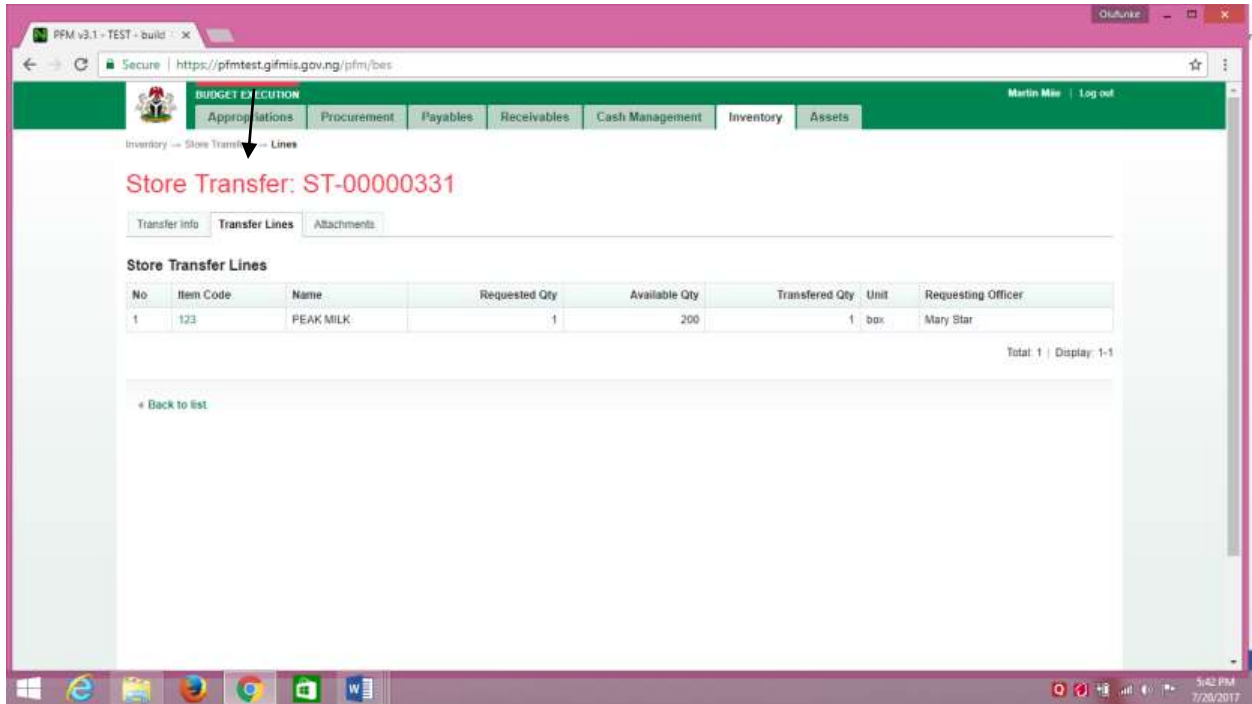
(fig:87)

The page below is displayed



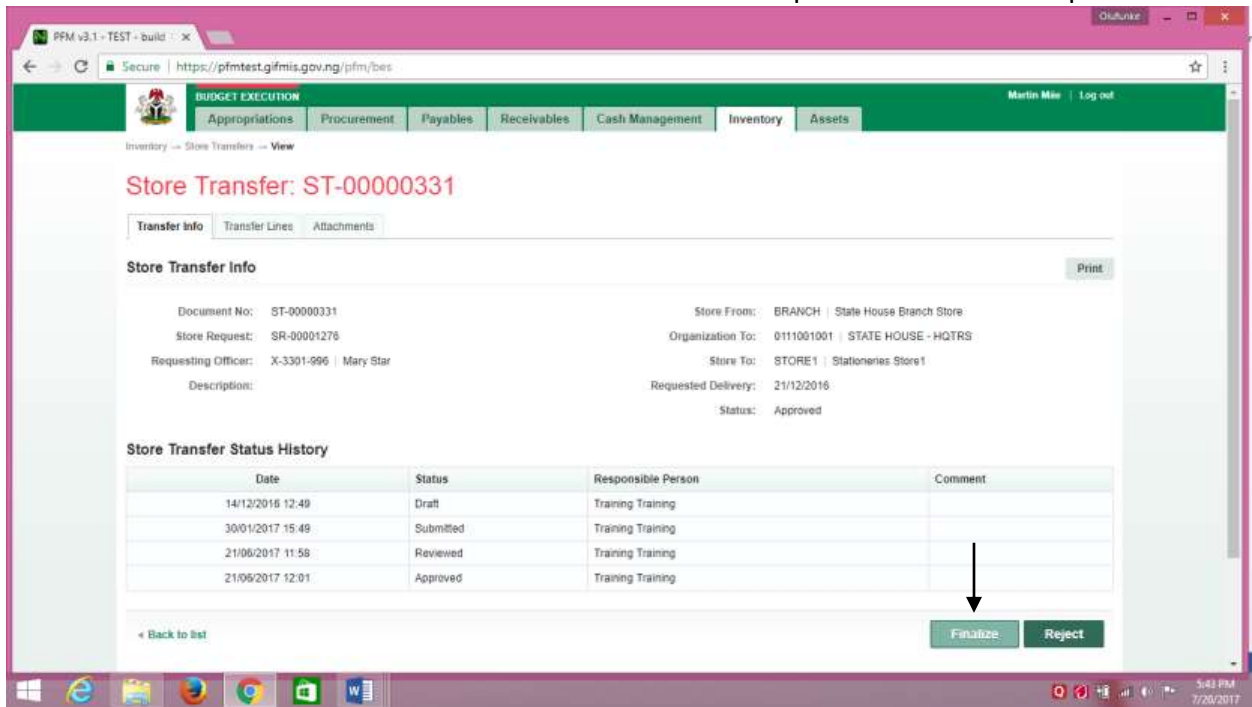
(fig:88)

Finalizing: This is not just clicking on the 'finalize' button. He navigates to and clicks on Transfer Line to confirm items transferred.



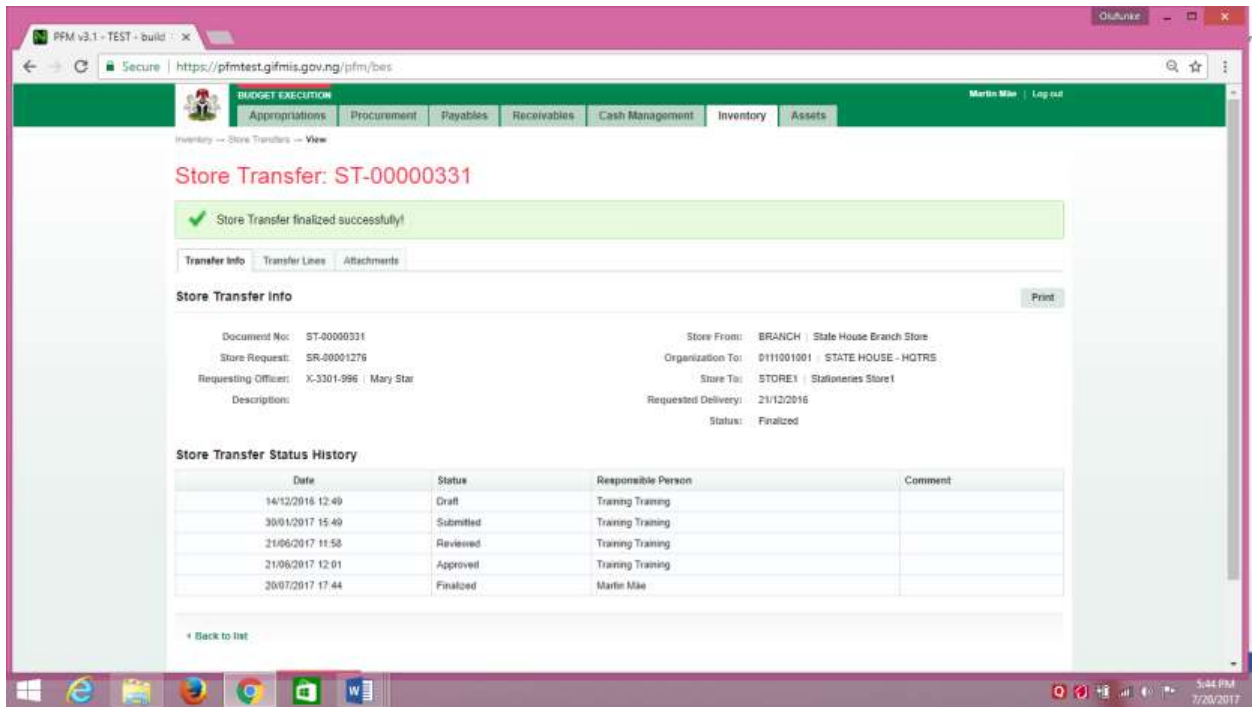
(fig:89)

Click on Transfer Info and click on the 'finalize' button to complete the finalization process.



(fig:90)

If the finalization is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



(fig:91)

6. STORE ADJUSTMENT

6.1 FUNCTION:

This functionality allows users to make corrections to the store item balances.

6.2 THE USER ROLES:

The roles are applicable to all the functionalities in Inventory Management

- m) DESK OFFICER STORE ADJUSTMENT
- n) REVIEWER STORE ADJUSTMENT
- o) APPROVER STORE ADJUSTMENT
- p) FINAL APPROVER STORE ADJUSTMENT

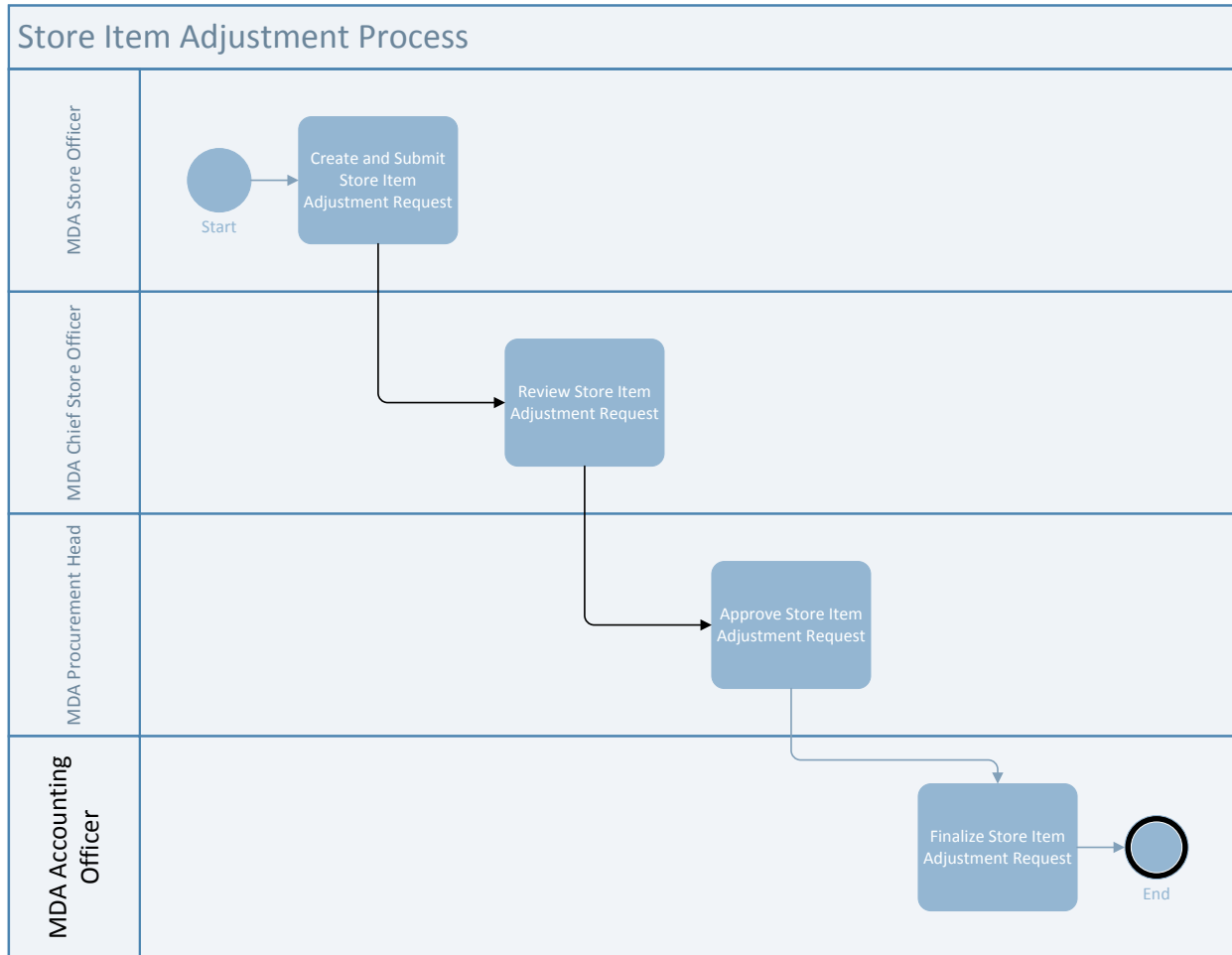
DESK OFFICER: The desk officer modifies the store items and submits it for review

REVIEWER: This User's responsibility is to review store Adjustment submitted by the desk officer

APPROVER: This user also follows the same trend by reviewing and approving the store adjustment reviewed

FINAL APPROVER: This user finalizes the approved store adjustment to complete the workflow

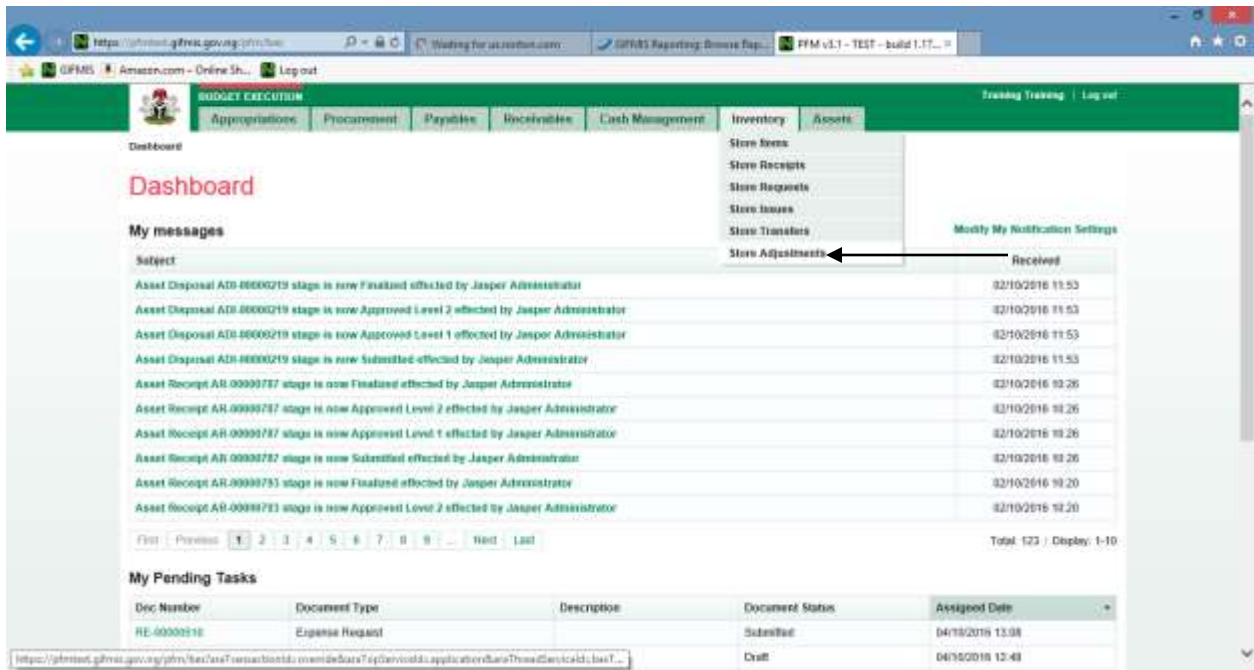
6.3 FLOW CHART



6.4 PROCESS FLOW

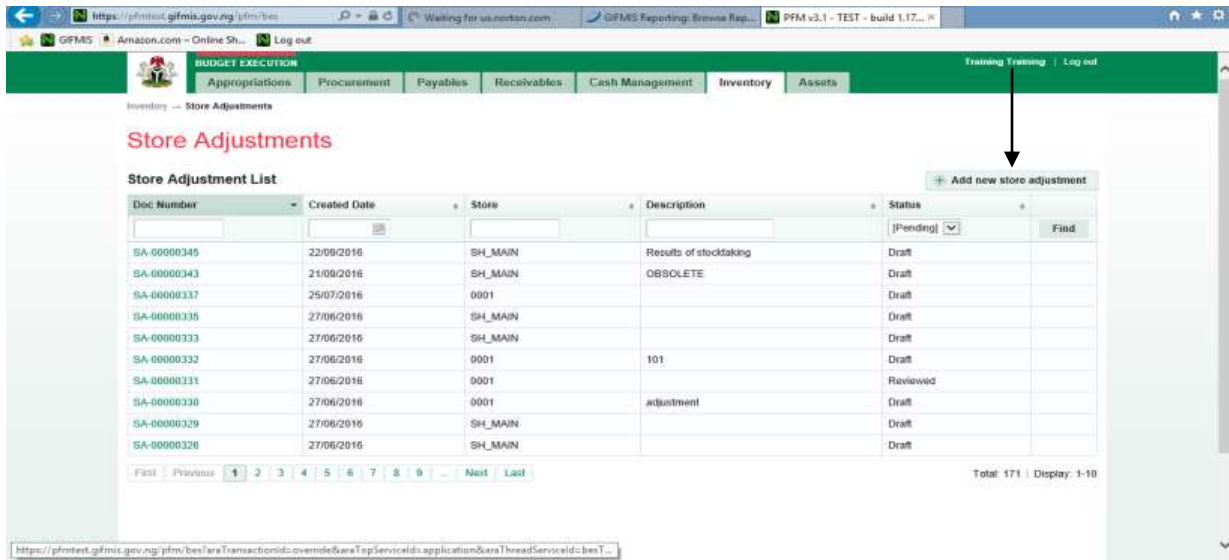
6.4.1 DESK OFFICER STORE ADJUSTMENT

He logs in, navigates to Inventory and select Store Adjustment from the drop down



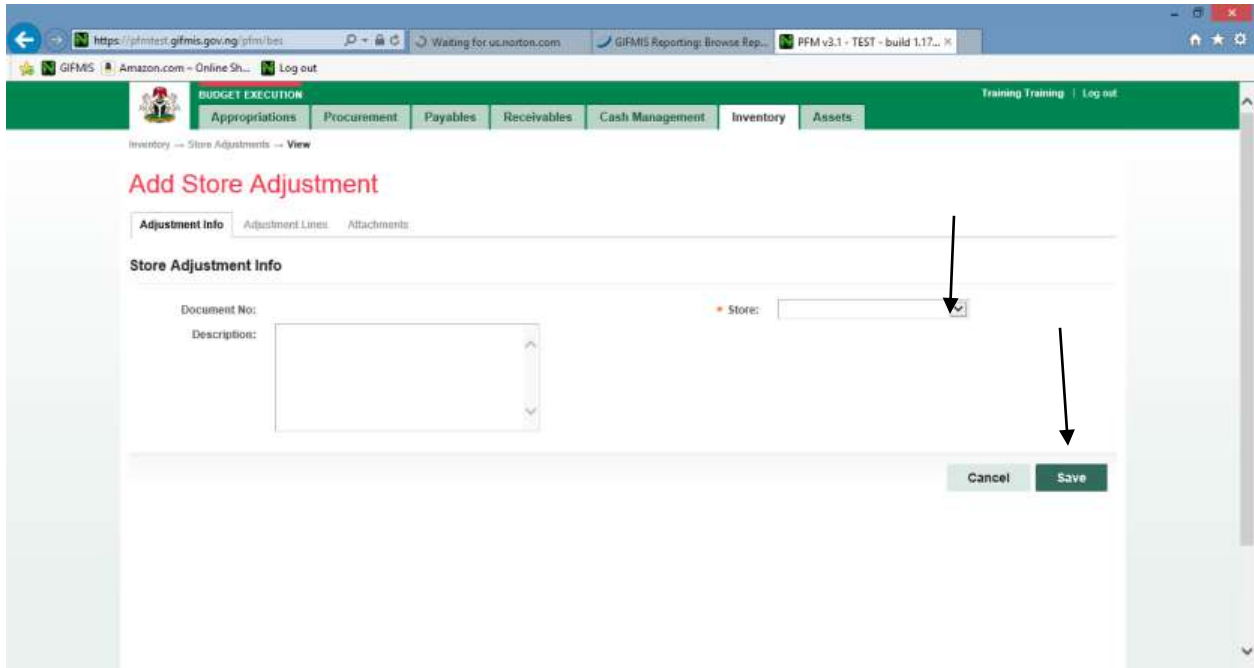
(fig:92)

Add new store adjustment



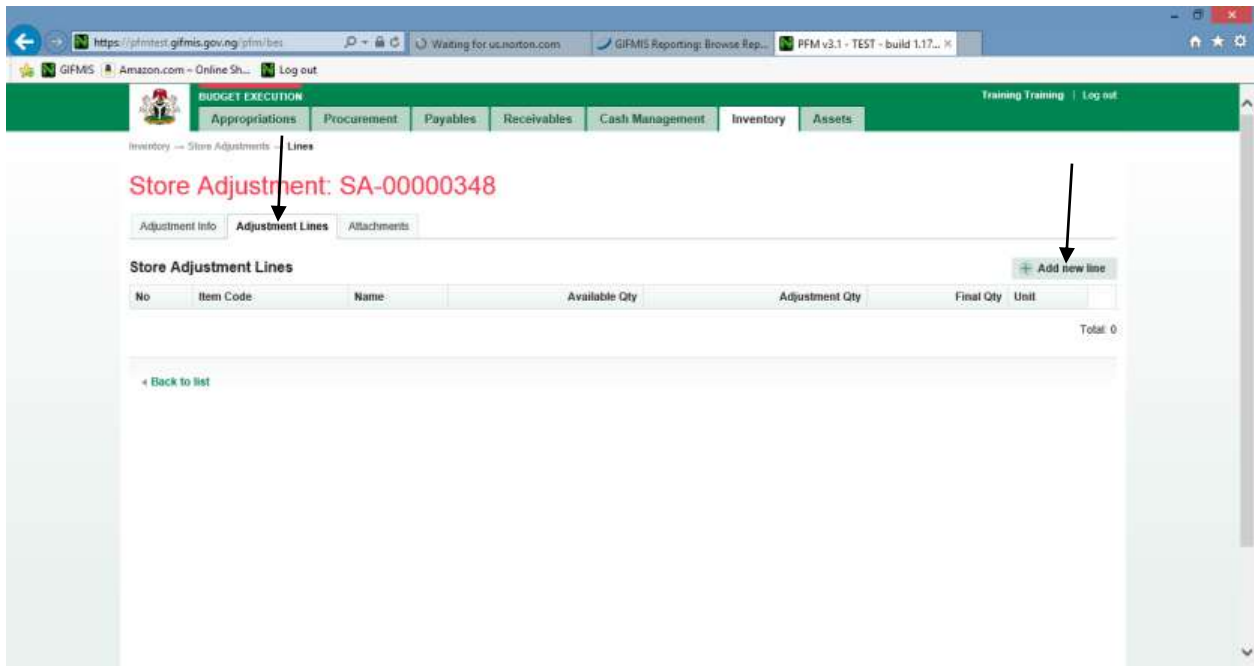
(fig:93)

Select the store where the item is and save



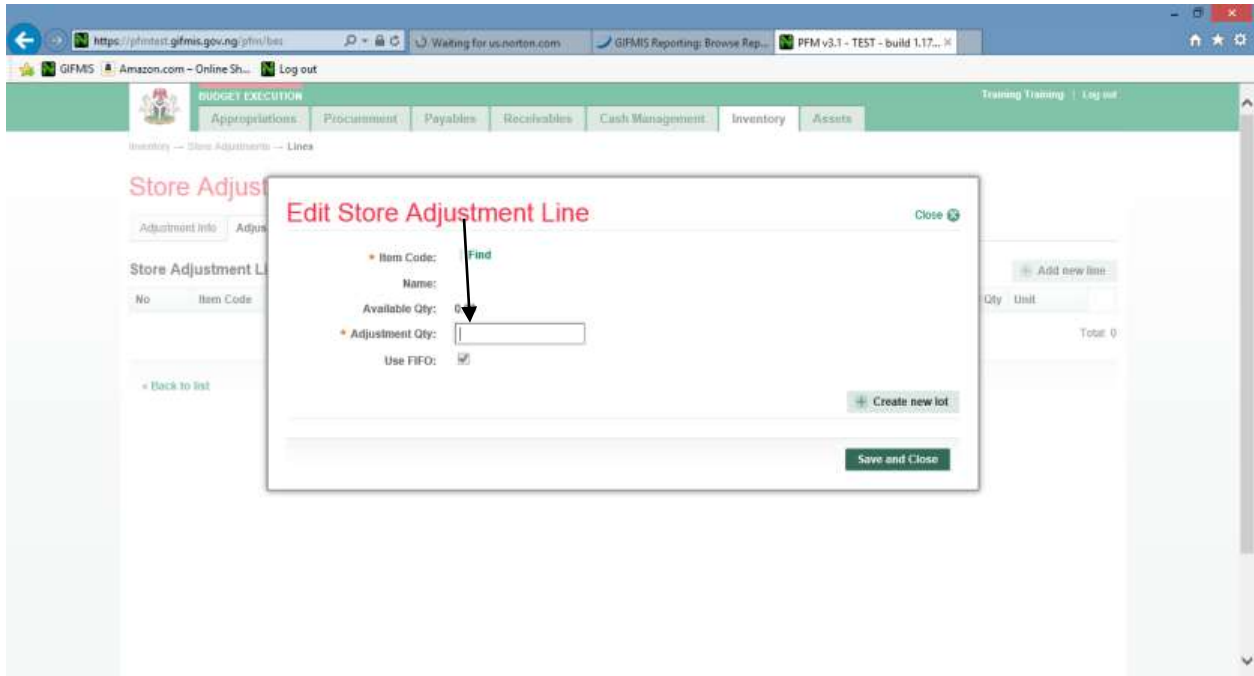
(fig:94)

Click on store adjustment line and add new line



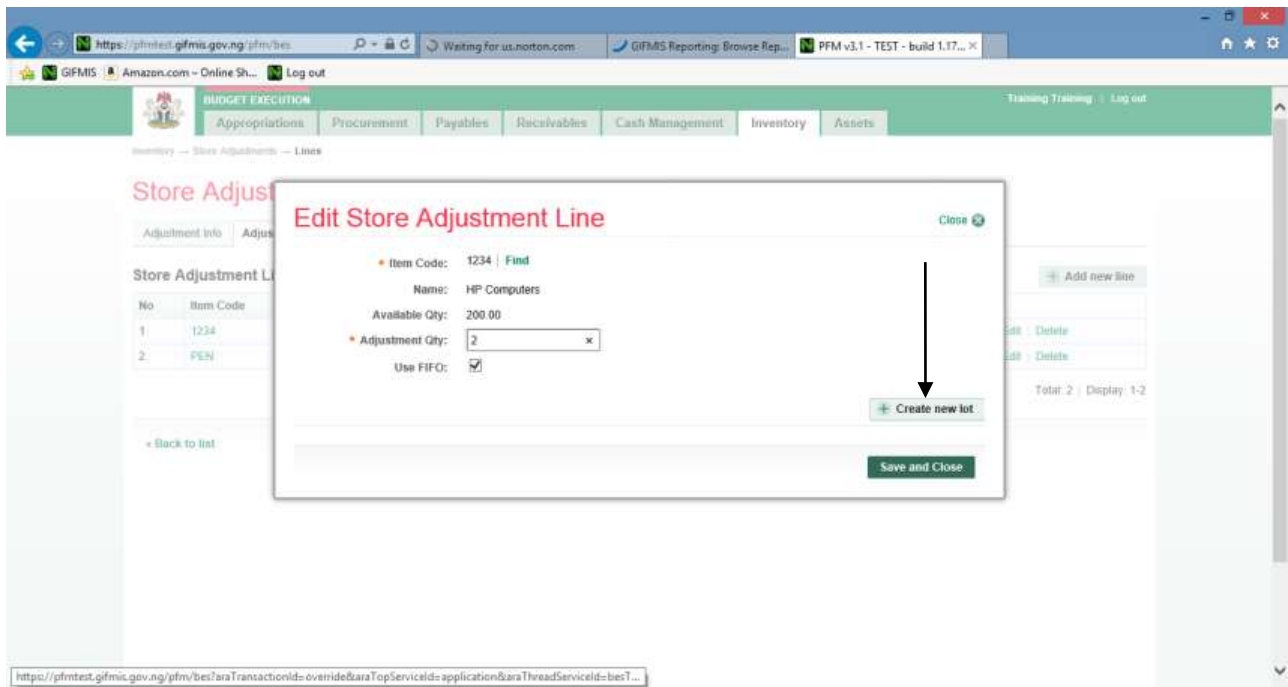
(fig:95)

Input the adjustment quantity



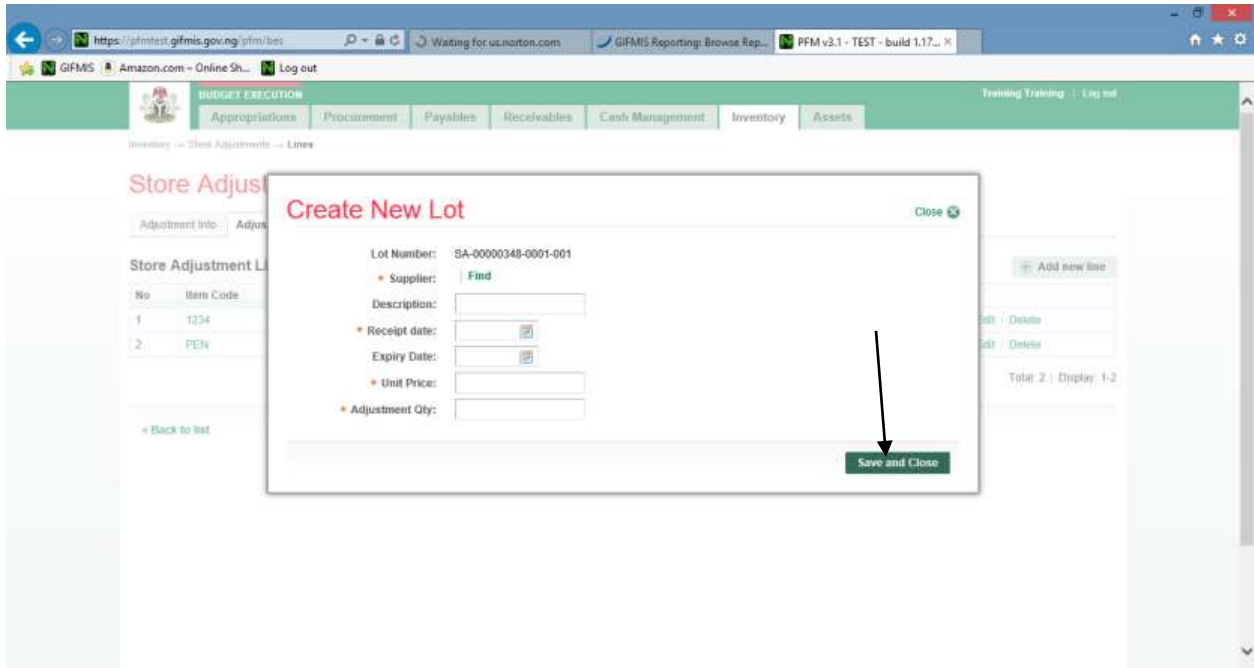
(fig:96)

You can also create a new lot



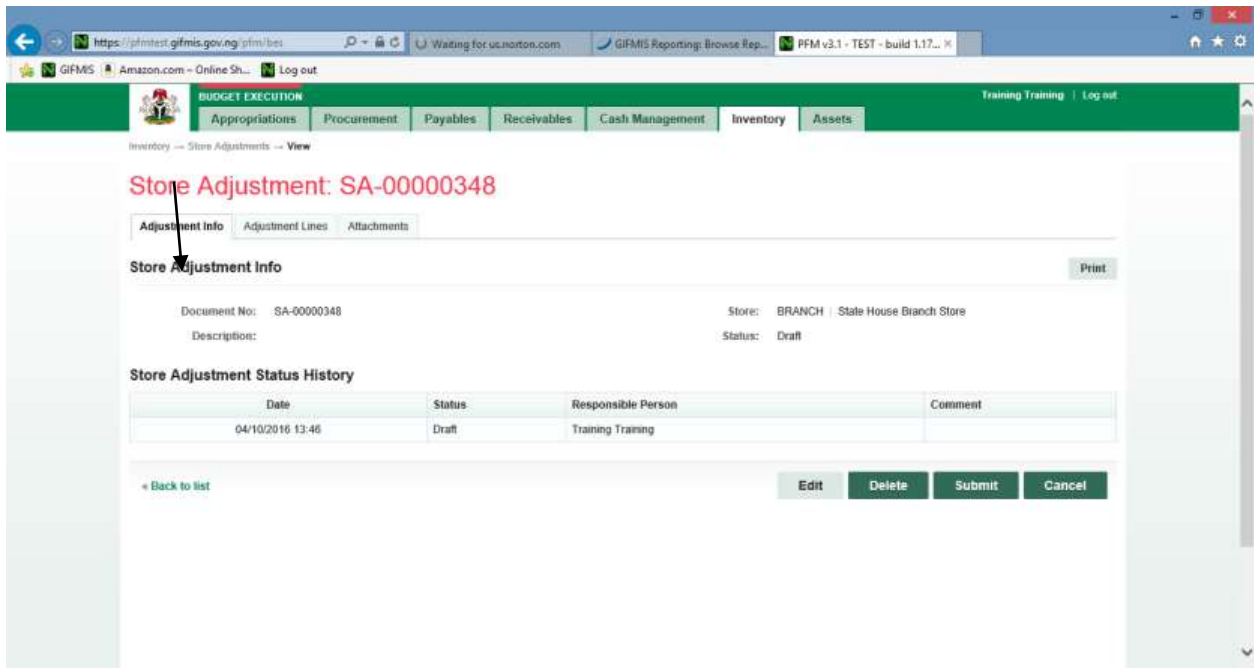
(fig:97)

Save and close the adjustment line



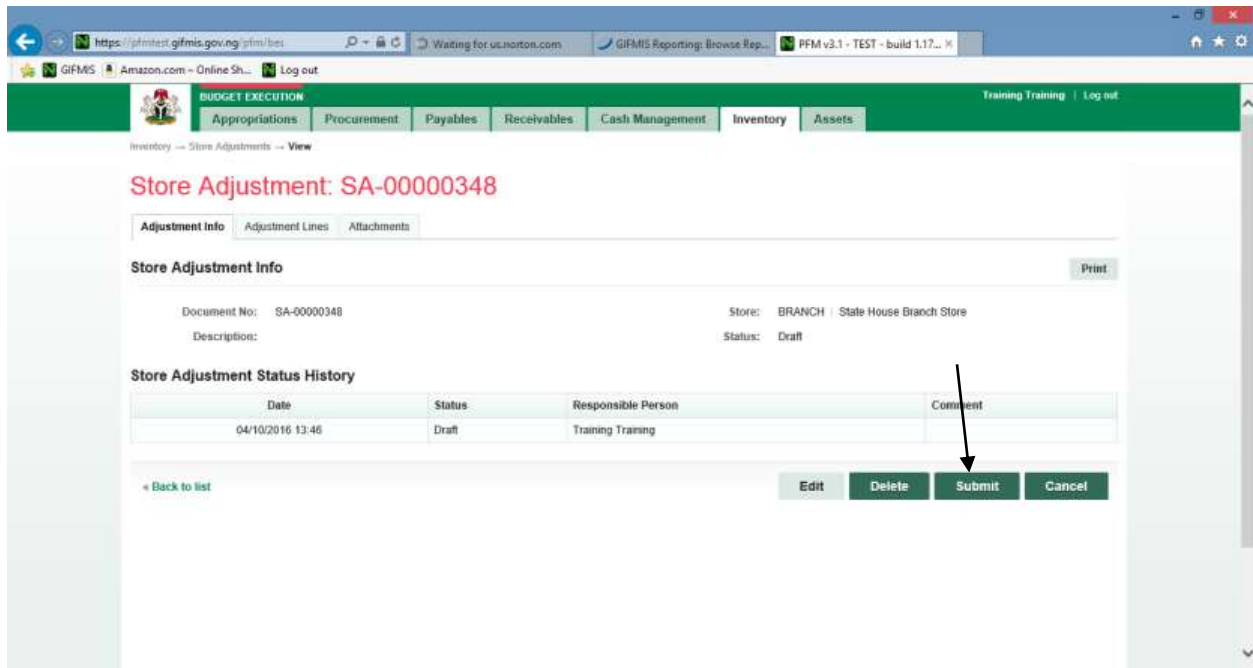
(fig:98)

Submit store adjustment from the adjustment info



(fig:99)

Click on submit button to submit the Store Adjustment

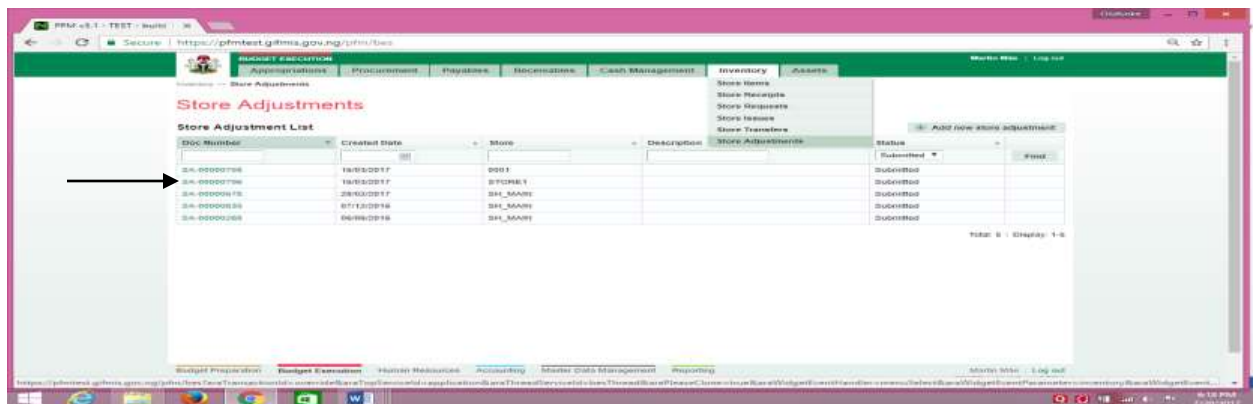


(fig:100)

6.4.2 REVIEWER STORE ADJUSTMENT

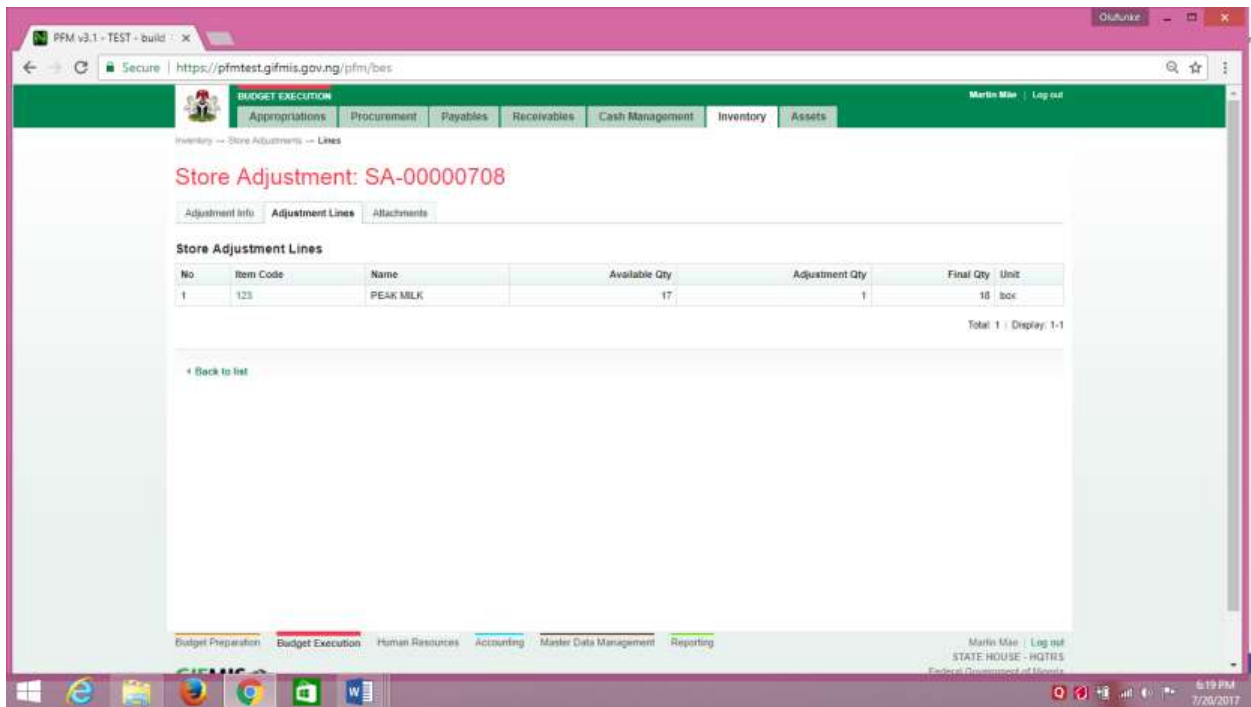
To review the submission of the Desk Officer, the Reviewer logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Adjustment.

Note: The reviewer can only review "Submitted" items.



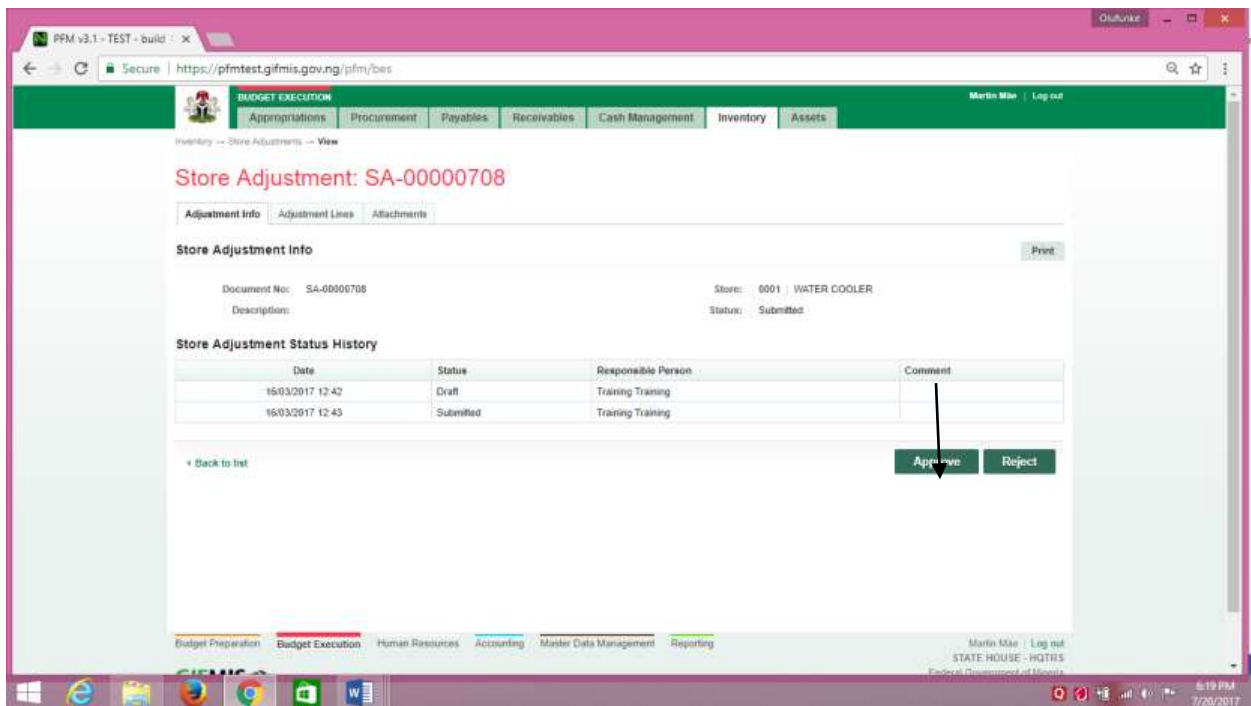
(fig:101)

Click on store Adjustment line to confirm the items to be adjusted.



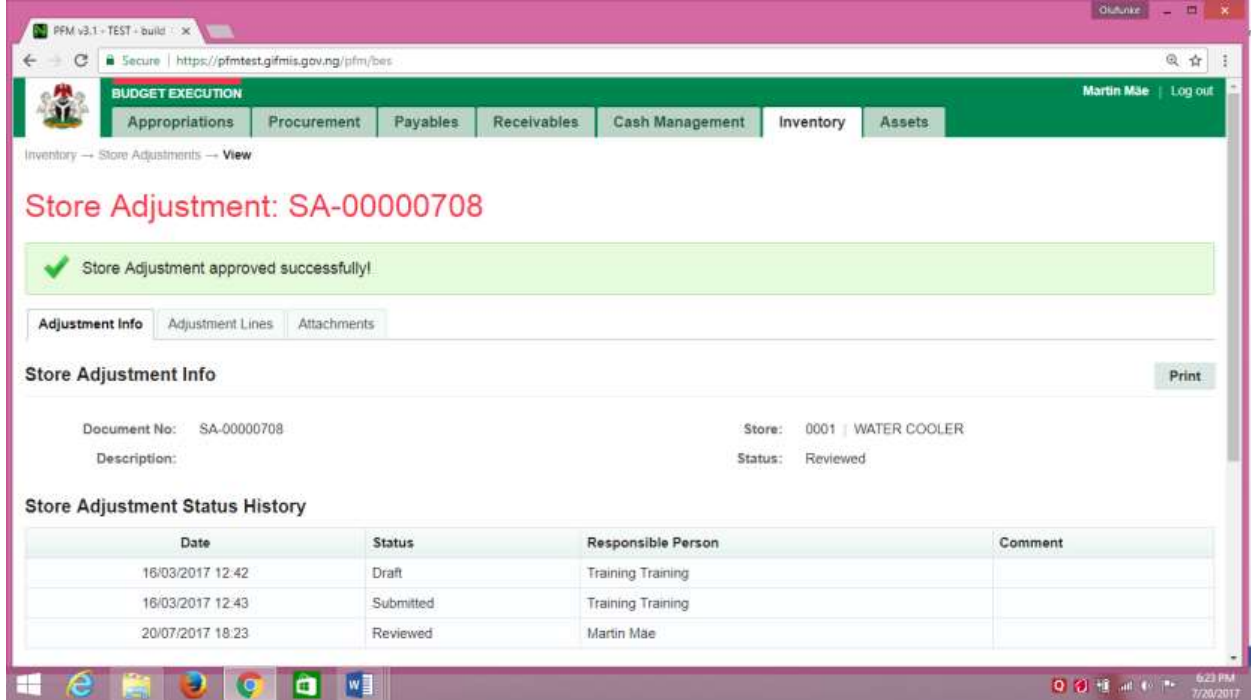
(fig:102)

Go back to Adjustment info to approve the adjustment



(fig:103)

If the review is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



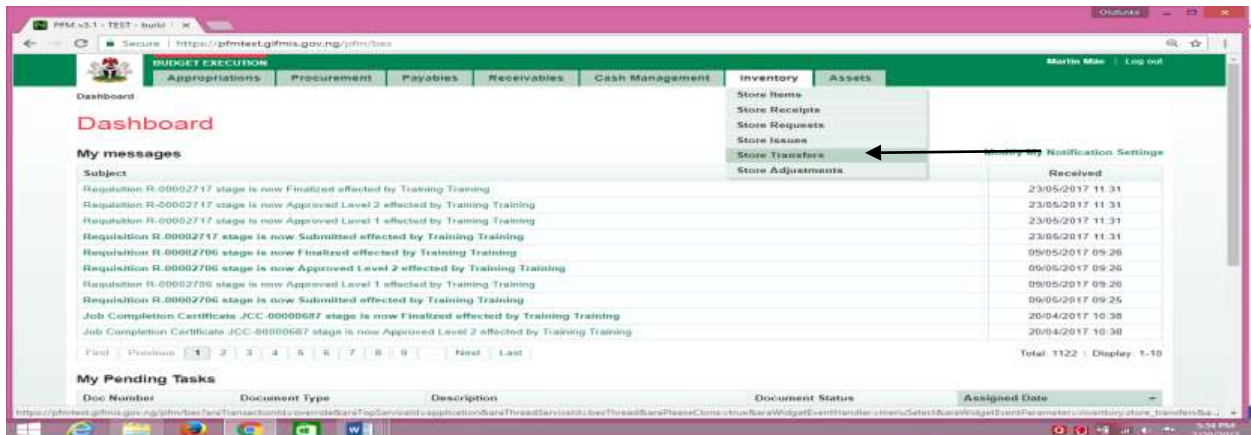
(fig:104)

6.4.3 FIRST APPROVER STORE ADJUSTMENT

The first approver approves the reviewed store adjustment.

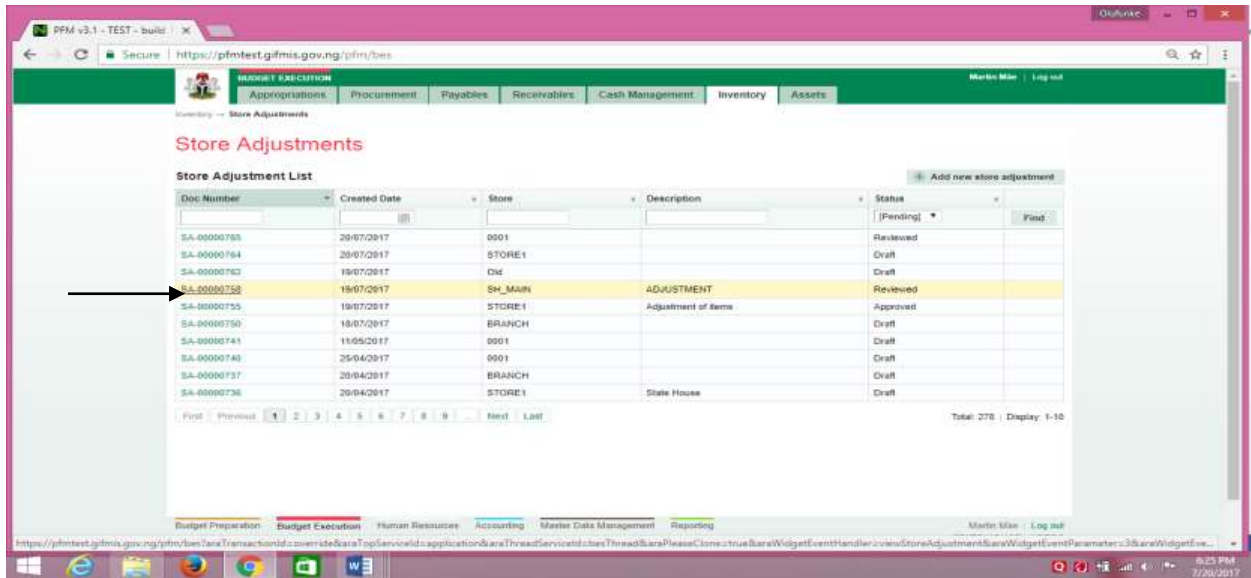
To approve the submission of the Reviewer, he logs into GIFMIS and select from the list of awaiting jobs on the dashboard. However, he can also navigate to Inventory and click on Store Adjustment.

Note: The first approver can only approve “Reviewed” items



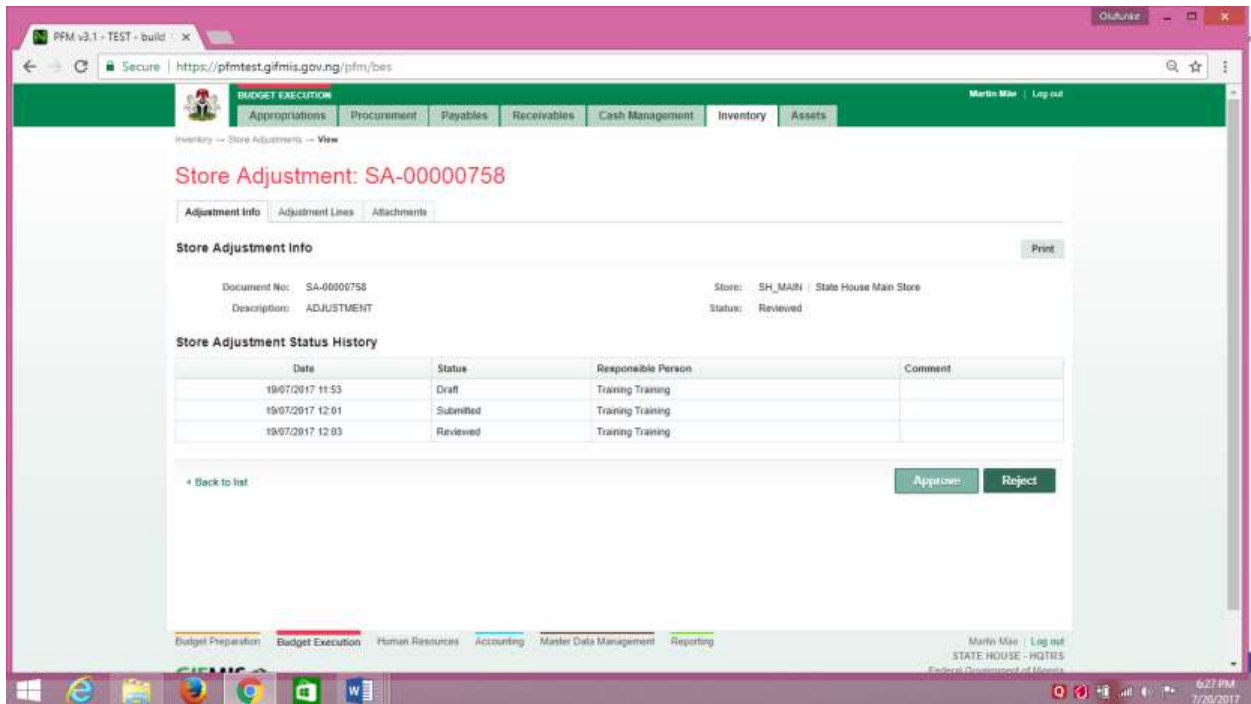
(fig:105)

The Store Adjustment list is displayed. Click on Document Number that he wishes to approve



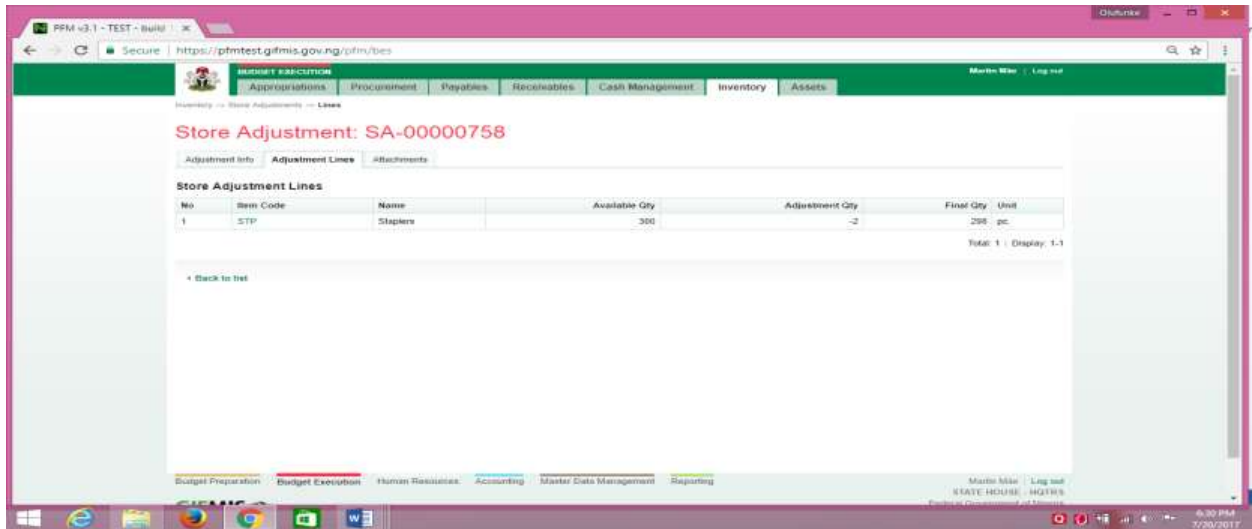
(fig:106)

The page below is displayed



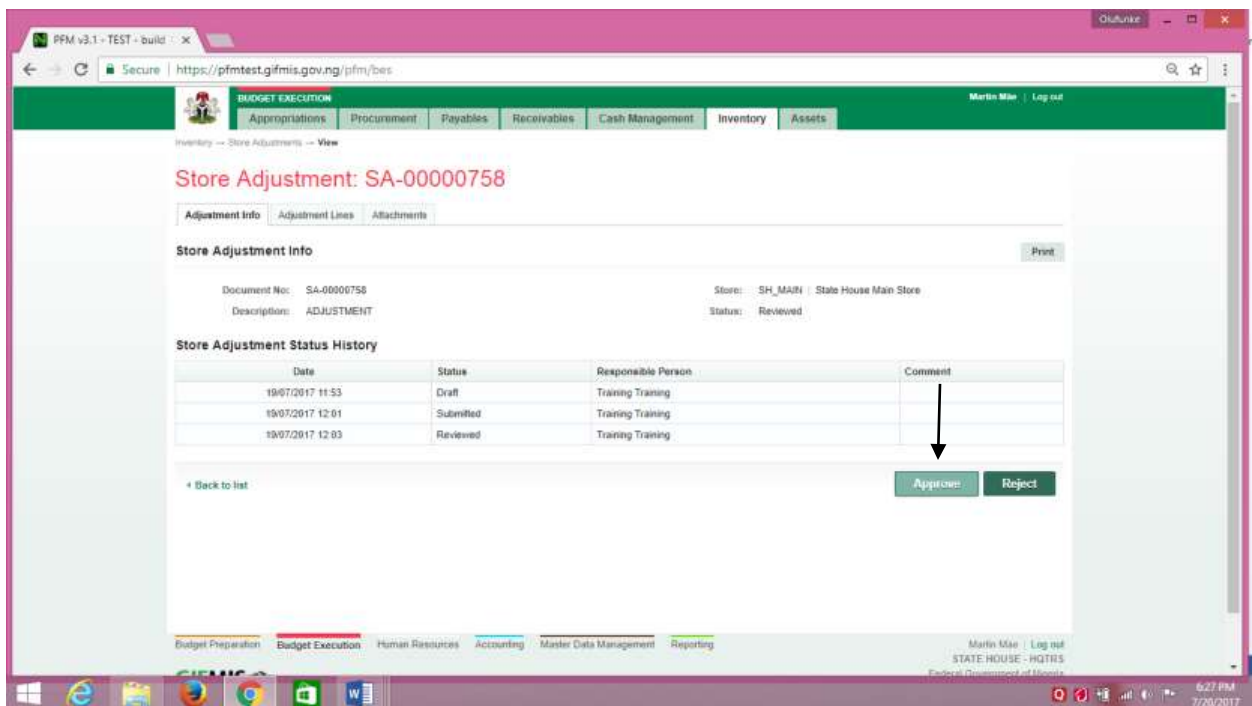
(fig:107)

Approving: This is not just clicking on the 'approve' button. He navigates to and clicks on Adjustment Line to confirm items to be adjusted.



(fig:108)

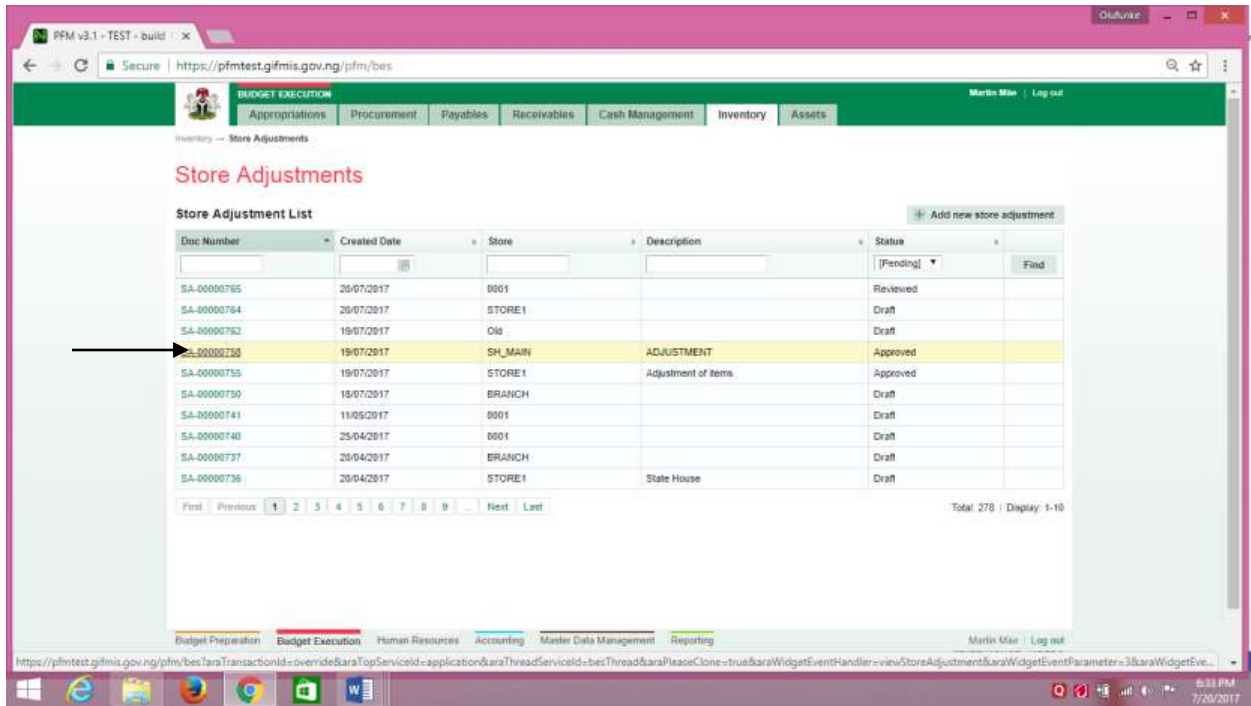
Click on Adjustment Info and click on the 'approve' button to complete the approval process.



(fig:109)

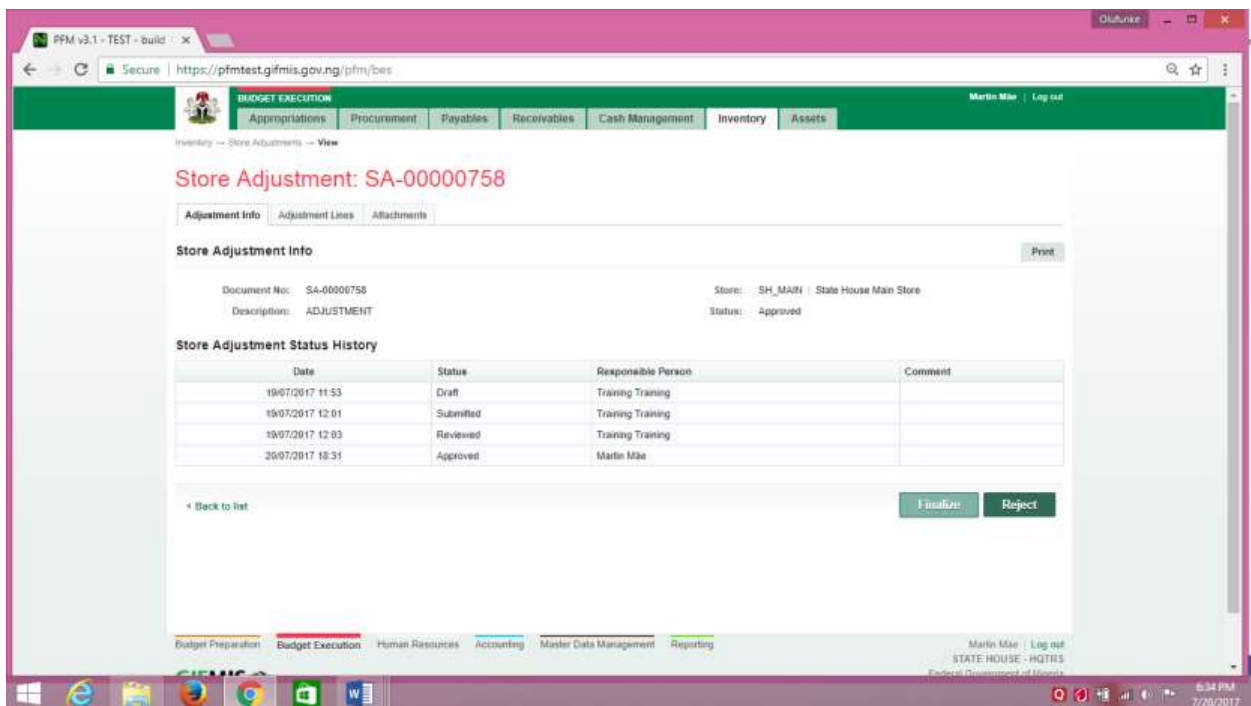
(fig:111)

The Store Adjustment list is displayed. Click on Document Number that he wishes to approve



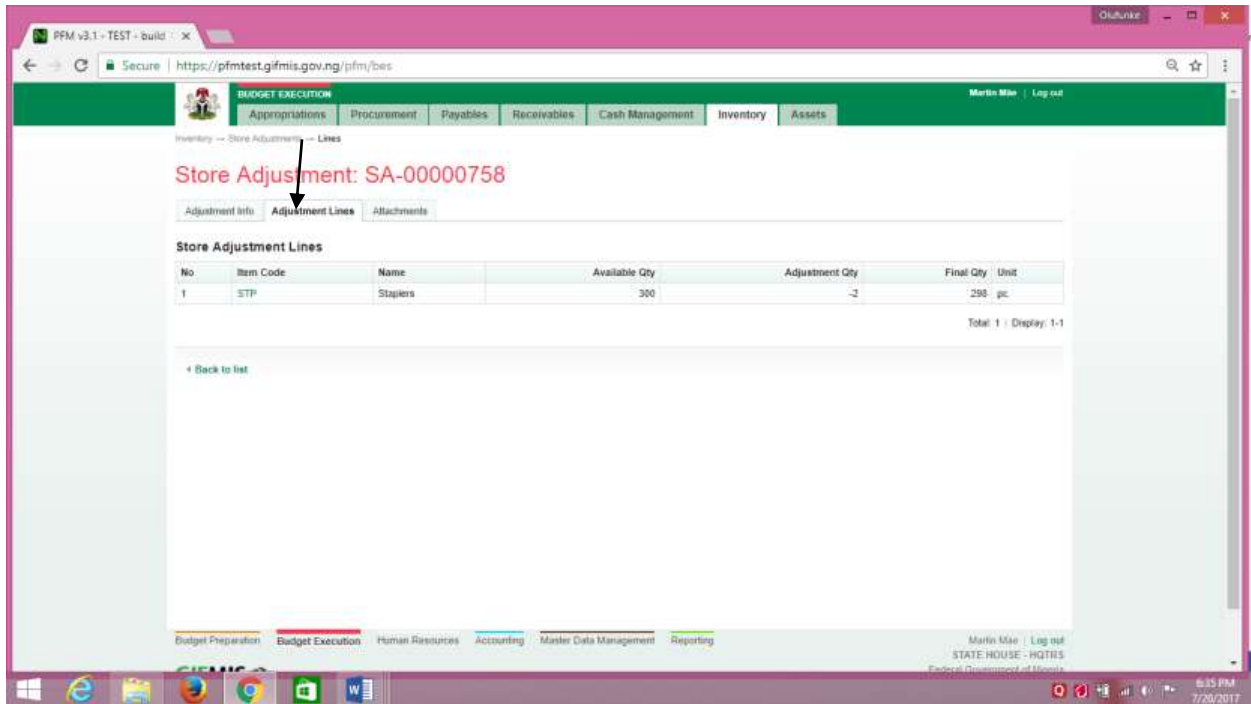
(fig:112)

The page below is displayed



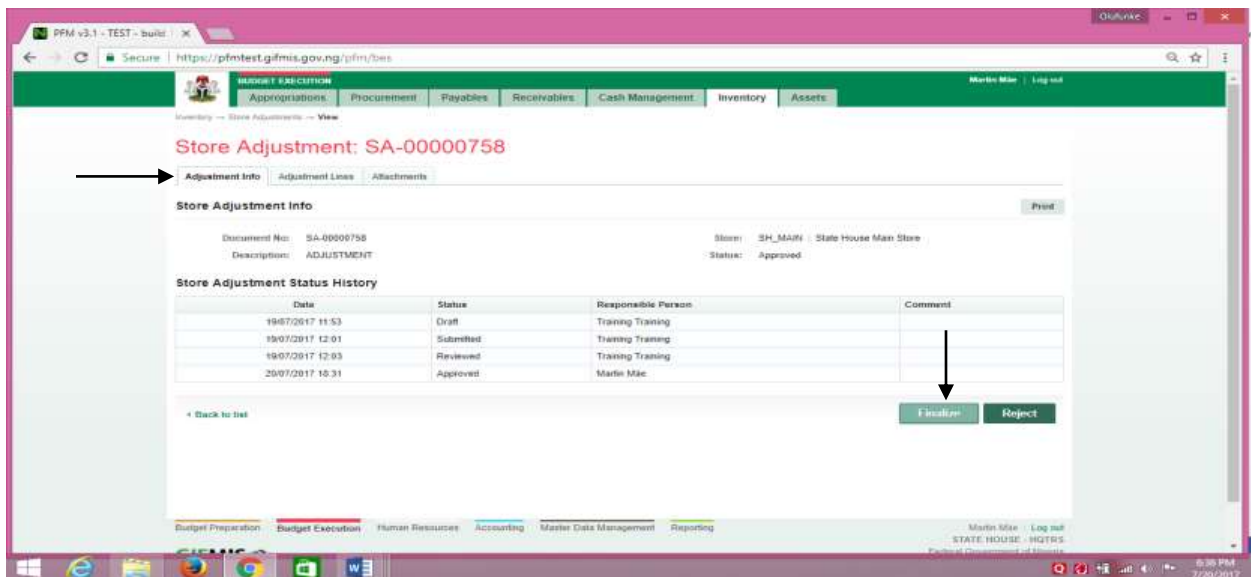
(fig:113)

Finalizing: This is not just clicking on the 'finalize' button. He navigates to and clicks on Adjustment Line to confirm items to be adjusted.



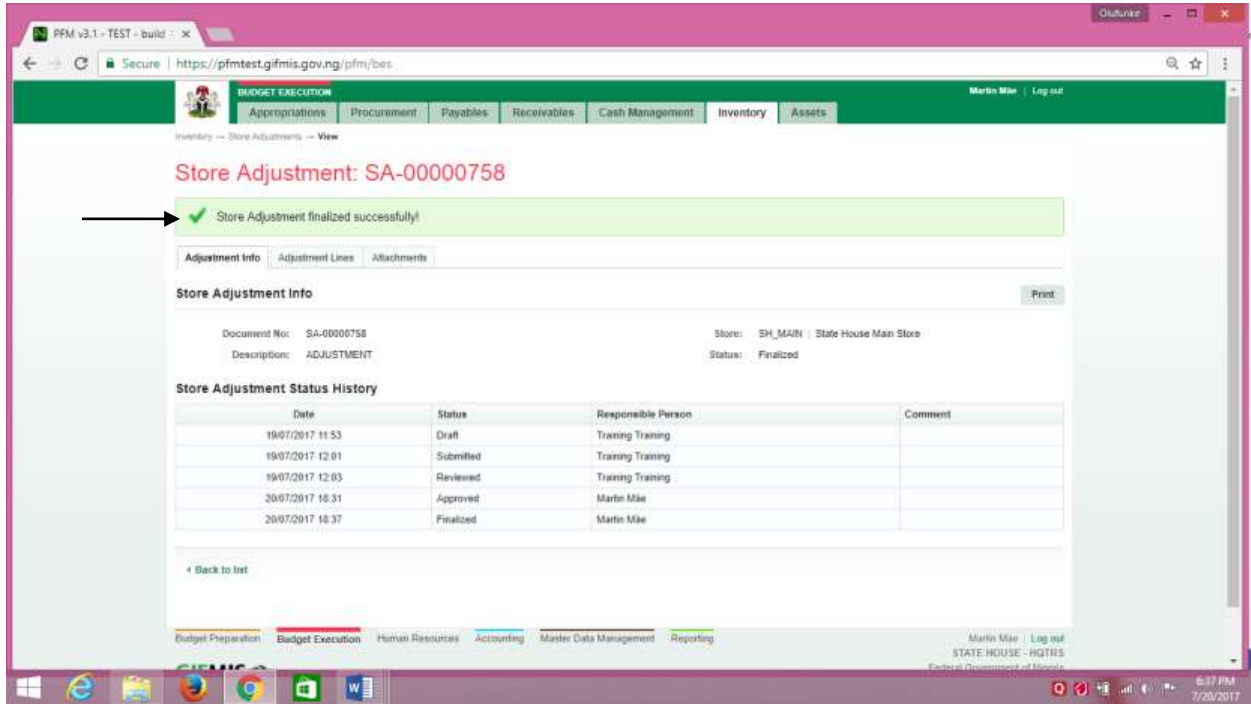
(fig:114)

Click on Adjustment Info and click on the 'finalize' button to complete the finalization process.



(fig:115)

If the finalization is not successful, an error message is displayed with the reason. Otherwise, the success is indicated with the message shown below:



(fig:116)