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.

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100000	repriations Procureme	nt Payables Receivables Cash I	tanagement Inventory Assets	Martin Max Log or		
	ropriations Procureme	or Payables Receivables Cash a	tanagement Inventory Assets	1		
Deenboard			Store Receipts	1		
Dashboar	rd		Store Requests			
Transition and the			Store Issues			
My messages			Store Transfers	Modify My Notification Setting		
Subject			Store Adjustments	Received		
Requisition R-00002	23/05/2017 11:31					
Requisition R-00002	23/05/2017 11:31					
Requisition R-00002	717 stage is now Approved Le	vel 1 effected by Training Training		23/05/2017 11:31		
Requisition R-0000	2717 stage is now Submitted	effected by Training Training		23/05/2017 11:31		
Requisition R 0000	2706 stage is now Finalized a	Rected by Training Training		09/05/2017 09 26		
Requisition R-0002	2796 stage is now Approved	Level 2 effected by Training Training		09/05/2017 09:26		
Requisition R-00082	206 stage is now Approved Le	el 1 effected by Training Training		09/05/2017 09:26		
Requisition R.0000	2706 stage is now Submitted	effected by Training Training		09/05/2017 09:25		
Job Completion Ce	rtificate JCC-00000087 stags	is now Finalized effected by Training Training		20/04/2017 10:38		
Job Completion Cert	Hicate JCC-00000687 stage is	now Approved Level 2 effected by Training Training		20/94/2017 10:38		
Finit Prevtoor	1/2 3 4 6 6 7	8 9 Next Linet		Total 1122 Display 1-1		
My Pending Ta	sks					
Doc Number	Document Type	Description	Document Status	Assigned Date -		
2017-43	Cash Plan	MNCH WEEK PLANNING	Reviewed	19/07/2017 19:03		

(fig:1)

The Store Items list is displayed

Appro	r	Payables Receivables	Cash Management	Inventory	Assets		etim Mile Log out
Store Item Store Items List						+ Add	I new store item
Code	 Item Class 	e Name	= Store		Balance :	Unit	
							Find
123	BEVERAGES	PEAK MILK	Old		0	bex	
123	BEVERAGES	PEAK MILK	BRANCH		200	box	
123	BEVERAGES	PEAK MILK	SH_MAIN		0	box	
123	BEVERAGES	PEAK MILK	STORE1		21	bex	
123	BEVERAGES	PEAK MILK	0001		17	box	
1230tube	FRUIT	Rent item 02	BRANCH		20	ht.	
1230tube	FRUIT	Rent item 02	STORE1		0	ht	
1230tube	FRUIT	Rent item 02	SH_MAIN		10	The	
1230tube	FRUIT	Rent item 02	Old		0	ne	
	FRUIT	Rent item 02	0001		0	Dir.	



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

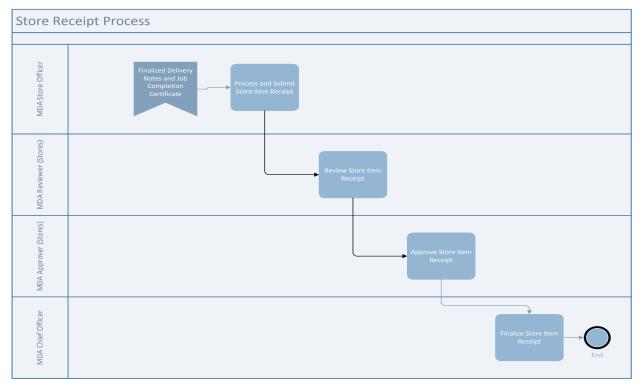
REVIEWER: This User's responsibility is to review store receipt submitted by the desk officer.

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.

	ropriations Procurate	ent Payables Receivables Cash	Aniagement Inventory Assets	Martin Mile Log and					
Dashboa	rd		Store Hanne Store Receipts Store Requests Store Issues						
My messages			Store Transfere	Modify My Notification Settings					
Subsect		Store Adjustments	Nacatived						
Hequismen H-00000	Regulation R-00002717 slage is new Pinal/2ed effected by Training Training 2005/2017 11.31								
Requisition R-00000	23/05/2017 11:31								
Requisition R-8000	2717 stage is now Approved Le	vet 1 effected by Training Training		22/05/2017 11:21					
Requiraition R-000	2217 stage is now Submittee	t attractant by Training Training		23/05/2017 11 21					
Heramention H-0000	22706 stage is new Plautend	effected by Training Training		09/05/2017 00:25					
Requisition R-000	22706 stage is now Approved	Level 2 attrobal by training training		00/06/2017 00 26					
Requirillion R-popul	2798 stage is now Approved Le	vet 1 effected by Training Training		09/06/2017 09:26					
Requisition R 000	12706 stage is now Submitted	seffected by Training Training		09/05/2017 09:25					
Job Completion Co	ertificata JCC 0000087 stage	is now Finalizant effected by Training Training		20/04/2017 10:38					
Job Cempletion Cer	tilicate JCC-00000687 stage to	noise Approved Level 2 affected by Training Training		20/04/2017 10.38					
Paul Processor (1 2 3 4 5 6 7 6 9 - Manut Last									
My Pending Ta	sks								
Doc Number	Document Type	Description	Document status	Assigned tiate -					
2017-43	Cash Plan	MINCH WEEK PLANNING	Reviewed	19/07/2017 19:03					

(fig:3)

Click on the Document number

1446	EXECUTION					100000000				Training	Trainin	ng Log out
Appro	opriations Pr	ocurement	Payables	Receiva	ibles Cash N	lanageme	ent Inventory	Assets				
Inventory - Store Recei	eipts											
Store Receipt Lis	st ▼ Receipt Dat	le +	Delivery Note		Supplier TIN		Supplier Name		= 5	tatus		
		2		1	1.00				I	(Pending) •		Find
SRC-00000455	22/09/2016		DN-00001512		000-0001		MUSA YUSUF & C	O. LTD.	0	iraft		
SRC-00000454	22/09/2016		DN-00001506		000-0001		MUSA YUSUF & C	O.LTD.	۵	iraft		
SRC-00000453	22/09/2016		DN-00001505		000-000002		888		E	raft		
SRC-00000452	21/09/2016		DN-00001502		000-0001		MUSA YUSUF & C	O. LTD.	S	ubmitted		
SRC-00000451	20/09/2016		JCC-00000424		000-0007		DDD		C	iraft		
SRC-00000450	20/09/2016		DN-00001497		00386534-0001		UNITED MOTORS	NIGERIA LTD	0	iraft		
SRC-00000448	19/09/2016		DN-00001493		01381889-0001		MEK SYNERGY LT	D	C	Haft		
SRC-00000439	31/08/2016		DN-00001469		00386534-0001		UNITED MOTORS	NIGERIA LTD	C	irait		
SRC-00000438	08/08/2016		DN-00001464		000-000002		BBB		C	raft		
SRC-00000437	10/08/2016		DN-00001466		000-0001		MUSA YUSUF & C	O.LTD.	C	iraft		
First Previous 1	2 3 4 5	6 7	8 9 _ Ne	xt Last						Total: 2	260 D	isplay: 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

	Appropriations	Procurement Payables Receivables	s Cash Management	Inventory	Assets		
Inventor	$y \rightarrow \text{Store Receipts} \rightarrow \text{Lines}$						
Sto	re Receipt: S	SRC-00000455					
010	re neocipi. e	5100-00000400					
Rece	ipt Info Receipt Lines	Attachments					
Store	Receipt Lines						
No	Item Code	Name	Quantity	Unit	Price	Amount	Store
1	PANASONIC	Panasoic a c coolers	2.00	pc.	315.00	630.00	Old
2	PAP 100	PRINTING PAPER	2.00	box	315.00	630.00	Old
						Int	al: 2 Display: 1-2
- Ba	ck to list						

(fig:5)

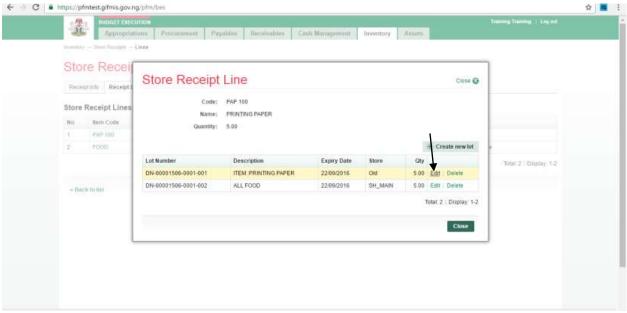
The page below opens

Store Receip	Store Receipt	Line				Close 🚱		
Store Receipt Lines	Code: PANASONIC							
No Item Code	Name;	Panasoic a cloolers 2.00					Amount Store	
1 PANASONIC 2 PAP 100					+ 0	create new lot	630.00 Old 830.00 Old	
	Lot Number	Description	Expiry Date	Store	City		Total 2 Display	112
« Elock to Ret	DN-00001512-0002-001	ITEM Panasoic a c coolers		Old	2.00 Edi Total	1 Display 1-1		
						Close		
						-	1	



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

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



Click on Create New Lot

Appropriatio		ables Receivables Ca	sh Managamant	Inventory	Assets			
Normany State Recepti L								
Store Recei	Store Receipt	Line				Close 😵	1	
Store Receipt Lines	Code: Name:							
No Item Code		PRINTING PAPER 5.00						
1 PAP 100						L		
2 F000					+ 0	reate new lot	-	
	Lot Number	Description	Expiry Date	Store	Qty		Tutal 2 Display 1/2	
	DN-00001506-0001-001	ITEM PRINTING PAPER	22/09/2016	Old	5.00 <u>Edit</u>	Delete	a comparent presidente a re-	
+ Back to Byt	DN-00001508-0001-002	ALL FOOD	22/09/2016	SH_MAIN	5.00 Edit	Delete		
					Total	2 Display: 1-2	_	
						Close	_	
						Cause		

(fig:8)

Click on Close, click on Receipt Info and submit.

2.2.2 SUBMITTING STORE RECIEPT

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

€ ⇒ C ∎	https://pfmtest.gifmis.gov.ng/pfm/l	bes									4	
	BUDGET EXECUTION Appropriations Inventory Store Recepts View	Procurement	Payables Re	aceivables	Cash Management	Inventor	y Asse	ts	Traini	ng Training Log out		
	Store Receipt: S		0454									
	Store Receipt Info									Print		
	Document No: SRC-00 Receipt Date: 22/09/20 Description: Store Issue Status History	016				Supplier:	DN-0000150 000-0001 Draft	06 MUSA YUSUF &	CO.LTD			
	Date		Status	R	esponsible Person				Comment			
	22/09/2016 10:	D1	Drat	Tr	aining Training							
	« Back to list						Edit	Delete	Submit	Cancel		
(fig:9)												

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

C 🔹	https://pfmtest.gifmis.gov.n	j/pfm/bes						☆ 📕	
	Appropriat		les Receivables	Cash Management	Inventory Asset				
	Browney -+ Shre Hatrats -+ 1								
	Store Recei	Submit Store	eceipt			Close 🚱			
	Store Receipt Info	Comments:					Print		
	Document No: Receipt Date: Description:								
	Store Issue Status F								
	22/08/				Su	tunit Store Receipt			
	« Bock in Bat				Edit	Delete 1	ubmit Cancel		
ig:10)									

Store Receipt is submitted successfully!

Secure https://pfmtest.gifmis.gov.ng/pfm	n/bes		
Appropriations Process	ement Payables Rece	ivables Cash Management Inventory Assets	Martin Mile 1.og out
Store Receipt: SRC-	00000631		
Store Receipt submitted successi	fullyl		
Receipt Info Receipt Lines Attachment	La		
Store Receipt Info			Print
Document No: SRC-00000631 Receipt Date: 17/04/2017 Description: Publications		Delivery Note: DN-00002163 Suppliar: 00000197-0001 / LIMTED Status: Submitted	JOFA PRINTING AND PUBLICITY COMPANY
Store Issue Status History			
Date	Status	Responsible Person	Comment
17/04/2017 10:49	Draft	Training Training	
20/07/2017 11:30	Submitted	Martin Mae	
20/07/2017 11:35	Rejected	Martin Mae	a
20/07/2017 11:37	Submitted	Martin Mae	
20/07/2017 11:39	Rejected	Martin Mae	885
20/07/2017 11:49	Submitted	Martin Mae	

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.

	EXECUTION			Marine Marr Log and					
A DECK OF A DECK	printices Procurement	Payables Hanaiyables Cash Manage	ment Inventory Assets						
Dashboard			Store Nema	1					
			Store Receipts						
Dashboar			Store Requests						
12010303-010002			Store Insues	Modify My Nonfication Settings					
My messages			Store Transfers Store Adjustments	Modify My Bootscation withings					
Bubblet		22/05/2017 11 31							
Requisition R-000027	Mon R-0002217 stage is now Finalized effected by Training Training								
Requestion H-000027	17 stage is now Approved Level 2	23/05/2017 11:31							
Requisition R-000027	7 stage to now Approved Level 1	23/05/2017 11:31							
Requisition R-00002	117 stage is now Butenmed effec	ted by Training Training		23/05/2017 11:31					
Requisition R-00002	196 stege is now Finalized effect	ed by Training Training		09/05/2017 09:26					
Requisition R 00002	(99 stage is now Approved Love	2 effected by Training Training		09/05/2017 09:29					
Requisition R-000022	of stage to now Approved Level 1	effected by Trauning Training		09/05/2017 09:20					
Requisition R 00002	100 stage is now Substituted effect	and by Training Training		06/05/2017 09/29					
Job Completton Cert	BCate JCC-00000687 stage is re	w Finalized effected by Training Training		20/04/2017 10:38					
Job Completion Centr	care JCC-60000687 stage is now	sportived Level 2 effected by Training Transing		20/04/2017 10:38					
First Pressure 1	2131415 6 7 8	9 Next Last		Total: 1122 Dominy: 1-10					
My Pending Task	1 8								
Doc Number	Document Type	Description	Document Status	Assigned Date -					
1009174196	Payment Batch	CAR	Draft	20/07/2017 11:45					

(fig:12)

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

Store Re			cur	ement Payat	bles	Receivables	C	ash Management Inventory Assets						
Store Receipt										tatus				
Doc Number	- 10	eceipt Date	•	Delivery Note		Supplier TIN		Supplier Name		Pending]		1	Find	
SRC-00000655		9/07/2017		DN-00002213		00020147-0001		ROFASY NIGERIA LTD		raft			Callo .	
SRC-00000655		W07/2017		DN-00002213		00020147-0001		ROFASY NIGERIA LTD		rafi				
SRC-00006645		7/06/2017		DN-00002208		000-000002		BEB STATE		raft				
SRC-00000645		8/07/2017		DN-00002199		02577982-0001		OTTIS COMPUTERS LIMITED		raft				
SRC-00000644		1/06/2017		DN-00002198		000-0001		MUSA YUSUF & CO. LTD.		raft				
SRC-00000642		0/06/2017		DN-00002195		000-0001		MUSA YUSUF & CO. LTD.		raft				
SRC-00000641	31	0/04/2017		DN-00002192		03167216-0001		CHAMAKASHI NIGERIA LIMITED		raft				
SRC-00000648	01	9/06/2017		DN-00002190		000-0001		MUSA YUSUF & CO. LTD.	D	raft				
SRC-00000638	22	2/05/2017		DN-00002184		000-000001		SUPPLIER NAME	D	raft				
SRC-00000631	17	7/04/2017		DN-00002163		00000197-0001		JOFA PRINTING AND PUBLICITY COMPANY LIMITED	S	bettimdu				
			6	7 8 9 _	N	ed Last		JORN PRIMINES AND PUBLICHY COMPANY LIMITED	S		at 2	31	Display: 1-10	

(fig:13)

This page is displayed

	executions Procuren	ent Payables Rece	vables Cash Management Inventory A	Martin Mär 1.og nul ISSEIS
Inventory Stow Recei	pts View			
Store Rec	eipt: SRC-0	0000631		
Receipt Info Rec	ceipt Lines Attachments			
Store Receipt In	fo			Print
Receipt De Descripti	ate: 17/04/2017 on: Publications		Supplier: 0000015 LIMITED Status: Submitte	
Store Issue Stat	us History			
Store Issue Stat	us History Date	Status	Responsible Person	Comment
	Sec. 1997 (1	Status. Draft	Responsible Person Training Training	Comment
17	Date			Comment
17	Date /04/2017 10:49	Draft	Training Training	Comment d
17 20 20	Date /04/2017 10:49 /07/2017 11:30	Draft Submitted	Training Martin Mae	
17 20 29 20	Date 104/2017 10:49 107/2017 11:30 107/2017 11:35	Draft Submitted Rejected	Training Martin Mae Martin Mae	

(fig:14)

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

< - > C .	https://pl	fmtest.gifmis.gov.ng/pf/	1//bes									☆	
	1	Appropriations	Procurement	Payables	Receivables	Cas	h Management	Inventory	Assets	10	ining Training Log out		
		y Share Receipts Lines	Crocurement	(ayantes	TUCUTUUTU	-5-84	or management	inventory	Planats				
	Sto	re Receipt:	SRC-0000	00454									
		Receipt Lines											
	No	Item Code	Name		Qu	antity	Unit	Price	Amount	Store			
	1	PAP 180	PRINTING PAPER			5.00		21.00	105.00				
	2	FOOD	ALL FOODS			5.00	LOT	10.50	52.50	State House Main Store			
											Total: 2 Display: 1-2		
	+ Ba	ck to list											
(6) (-)													
(fig:15)													

12

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

BUDGET EXECUTION Appropriations Procur			Martin Mar Log out
Transported and the second	ement Payables Rec	olvables Cash Management Inventory Assets	
Inventory Silone Receipte View			
Store Receipt: SRC-	00000631		
Receipt Info Receipt Lines Attachment	te .		
Store Receipt Info			Print
Document No: SRC-00000631		Delivery Note: DN-00002163	
Receipt Date: 17/04/2017		요구 아이들은 것은 것을 것을 못했다.	JOFA PRINTING AND PUBLICITY COMPANY
Description: Publications		LIMITED	
		Status: Submitted	
Store Issue Status History			
Date	Status	Responsible Person	Comment
17/04/2017 10:49	Draft	Training Training	
20/07/2017 11:30	Submitted	Martin Mae	
20/07/2017 11:35	Rejected	Martin Mäe	<i>a</i>
20/07/2017 11:37	Submitted	Martin Mae	
20/07/2017 11.39	Rejected	Martin Mée	058
20/07/2017 11:49	Submitted	Martin Mae	
			+
			Approve Reject

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

BUILDER F LECULION Appropriations Procurement Payables Cash Management Inventory Assets Inventory - Store Receipt approved successfully! - Store Receipt approved successfully! - Store Receipt Info - Store Receipt Info
Store Receipt: SRC-00000148
Receipt Info Receipt Lines Attachments Store Receipt Info Description Description: DN-0000300 Description: SRC-0000148 Description: DN-0000300 Receipt Date: 18/09/2015 Supplier: 00172882-0001 SAMSUNG NIGERIA LIMITED Description: Coffee(Josh) Status: Reviewed
Store Receipt Info Document No: SRC-00000148 Delivery Note: DN-00000309 Receipt Date: 18/08/2015 Supplier: 00172882-0001 SAMSUNG NIGERIA LIMITED Description: Coffee(Josh) Statua: Reviewed
Document No: SRC-00000148 Delivery Note: DN-00000300 Receipt Date: 18/08/2015 Supplier: 00172882-0001 SAMSUNG NIGERIA LIMITED Description: Coffee(Josh) Status: Reviewed
Receipt Date: 18/08/2015 Supplier: 00172882-0001 SAMSUNG NIGERIA LIMITED Description: Coffee(Josh) Status: Reviewed
Description: Coffee(Josh) Status: Reviewed
Stave Jacus Status History
atore issue atatus history
Date Status Responsible Person Comment
18/08/2015 14/22 Draft Martin Mae
23/11/2016 12 19 Submitted Training

(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

	stext.gifmi4.gov.rsg/pfm/bea			CONTRACTOR OF THE OWNER					
	execution Procurement	Payables Receivables Cash M	inagement Inventory Assets	Martin Mile 1. Log and					
and a second sec	opennons reocurament	Payables Receivables Coon M.	Store fierns						
Dashboard			Store Receipts						
Dashboar	d		Store Requests						
			Store Issues						
My messages			Store Transfers	Modify My Notification Settings					
Subject		Received							
Requisition B-000627	equilition 8-00082717 stage is now Finalized of the Training Training								
Requisition R-000027	suntiilin R-00002717 stage is now Approved Level 2 effected by Training Training								
Requisition R 000827	17 stage is now Approved Level 1	23/05/2017 11:31							
Requisition R-00002	717 slage is now Submitted offer	tod by Training Training		23/05/2017 11:31					
Requisition R 00002	706 stage is now Finalized effect	ed by Training Training		09/05/2017 09:26					
Requisition R-00002	706 stage is now Approved Level	2.offected by Training Training		00/05/2017 09:26					
Requisition R-000027	05 stage is now Approved Level 1	effected by Tiaming Tiaming		09/05/2017 09:25					
Requisition R-00002	706 stage is now Submitted effect	and by Training Training		00/05/2017 09:25					
Job Completion Cer	uBcate JCC-0000087 stage is ne	w Pinalized effected by Training Training		20/04/2017 10:38					
Job Completion Cettin	Isalia JCC-00000887 stage in http:/	Approved Level 2 effected by Training Training		20/04/2017 10:38					
(Part Pristant =	[]2]3]4]5]8[T]8	I II Next Last		Yotal: 1122 Display: 1-10					
My Pending Tas	ks								
Doc Number	Document Type	Description	Document Status	Assigned Oats -					
1000124196	Payment Batch	CAR	Draft	20/07/2017 11:45					

(fig:18)

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

Store R	Receip	ta .	urement Paya	bles	Receivables	0	ash Management Inventory Assets			
Store Receip	t Lis	t								
Doc Number		Receipt Date	+ Delivery Note		Supplier TIN		Supplier Name :	Status		
		1						(Pending) ·	F	Find
SRC-00000655		19/07/2017	DN-00002213		00020147-0001		ROFASY NIGERIA LTD	Draft		
SRC-00000649		19/07/2017	DN-00002209		00020147-0001		ROFASY NIGERIA LTD	Draft		
SRC-00000648		07/06/2017	DN-00002189		000-000002		888	Draft		
SRC-00000645		08/07/2017	DN-00002199		02577902-0001		OTTIS COMPUTERS LIMITED	Draft		
SRC-0000644		21/06/2017	DN-00002198		000-0001		MUSA YUSUF & CO. LTD.	Draft		
BRC-00008642		20/06/2017	DN-00002195		000-0001		MUSA YUSUF & CO. LTD.	Draft		
BRC-00000641		30/04/2017	DN-00002192		03167216-0001		CHAMAKASHI NIGERIA LIMITED	Draft		
SRC-00000640		09/06/2017	DN-00002190		000-0001		MUSA YUSUF & CO. LTD	Draft		
SRC-00000638		22/05/2017	DN-00002184		000-000001		SUPPLIER NAME	Draft		
SRC-00000631		17/04/2017	DN-00002163		00000197-0001		JOFA PRINTING AND PUBLICITY COMPANY LIMITED	Reviewed		
First Previous	1	2 3 4 5	8 7 8 9 .	10	tist to			Total: 23	1 Disp	lay. 1-10

This page is displayed

	Appropriations Procure	ement Payables Rece	ivables Cash Management Inventory	Assets	Martin Mile Log out
Inventory - Sile	ne Receipte View				
Store I	Receipt: SRC-	00000631			
Receipt Info	Receipt Lines Attachment	1			
Store Rece	ipt info				Print
	ceipt Date: 17/04/2017 escription: Publications		L	0000197-0001 JOFA PRINTING AND MITED ubmitted	D PUBLICITY COMPANY
Store Issue	e Status History				
Store Issue	e Status History Date	Status	Responsible Person	Comm	ent
Store Issue	or a second contract of the second	Status Draft	Responsible Person Training Training	Comm	ent.
Store Issue	Date			Comm	ent :
Store Issue	Date 17/04/2017 10:49	Draft	Training Training	Comm	ent .
Store Issue	Date 17/04/2017 10:49 20/07/2017 11:30	Draft Submitted	Training Training Martin Mae		ent.
Store issue	Date 17/04/2017 10:49 20/07/2017 11:30 20/07/2017 11:35	Draft Submitted Rejected	Training Martin Mae Martin Mae		ent.

(fig:20)

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

	Appropriations	Procurement	Payables	Receivables	3, 850	Management	Inventory	Assets		
livertas	y Share Receipte Lines									
Sto	re Receipt: 8	SRC-0000	00454							
		Attachments								
reess	internet cares	PROPERTY								
Store	Receipt Lines									
No	Item Code	Name			antity (Price	Amount		
۴.	PAP 100	PRINTING PAPER			5.00 t		21.00	105.00		
2	FOOD	ALL FOODS			5.00 L	101	10.50	62.50	State House Main Store	
										Total: 2 Display: 1-2
+ Ba	ck to list									

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

Appropriations Procur			Martin Mae Log out
The Indiana Supervision Indiana and	rement Payables Rece	vivables Cash Management Inventory Assets	
Inventory — Silve Riscalphe — View			
Store Receipt: SRC-	00000631		
Receipt Info Receipt Lines Attachment	de		
Store Receipt Info			Print
Document No: SRC-00000631		Dalivery Note: DN-00002163	
Receipt Date: 17/04/2017			JOFA PRINTING AND PUBLICITY COMPANY
Description: Publications		LIMITED	
		Status: Submitted	
Store Issue Status History			
Date	Status	Responsible Person	Comment
17/04/2017 10:49	Draft	Training Training	
17/04/2017 10:49			
20/07/2017 11:30	Submitted	Martin Mae	
	Submitted Rejected	Martin Mae Martin Mae	a
20/07/2017 11:30			đ
20/07/2017 11:30 20/07/2017 11:35	Rejected	Martin Mae	d
20/07/2017 11:30 20/07/2017 11:35 20/07/2017 11:37	Rejected Submitted	Martin Mäe Martin Mäe	
20/07/2017 11:30 20/07/2017 11:35 20/07/2017 11:37 20/07/2017 11:39	Rejected Submitted Rejected	Martin Mae Martin Mae Martin Mae	

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

Secure https://pfmtest.gifmis.gov.ng/ph	UN ETTE /		
Appropriations Process			Martin Mile Log out
	rement Payables Rece	ivables Cash Management Inventory As	sets
Inventory Shore Receipts View			
Store Receipt: SRC-	00000148		
Store Receipt approved success	fully!		
Receipt Info Receipt Lines Attachmen	-		
The second second second			
Store Receipt Info			Print
Document No: SRC-00000148		Delivery Note: DN-00000	300
Receipt Date: 18/08/2015			-0001 SAMSUNG NIGERIA LIMITED
Description: Coffee(Josh)		Status: Reviewed	
Diana January Diatana Ultratana			
Store Issue Status History	1 41.010		1.0000000
Date 18/08/2015 14:22	Status Draft	Responsible Person Martin Mae	Comment
23/11/2016 12 19	Sutmitted	Training Training	
2.911/2010 12.19	charge relieved.	comments comments	

(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

	XIEUNON		100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100 - 100	Martin Mile Log and					
Approx	viations Procurement	Payables Receivables Cash Manage	ment Inventory Assets						
Dashboard			Store flema						
and the second second			Store Receipts						
Dashboard	1		Store Requests						
			Store Issues	Modify My Notification Settings					
My messages			Store Transfers Store Adjustments	A REAL PORT OF A REAL PORT					
Subject			store Auforithence	Received					
	r stage is now Finalized effected b			23/05/2017 11 31					
Requilition H-0000271	Requisition H-00002717 stage is now Approved Level 2 effected by Training								
Requisition R-0008271	Requisition R-00002717 stage to new Approved Level 1 effected by Training Training								
Requisition R-000027	Requisition R-00002757 stage is now Setimited effected by Training								
Requisition R-000027	95 stage is now Finalized effecte	d by Training Training		09/05/2017 09:25					
Requisition R-000027	H stage is now Approved Level	2 effected by Training Training		00/05/2017 09:20					
Requisition R-0000270	5 shage is now Approved Level 1 e	Rected by Training Training		09/05/2017 09:28					
Requisition R-000027	6 staps is now Submitted effect	and by Training Training		00/05/2017 09:25					
Job Completing Certif	Scate JCC-0000087 stage is not	e Finalized effected by Training Training		20/04/2017 10:38					
Job Completion Certific	ata JCC-00000587 stage is now A	pproved Level 2 effected by Training Training		20/04/2017 10:38					
First Proteins 4	First Printma [1] 2 3 4 5 8 7 8 8 - Nest Last								
My Pending Task									
Doc Number	Document Type	Description	Document Status	Assigned Date -					
1000124196	Payment Batch	CAR	Draft	20/07/2017 11:45					

(fig:24)

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

Store R	Receip	de	ocia	ement Payal	bles	Receivables	T	Cash Management Inventory Assets					
Store Receip		31											
Doc Number		Receipt Date	.*	Delivery Note	. *	Supplier TIN	.*	Supplier Name	St	atus			
		1						1	0	Pending]	•		Find
SRC-00000655		19/07/2017		DN-00002213		00020147-0001		ROFASY NIGERIA LTD	Dr	alt			
SRC-0000649		19/07/2017		DN-00002209		00020147-0001		ROFASY NIGERIA LTD	Dr	ati			
SRC-00006646		07/06/2017		DN-00002189		000-000002		888	Dr	file			
SRC-00000645		08/07/2017		DN-00002199		02577902-0001		OTTIS COMPUTERS LIMITED	Dr	alt			
SRC-00000644		21/06/2017		DN-00002198		900-0091		MUSA YUSUF & CO. LTD.	Dr	att			
SRC-00000642		20/06/2017		DN-00002195		000-0001		MUSA YUSUF & CO. LTD.	Dr	att			
SRC-00000641		30/04/2017		DN-00002192		03167216-0001		CHAMAKASHI NIGERIA LIMITED	Dr	भा			
SRC-00000640		09/06/2017		DN-00002190		000-0001		MUSA YUSUF & CO. LTD.	Dr	aft.			
SRC-00000638		22/05/2017		DN-00002184		000-000001		SUPPLIER NAME	Dr	att			
SRC-00000631		17/04/2017		DN-00002163		00000197-0001		JOFA PRINTING AND PUBLICITY COMPANY LIMITED	Ap	pevond			
SRC-00000648 SRC-00000638 SRC-00000631	1	09/06/2017 22/05/2017	20	DN-00002190 DN-00002184 DN-00002163	. Ni	000-0001 000-000001		MUSA YUSUF & CO. LTD. SUPPLIER NAME	Dr Dr	aft aft sproved	əl 23	1 D	Rsplay: 1-10

This page is displayed

A4.45 (14)	BUDGET EXECUTION				Martin Mile 1.og out
*		ocurement Payables Rece	eivables Cash Management Inventor	ry Assets	
Inventory -= 1	Slove Receipts View				
Store	Receipt: SR(C-00000604			
	fo Receipt Lines Attach				
Receipt in	no receipi cries Augun	1000.01			
Store Re	ceipt info				Print
D	ocument No: SRC-000006		Delivery Note:	JCC-00000691	
	Receipt Date: 27/02/2017	24		000-000002 888	
	Description: SUPPLY OF	LI PIPERS		Approved	
	Description. Destruction of	COT A PA SANCE -	Addressed .	Children .	
Store Iss	ue Status History				
	Date	Status	Responsible Person	Comment	
	27/02/2017 12:06	Draft	Martin Mae		
	27/02/2017 12:08	Submitted	Martin Mäe		
	27/02/2017 12:08	Reviewed	Martin Mae		
	27/02/2017 12:08	Approved	Martin Mae		
+ Back to	Est			Finalize	Reject
				and the second second	

(fig:26)

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

-	SA Distances and the second									wining Logout
	Appropriations	Procurement	Payables	Receivables	Cash Mana	agement	Inventory	Assets		
Investor										
Oto	Descript: C	DC 000	0454							
310	re Receipt: S	SRC-0001	00494							
Rece	pt Info Receipt Lines	Attachments								
	Receipt Lines									
No	Rem Code	Name		Qu	antity Unit		Price	Amount		
1 2	PAP 100	PRINTING PAPER			5.00 box		21.00	105.00		
2	FOOD	ALL FOODS			5.00 LOT		10.50	52.50	State House Main Store	
									Total	2 Display: 1-2
+ Ba	ok to list									

(fig:27)

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

	GET EXECUTION ppropriations Procurem	rent Payables Recei	vables Cash Management Inventory Assets	Martin Mile Log out
inventory - Silver		and adjustice means	and a second second second second	
Store D	accipt: SBC A	0000604		
Store R	eceipt: SRC-0	0000004		
Receipt Info	Receipt Lines Attachments			
Store Receip	t info			Print
	ent No: SRC-00000604		Delivery Note: JCC-00000691	
	it Date: 27/02/2017 ription: SUPPLY OF A4 PAP		Supplier: 000-000002 BB Status: Approved	18
Store Issue 5	Date Date	Status	Responsible Person	Comment
	27/02/2017 12:06	Draft	Martin Mae	
	27/02/2017 12:08	Submitted	Martin Máe	
	27/02/2017 12:08	Reviewed	Martin Mae	
	27/02/2017 12:08	Approved	Martin Mae	
				Finalize Reject
+ Back to list				
+ Back to list				

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

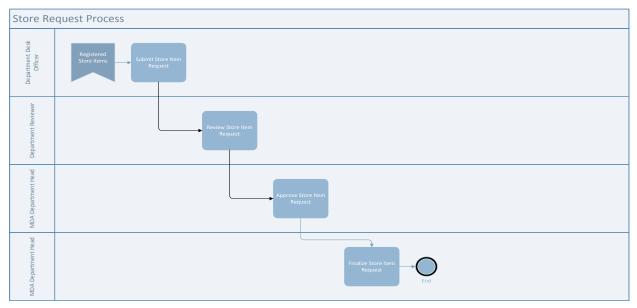
- 25 Mile -	GET EXECUTION			Martin Mile Log out
*	ppropriations Procurs	ment Payables Rece	ivables Cash Management Inventory Assets	
Inventory Skew P	instatu View			
Store R	eceipt: SRC-0	00000604		
Store R	ceipt finalized successful	y i		
Receipt Info	Receipt Lines Attachments	0		
Store Receip	: Info			Print
Docum	ent No: SRC-80000604		Delivery Note: 3CC-00000691	
Receiu	t.Date: 27/02/2017		Supplier: 000-000002 BBB	
Desc	sption: SUPPLY OF A4 PA	PERS	Status: Finalized	
Store Issue S	tatus History			
	Date	Status	Responsible Person	Comment
	27/02/2017 12:06 27/02/2017 12:08		Martin Mae	
			Martin Mae	
	27/02/2017 12:08	Reviewed	Martin Moe	
	27/02/2017 12:08	Approved	Martin Mile	
	20/07/2017 13:32	Finalized	Martin Mae	

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

eventury Store I		Procurament	Payables	Receivables	Car	sh Management	Inventory Ass Store Items Store Receipts Store Requests	Hets		(1997) - 993 (199	
	Store Issues					Nore Issues		+ Add new store request			
Doc Number	Created Date	E Request Type a	Store From	 Store 1 	0	 Requesting Official 	Store Adjustments		Delivery :	Status	e i
	15								15	[Pending] ·	Find
SR-00000558	01/10/2016	Issue	BRANCH			UGWU, JIMMY M	INAEMEKA	04/10/2016	8	Draft	
SR-00000556	01/10/2016	Transfer	BRANCH	Old		Martin Mae		12/10/2016	69	Draft	
SR-90000548	08/09/2016	Transfer	SH_MAIN	Cid		ETUK, CHARLE	S,JONAH	29/09/2016	ù.	Reviewed	
SR-00000545	07/09/2016	Issue	SH_MAIN			Martin Mae		07/09/2016	62	Draft	
SR-00000540	11/08/2016	Issue	SH_MAIN			Mary Star		18/08/2016	63	Draft	
SR-00000533	04/08/2016	Issue	SH_MAIN			Martin Mae		04/08/2016	65	Draft	
SR-00000529	27/07/2016	Issue	SH_MAIN			TSAVSAR, TOR		27/07/2015	62	Draft	
SR-00000528	25/07/2016	Issue	TR1			RUFAI, TOKUNE	IO RAFIU	27/07/2016	63	Draft	
SR-00009527	25/07/2016	Issue	SH_MAIN			ETUK, CHARLE	HAROLE	25/07/2016	6	Draft	
SR-00000518	27/06/2016	Issue	SH_MAIN			ADETUNJI, JUD	ITH -ANNE KEHINDE	28/06/2016	63	Draft	
First Previous	1 2 3 4	5 6 7 8	9 Ne	d Last						Total: 167	Display: 1-10

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

Inventory Store R		Procurement	Payables	Receivables	Cash	Management Inventory /	issets		
Store Re									
Store Reques	AND COLORED I								store request
Doc Number	Created Date +		Store From	: Store To	3	Requesting Officer	Requested Delivery ±	Status	
		·						[Pending]	 Find
SR-00000558	01/10/2016	Issue	BRANCH			UGWU, JIMMY NNAEMEKA	04/10/2016	Draft	
SR-80000556	01/10/2016	Transfer	BRANCH	Old		Martin Mae	12/10/2016	Draft	
SR-00000548	08/09/2016	Transfer	SH_MAIN	Old		ETUK, CHARLES, JONAH	29/09/2016	Reviewed	
SR-80000545	07/09/2016	Issue	SH_MAIN			Martin Max	07/09/2016	Draft	
SR-00000540	11/08/2016	Issue	SH_MAIN			Mary Star	18/08/2016	Draft	
SR-00000533	04/08/2016	Issue	SH_MAIN			Martin Mae	64/08/2016	Draft	
SR-80008529	27/07/2016	Issue	SH_MAIN			TSAVSAR, TOR	27/07/2016	Draft	
SR-00000528	25/07/2016	Issue	TR1			RUFAL TOKUNBO RAFIU	27/07/2016	Draft	
SR-00000527	25/07/2016	Issue	SH_MAIN			ETUK, CHARLES, JONAH	25/07/2016	Draft	
SR-00000518	27/06/2016	Issue	SH_MAIN			ADETUNJI, JUDITH -ANNE KEHINE	E 28/06/2016	Draft	
Tiret Distance	1 2 3 4	5 6 7 8	9 Next	t ant				Total: 14	7 Display: 1-10

(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

+ - C .	tps://pfmtest.gifmis.gov.ng/ofin/bes	☆ 📕 :
	BUDGET EXEcution Training Training Log or Appropriations Procurement Payables Receivables Cash Management Inventory Assets	
	Request Info Request Lines Allachments	
	Store Request Info	
	Bocument No: • Organization From: 011001001 STATE HOUSE - HOTRS • Requesting Officer: 001-022001 ETUK, CHARLES, JONAH Find • Requesting Officer: 001-022001 ETUK, CHARLES, JONAH Find	
	Concel 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

C https://pfmtest.gifmis.gov	NUTRON	Transing Transing Log ad
Appropria		ury Assats
Store Requi	Add/edit line	Close 🚱
Store Request Line	No: 1 • Name: A4 Find Name: A4 PAPER Unit: box Box • Requested Gy: 24	Add now line
- flack to stat	Requesting Officer: 001-022001 ETUK, CHARLES, JONAH Find	Save and Close
:33)		

Appropriations Proces						Ten	ning Training Log out
Appropriations Procu	rement Payables	Receivables	Cash Management	Inventory	Assets		
nventury Store Requests View							
Store Request: SR-0	0000560						
Request Info Request Lines Atlachm	ents						
Store Request Info							Print
Document No: SR-00000560			Organization	From: 0	111001001 STATE	HOUSE - HOTRS	
Request Type: issue			Store	From: B	RANCH State Hou	se Branch Store	
Requesting Officer: 001-022001 ET	TUK, CHARLES, JONAH		Requested De	Hivery: 0	3/10/2016		
Description:				Status: C	Irati		
Store Request Status History							
Date	Status	F	tesponsible Person			Comment	
03/10/2015 14:34	Draft	1	raining Training				
+ Back to list					Edit Del	ete Submit	Cancel
					_		

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

(fig:34)

Store Request submitted successfully!

Appropriations Procum	ment Payables Roceiv	vables Cash Management Inventory Assets					
Inventury Shire Requests New							
Store Request: SR-0	0000560						
Store Request submitted success	ifullyl						
Request Info Request Lines Attachme	nts						
Store Request Info			Print				
Document No: SR-00000560		Organization From: 0111001001 S	STATE HOUSE - HOTRS				
Request Type: Issue		Store From: BRANCH State House Branch Store					
Requesting Officer: 001-022001 : ET	JK, CHARLES, JÓNAH	Requested Delivery: 03/10/2016					
Description:		Status: Submitted					
Store Request Status History							
Date	Status	Responsible Person	Comment				
03/10/2016 14:34	Draft	Training Training					
03/10/2016 14:37	Submitted	Training Training					

(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.

Store Reques	equests	Procument	Payables	Hacalvables	Can't Management	Inventory An Store Receipts Store Receipts Store Requests Store Requests Store Transfors	ut.		📻 Add ree	w stor	= request
Dot Number	· Created Date	Hequest Type .	Store From	a Store To	a Requesting Off	Store Adjustments		Dullvery .	Status		
	10							195	Pending		First
SR-0000558	01/10/2016	Intue	BRANCH		DOWU, JIMMY	NNAEMEKA	04/10/2016		Draft		
SR-00000556	01/10/2016	Transfer	BRANCH	Ond	Martin Mae		12/10/2016		Draft		
SR-00000548	08/06/2016	Transfer	SH_MAIN	Old	ETUK, CHARLE	S.JONAH	26/09/2018		Reviewed		
SR-00000545	07/09/2010	tosue	SH_MAIN		Relation Mare		07/09/2010		Draft		
BR-00000540	11/08/2018	texue	SH_MAIN		Mary Star		10/08/2018		Draft		
9R-00008533	04/08/2016	texue	SH_MAIN		Martin Mas		04/08/2016		Draft		
9R-00008529	37/07/2016	Inniae	SH_MAIN		TRAVSAR, TOR		27/07/2018		Oran		
RR-00000528	26/07/2016	tesue	TR1		RUFAI, TOKUNI	BO RAFEJ	27/07/2016		Draft		
SR-0000527	25/07/2016	intue	SH_MAIN		ETUK, CHARLE	S,JONAH	25/07/2018		Draft		
SR-00000518	27/06/2916	Innue	SH_MAIN		ADETUNA JUD	ITH -ANNE KEHINDE	28/06/2016		Draft		
First Previous	1234	8 8 7 8	9 Panal	Last					Total 1	67 0	20091wy: 1-10

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

(fig:36)

Click on store request line to confirm the items requested.

The providence of the second s	/pf_itest.gifmis.gov.ng/pf					Training Training Log or	11.1	
-	Appropriations	the second se	Receivables Cash Management	Inventory	Assets			
hive	thry Shre Requests - Line	F8	the second		Contraction of the local division of the loc			1
0	D	00 00000 107						
St	ore Request	SR-00000497						
R	equest info Request mes	s Attachments						
	re Request Lines							
				100000000000000000000000000000000000000	11.14			
No 1	Item Code HP 313	Name PRINTING INK	Requested Qty	Available Qty	pc.	Requesting Officer SA'AD, BASHIR UMAR		
1.5	110 313	Philling Ph	1		100			
						Total: 1 Display: 1-1		
	unerres							
1	Back to list							

(fig:37)

Go back to request info to approve the Request

20000	Appropriations Procure	ement Payables Rece	ivables Cash Management Inve	ntory Assets	Martin Mile Log ool -
	Requests View				
Store F	Request: SR-0	0001380			
	Request Lines Attachmer				
Store Requ	est Info				Print
Docu	ment No: SR-00001380		Organization From	0111001001 STATE HOUSE-HQTRS	
	est Type: Issue		Store From:		
		ETUNJI, JUDITH -ANNE KEHINDE			
De	cription: items		Status	Submitted	
Store Requ	est Status History				
	Date	Status	Responsible Person	Comment	
	17/07/2017 13:00	Draft	Martin Mäe		
	17/07/2017 13:01	Submitted	Martin Mae		
				+	
+ Back to list				Approv	e Reject

(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:

C Secure https://pfmtest.gifmis	all want and have seen			风 ☆ Martin Mae Log out
	curement Payables Re	celvables Cash Management	Inventory Assets	Martin Mae Log out
ventory Store Requests View	and an and a state of the state	Contraction of the second		
termin - arose Hednese - Alea				
Store Request: SR-	00001380			
tore Request. SR	-00001380			
-				
Store Request approved succe	essfully!			
Request Info Request Lines Attach	ments			
tore Request Info				Print
Document No: SR-00001380		Organization From	: 0111001001 STATE HOUSE	E - HQTRS
Request Type: Issue		Store From	: SH MAIN State House Mai	n Store
	DETUNJI, JUDITH -ANNE KEHIND			
S	CETONOL SOOTH ANNE REPIND			
Description: items		Status	: Reviewed	
to a Demonstration History				
tore Request Status History		Responsible Person		Comment
Date	Status			
	Status	Martin Mae		

(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

Store Requi	Req	quests	Procurement	Payables	-tanca	sivalites	Canto	Manapetnet	Inventory Aas Store Receipts Store Receipts Store Requests Store Issues Store Transfers	-		+ Add #	inw sti	as induser
Dos: Namber		Created Date +	Request Type	Store From		Store To		Requesting Off	Store Adjustments		Dullvery .	Status		
		144	1								185	Pendice	• 1	First
SR-0000558		01/10/2016	Inniae	BRANCH				COWU, JIMMY N	NAEMEKA	04/10/2016		Draft		
SR-00000558		01/10/2916	Transfer	BRANCH		Ond		Martin Mae		12/10/2016		Draft		
GR-00000548		08/09/2018	Transafer.	SH_MAIN		Old		ETUK, CHARLES	LIONAH	20/00/2018		Reviewed		
SR-00000545		07/09/2910	tosue	SH_MAIN				Martin Mae		07/09/2010		Draft		
BR-00000140		11/08/2018	Incue	SH_MAIN				Mary Star		16/08/2018		Cirat		
9R-00008333		04/08/2016	Incue	SH_MAIN				Réartin Mas		04/08/2016		Draff		
9R-00008529		27/07/2016	Iterian	SH_MAIN				TRAVISAR, TOR		27/07/2018		Oran		
RR-00000528		26/07/2016	Itosse	TR1				RUFAL TOKUNB	O RAFILI	27/07/2016		Draft		
SR-0000527		25/07/2016	Inclum	SH_MAIN				ETUK, CHARLES	HANDAH	25/07/2018		Draft		
SR-0000518		27/06/2916	Insue	SH_MAIN				ADETUNA JUDI	TH -ANNE KEHINDE	28/06/2016		Draft		
First Provinc	- 13	t] 2 3 4	8 8 7 8	9 Panal	L	mit .						Fotal	157	Display: 1-10

(fig:40)

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

store Reques	equests						Store Items Store Receipts Store Requests Store Issues Store Transfers			+ Addine	iw sto	re request
		Request Type a	Store From		Store To	Requesting Offi			Delivery =	Status		e request
1 Constant of the local division of the loca		•						1	8	[Pending]		Find
SR-00000558	01/10/2016	ltisue	BRANCH			UGWU, JIMMY N	INAEMEKA	04/10/2016		Draft		
SR-00000556	01/10/2016	Transfer	BRANCH		Old	Martin Mae		12/10/2016		Draft		
SR-00000548	08/09/2016	Transfer	SH_MAIN		Old	ETUK, CHARLES	S.JONAH	29/09/2016		Reviewed		
SR-00000545	07/09/2016	Issue	SH_MAIN			Martin Mae		07/09/2016		Draft		
SR-80000548	11/08/2016	losue	SH_MAIN			Mary Star		18/08/2016		Draft		
SR-80000533	04/08/2016	issue	SH_MAIN			Martin Mae		04/08/2015		Draft		
SR-00000529	27/07/2016	Issue	SH_MAIN			TSAVSAR, TOR		27/07/2016		Draft		
SR-00000528	25/07/2016	Issue	TR1			RUFAI, TOKUNB	O RAFIU	27/07/2016		Draft		
SR-00000527	25/07/2016	Issue	SH_MAIN			ETUK, CHARLE	5,JONAH	25/07/2016		Draft		
SR-00000518	27/06/2016	Issue	SH_MAIN			ADETUNJI, JUD	TH -ANNE KEHINDE	28/06/2016		Draft		
First Previous	1 2 3 4	5. 6. 7. 8.	9 Ne	d La	eat					Total	167 1	Display: 1-10

(fig:41)

The page below is displayed

	GETEXECUTION			Martin Mile Log out	
- H	ppropriations Procure	ment Payables Receivable	Cash Management Inventory Assots		
Inventory Store	lemests - View				
Store R	equest: SR-00	0001380			
	Request Lines Attachmen				
Store Reque	st info			Print	
Docum	ent No: SR-00001380		Organization From: 0111001001 1	STATE HOUSE - HOTRS	
Reque	it Type: issue		Store From: SH_MAIN Sto	ite House Main Store	
Sequesting	Officer: 001-022000 ADE	TUNJI, JUDITH -ANNE KEHINDE	Requested Delivery; 17/07/2017		
Desc	ription: items		Status: Submitted		
Store Reque	at Status History				
	Date	Status	Responsible Person	Comment	
	17/07/2017 13:00	Draft	Martin Mae		
	17/07/2017 13:01	Submitted	Martin Mäe		
+ Back to list				Approve Reject	

(fig:42)

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

	BUDGET EXECUTION							Tran	ning Training Log out
- 1 A	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		
hivenia	$y \rightarrow Shire Republic \rightarrow Lines$								
Cto	Poquest	CD 0000	0407						
310	re Request:	SR-0000	0497						
Requ	est Info Request Lines	Attachments							
1									
	Request Lines								
No	Item Code	Name		Re	quested Qty	Available Qty		Requesting Officer	
1	HP 313	PRINTING INK			3	25	pć.	SA'AD, BASHIR UMAR	
									Total: 1 Display: 1-1
< 6a	ck to list								

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

Appropriations	Procurement	Payables F	leceivables	Cash Management	Inventor	ry Assets		Martin Mile 1.og out
nventory Store Requests View								
Store Request	SR-0000	1380						
Request Info Request Lines								
Store Request Info								Print
tore Request into								PTINL
Document No: SR-	00001380			Organizat	ion From:	0111001001 5	STATE HOUSE - HOTRS	
Request Type: Issu	E			St	ore From:	SH_MAIN Sta	te House Main Store	
Requesting Officer: 001-	022000 ADETUNJI,	JUDITH -ANNE KEH	INDE	Requested	Delivery:	17/07/2017		
Description: item	8				Status:	Submitted		
Store Request Status Hi	story							
Date		Status		Responsible Person			Commen	rt .
17/07/2017 13	::00	Draft		Martin Mäe				
17/07/2017 13	:01	Submitted		Martin Mae				
+ Back to list								ove Reject
4 Back to ast							Appro	ove Reject

(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:

BUDOL	EXECUTION							Martin Mar	Log
	opriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets		1
tory Store Requ	$rsts \rightarrow View$		1120400405450401		 States and the set of the state of the set of the set	I I I I I I I I I I I I I I I I I I I	1.		
-		00000	1000						
ore Rec	uest:	SR-0000	1380						
Ctore Deg		d successfully!							
Store Nedr	est approve	a successionyi							
quest Info Re	quest Lines	Attachments							
Regularit I	1.								
re Request I	110								Prin
Document N	o: SR-000	01380			Organization Fr	om: 0111001	001 STATE HOUSE	E - HQTRS	
Request Typ	e: Issue				Store Fr	om: SH_MA	IN State House Mai	n Store	
lequesting Offic	r: 001-022	000 ADETUNJI, J	UDITH -ANNE KE	HINDE	Requested Deliv	ery: 17/07/20	017		
Descriptio	n: dems				Sta	tus: Reviewe	be		
re Request S	tatus Hist	tory							
	Date		Status	,	Responsible Person			Comment	
17/	07/2017 13:00	1	Draft	,	Vartin Mäe				
	7/2017 13:01		Submitted		Martin Mae				

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

Store Reque	equests	Procurement	Payables	HORCHE	ivalites	Canth B	Annapotunyit	Inventory Aes Store Receipts Store Receipts Store Requests Store Issues Store Transfers			+ Add m	ew sto	en responst
Dot Number	· Created Da	is a Request Type :	Store From		Store To		Requesting Off	Store Adjustments		Dullvery .	Status		
		an 1								100	Pendicq		Find
8R-0000558	01/10/2016	intue	BRANCH				GOWU, JIMMY N	NAENEKA	04/10/2016		Draft		
SR-00000556	01/10/2016	Transfer	BRANCH		Ond		Martin Mae		12/10/2016		Draft		
SR-00000548	08/06/2018	Tranisfer	SH_MAIN		Old		ETUK, CHARLES	LIONAH	20/00/2018		Reviewed		
SR-00000545	07/09/2010	texue	SH_MAIN				Martin Mae		07/09/2010		Draft		
8R-00000140	11/08/2018	Incus	SH_MAIN				Mary Star		16/08/2018		Draft		
9R-00008533	04/08/2016	to the second se	SH_MAIN				Martin Mae		04/08/2016		Draft		
9R-00008528	37/07/2016	Invite	SH_MAIN				TRAVSAR, TOR		37/07/2018		Oraft		
RR-0000052W	25/07/2016	Instance	TR1				RUFAL TOKUNB	O RAFIU	27/07/2016		Draft		
SR-00000527	25/07/2016	inclus	SH_MAIN				ETUK, CHARLES	I,JONAH	25/07/2018		Draft		
SR-00000518	27/06/2916	Innue	SH_MAIN				ADETUNA JUDI	TH -ANNE KEHINDE	28/06/2016		Draft		
Fast Prevince	11 2 3 A	4 9 8 7 8	9 7000	d Las	e l							167 1	Diapley: 1-10

(fig:46)

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

Inventory Store Requests		
Store Requests		
Store Requests		
Store Request List		🐥 Add new store request
	Requested Delivery	Status +
		[Pending] • Find
SR-00001401 19/07/2017 Issue SH_MAIN HASSAN, KOFAR NAISA SULEIMAN	25/07/2017	Submitted
SR-00001392 19/07/2017 Issue SH_MAIN ETUK, CHARLES, JONAH	20/07/2017	Draft
SR-00001389 19/07/2017 Issue SH_MAIN HASSAN, KOFAR NAISA SULEIMAN	25/07/2017	Draft
SR-00001385 17/07/2017 Issue SH_MAIN HASSAN, KOFAR NAISA SULEIMAN	18/07/2017	Draft
SR-00001305 17/07/2017 Issue SH_MAIN ADETUNJI, JUDITH -ANNE KEHINDE	17/07/2017	Reviewed
SR-00001381 17/07/2017 Issue NLTF/STORE - 001 MARY SIMON	17/07/2017	Draft
SR-001 380 17/07/2017 Issue SH_MAIN ADETUNJI, JUDITH -ANNE KEHINDE	17/07/2017	Approved
SR-0000136Z 20/04/2017 Issue BRANCH ADETUNJI, JUDITH -ANNE KEHINDE	20/04/2017	Submitted
SR-00001361 20/04/2017 Issue SH_MAIN ADETUNJI, JUDITH -ANNE KEHINDE	20/04/2017	Draft
	20/04/2017	Draft
SR-00001359 20/04/2017 Issue SH_MAIN ADETUNJI, JUDITH -ANNE KEHINDE	20/04/2017	

The page below is displayed

Appropriations	Procurement	Payables Receivables	Cash Management	Inventory Assets	Martin	Mile Log out
Inventory Silve Requests View	Procurement	Payables Receivables	Cash Management	Inventory Assets		
Store Request:	SR-0000	1380				
Request Info Request Lines	Altachments					
Store Request Info						Print
Request Type: Issue Requesting Officer: 001-0 Description: Items Store Request Status His	I22000 ADETUNJI,	JUDITH -ANNE KEHINDE	Requested D	e From: SH_MAIN State elivery: 17/07/2017 Status: Approved	House Main Store	
Date		Status	Responsible Person		Comment	
17/07/2017 13	00	Draft	Martin Mäe			
17/07/2017 13	01	Submitted	Martin Mae			
20/07/2017 15		Reviewed	Martin Mäe			
.20/07/2017 15:	47	Approved	Martin Mäe			
< Beck to list					Finalize	Reject

(fig:48)

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

+ + C =)	ttps://pf	mtest.gifmis.gov.ng/pfm	1/bes								4	
	1	Appropriations	Procurement	Payables	Receivables	Cash Management	Inventory	Assets	1	wining Training Log out		i
		r Shire Requiring Lines				97	10		8			
	Sto	re Request:	SR-0000	0497								
	Requ	est Info Request Lines	Attachments									_
	Store	Request Lines										
	No	ttem Code	Name		Rec	puested Qty	Available Qty	Unit	Requesting Officer			
	1	HP 313	PRINTING INK			3	25	pć.	SA'AD, BASHIR UMAR			
										Total: 1 Display: 1-1		
	2000	and the second										
	« Bac	in to list										
(fig:49)												

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

Bubble Execution Appropriation Inventory - Store Request - Ve Store Request Request Info	w 1	yables Receivables	Cash Management Inventory Ass	ets	
Store Reques					
The second se	SR-000013				
The second se		80			
Tradacat and	s Autocriments				
Store Request Info					Print
Document No: SF	00001290		Omaninstan Dame (OTHE LOUGE LATES	
Request Type: is:				STATE HOUSE - HQTRS	
	-022000 ADETUNJI, JUDIT	H ANNE KEHINDE	Requested Delivery: 17/07/2017	aute House man alore	
Description: ite		TT THE PART OF ALL	Status: Approved		
are surgering to the	tar .		Community of Dispersion		
Store Request Status I	istory				
Date	Stat	tus	Responsible Person	Comment	
17/07/2017	3:00 Dra	n	Martin Mäe		
17/07/2017	3:01 Sub	mitted	Martin Mae		
20/07/2017		iewed	Martin Mae		
20/07/2017	5:47 App	roved	Martin Mäe		

(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:

Appropriations Procum	ement Payables Receivabl	les Cash Management Inventory Assets	Martin Mile Log out
Inventory — Silore Réquests — View			
Store Request: SR-0	0001380		
Store Request finalized successful	uliyi		
Request Info Request Lines Altachmen	nte		
Store Request Info			Print
Document No: SR-00001380		Organization From: 0111001001 ST	TATE HOUSE - HOTRS
Request Type: Issue		Store From: SH_MAIN Stat	e House Main Store
Requesting Officer: 001-022000 ADR	ETUNJI, JUDITH -ANNE REHINDE	Requested Delivery: 17/07/2017	
Description: dems		Status: Finalized	
Store Request Status History			
Date	Status	Responsible Person	Comment
17/07/2017 13:00	Draft	Martin Mae	
17/07/2017 13:01	Submitted	Martin Mae	
20/07/2017 15:33	Reviewed	Martin Mao	
29/07/2017 15:47	Approved	Martin Mae	
20/07/2017 16:07	Finalized	Martin Mae	



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 <u>STORE ISSUE</u>
- REVIEWER STORE ISSUE
- FIRST APPROVER STORE ISSUE
- FINAL APPROVER STORE ISSUE

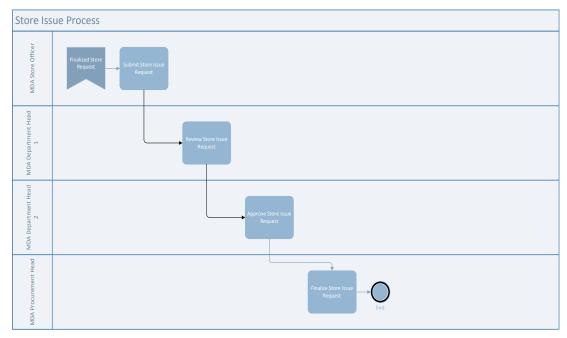
DESK OFFICER: The desk officer drafts and submits it for review.

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

Biventity Store Store Is Store Issue I	SUE		curement. Po	yabl	es Receivables	Cash Management	Inventory Store items Store Receip Store Reques Store Issues Store Transfe	sts		
Doc Number		Created Date	Store Request		Store s	Requesting Officer	Store Adjust	ments ary	 Status a	
		1						120	[Pending] •	Find
8 00000274		23/09/2016	SR-00000554		0001	ADETUNJI, JUDITH -A	INE KEHINDE	30/09/2016	Draft	
SI-00000272		22/09/2016	SR-00000553		SH_MAIN	Mary Star		22/09/2016	Draft	
SI-00080271		09/09/2016	SR-00000552		SH_MAIN	Martin Mae		09/09/2016	Draft	
SI-00080270		08/09/2016	SR-00000550		SH_MAIN	ADETUNJI, JUDITH -A	INE KEHINDE	08/09/2016	Draft	
51-00000269		08/09/2016	SR-00000532		SH_MAIN	ADETUNJI, JUDITH - A	INE KEHINDE	04/08/2016	Draft	
81-00000268		08/09/2016	SR-00000546		SH_MAIN	ADETUNJI, JUDITH -AI	INE KEHINDE	27/09/2016	Draft	
81-00000267		08/09/2016	SR-00000547		SH_MAIN	ETUK, CHARLES, JON	WE CONTRACTOR	29/09/2016	Draft	
81-00000288		07/09/2016	SR-00000543		SH_MAIN	Mary Star		14/09/2016	Approved	
SI-00000237		21/06/2016	SR-00008484		SH_MAIN	ADETUNJI, JUDITH -AI	INE KEHINDE	21/06/2016	Draft	
SI-00000238		21/06/2016	SR-00008468		SH_MAIN	ADETUNJI, JUDITH - AI	INE KEHINDE	21/06/2016	Draft	
First Preymus	1	2 3 4 Ne	ed Last						Total: 36	Display: 1-10

(fig:52)

Click on Issue lines view the item to be issued.

G Gmail	*	GIFMES	×	PFM-v3.1 - TEST - build	× Ce NIGERIA PC	UCE ACADE			4	1756	a 📷	¢
← → C 🔒 http	c//pfmtes	t.gifmis.gov.	ng/pfm/bes							ŵ		-
	Ť.	Appropria	ations Procure	mont Payables Re	ceivables Cash	Managument	Inven	Training Training Log tory Assets	ide -			
S	Store	Issue:	SI-0000	0274								
S	tore Issu	ue Lines										
h	lo item	Code	Name	Requested Qty	Available Qty	Issued Qty	Unit	Requesting Officer				
1	123		PEAK MILK	2	0	2	box	ADETUNJI, JUDITH -ANNE KEHINDE Edit				
	« Back to	list						Totat 1 Display 1	-1			

(fig:53)

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

	Procurement Provides Receivables Cash Management	Inventory Assets
Store Issue		
Innus Inte Issue Lines	Edit Store Issue Line	Cipee 🤕
Store Issue Lines	Code: 123 Name: PEAK MILK	
No Ibern Code	Requested Qty: 2.00	En
1 122	Available Gty: 0.00 * Issued Gty: 2	Totat 1 - DisaRey 1-1
	Use FIFO: 2	2. Format, A. S. Kathananay, S. S.
+ Back to list		
		Save and Chase

(fig:54)

4.4.2 REVIEWER STORE ISSUE

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 Issue.

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

	ore iss			curoment Pay	ysble	Receivables		Cash Management	Inventory Store Items Store Receipt Store Reques			211			
Stor	re issue Li	ist							Store Issues Store Transfe	N78.					
Doc	Number		Created Date .	Store Request		Store		tequesting Officer	Store Adjustr	ments	ну +	Status			
			100							100		[Pending]	•	Find	
51-0	0000669		20/07/2017	SR-00001380		SH_MAIN		DETUNU, JUDITH -ANN	E KEHINDE	17/07/2017		Draft			
SI-0	00000666		19/07/2017	SR-00001400		SH_MAIN	F	ASSAN, KOFAR NAISA	SULEIMAN	19/07/2017		Submitted			
55-0	0000665		19/07/2017	SR-00001394		BH_MAIN	N	fartin Mae		21/07/2017		Draft			
57-0	10000554		19/07/2017	SR-00001397		SH_MAIN	+	ASSAN, KOFAR NAISA	SULEIMAN	20/07/2017		Deatt			
51-0	00000660		19/07/2017	SR-00001393		SH_MAIN	F	ASSAN, KOFAR NAISA	SULEIMAN	20/07/2017		Babroitted			
10-0	0000658		19/07/2017	SR-00001388		SH_MAIN	÷#	ADETUNJI, JUDITH -ANN	E KEHINDE	20/07/2017		Submitted			
51-0	0000657		19/07/2017	SR-00001391		SH_MAIN	E	TUK, CHARLES JONAH		20/07/2017		Draft			
51-0	0000656		19/07/2017	5R-00001387		SH_MAIN	P	ASSAN, KOFAR NAISA	SULEIMAN	20/07/2017		Submitted			
51-0	0000655		17/07/2017	SR-00001384		SH_MAIN	P	ASSAN, KOFAR NAISA	SULEIMAN	17/07/2017		Submitted			
21-0	10000653		17/07/2017	SR-00001382		BRANCH	E	TUK, CHARLES, JONAH		17/07/2017		Draft			

(fig:55)

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

No Name Requested QN Available QN Available QN Assets Store Issue Lines Atlachments Store Issue Lines Atlachments Store Issue Lines Atlachments No Item Code: Name Requested QN Available QN Issue QN Atlachments 2 Ad Ad PAPER 2 285 2 box ETUK, CHARLES,JONAH 3 123 PEAK MILK 2 67 2 box ETUK, CHARLES,JONAH 3 123 PEAK MILK 2 67 2 box ETUK, CHARLES,JONAH	1	BUDGET EXECU	ITTON					Training Training Log out
No Name Requested Qty Available Qty Issued Qty Vinit Requesting Officer 1 C8 Samsung C8 Samsung C9 Samsu		Appropriati	ons Procurement Payables	Receivables Cash Ma	inagement Invento	xy Assets		
Issue Lines Attachments No Item Code Name Requested QM Available Qty Issue QM Item Code Requesting Officer 1 C8 Samsung C8 Samsung Coffee maker 5 295 5 pc ETUK, CHARLES,JONAH 2 A4 A4 PAPER 2 267 2 box ETUK, CHARLES,JONAH 3 123 PEAK MILK 2 67 2 box ETUK, CHARLES,JONAH	invinto	$ry \rightarrow 5 here here es \rightarrow Lin$	es.					
Issue Lines Attachments No Item Code Name Requested QM Available Qty Issue QM Item Code Requesting Officer 1 C8 Samsung C8 Samsung Coffee maker 5 295 5 pc ETUK, CHARLES,JONAH 2 A4 A4 PAPER 2 267 2 box ETUK, CHARLES,JONAH 3 123 PEAK MILK 2 67 2 box ETUK, CHARLES,JONAH	Sto	ore Issue:	SI-00000267					
No Requested Of Available Ory Issued Jy Virit Requested Of Issued Jy Virit Requesting Officer 1 C8 Samsung C8 Samsung Coffee maker 5 228 5 pc ETUK, CHARLES,JONAH 2 A4 A4 PAPER C2 258.5 2 box ETUK, CHARLES,JONAH 3 123 PEAK MILK C2 67 2 box ETUK, CHARLES,JONAH								
No Item Code Name Requested Qty Available Qty Issued Qty Unit Requesting Officer 1 C8 Samsung C8 Samsung Coffee maker 5 295 5 pc ETUK, CHARLES,JONAH 2 A4 A4 PAPER 2 265 2 box ETUK, CHARLES,JONAH 3 123 PEAK MILK 2 67 2 box ETUK, CHARLES,JONAH	12an	e info Issue Lines	Attachments					
1 C8 Samsung Coffee naiker 5 295 5 pc. ETUK, CHARLES,JONAH 2 A4 A4 PAPER 2 258.5 2 box ETUK, CHARLES,JONAH 3 123 PEAK MILK 2 67 2 box ETUK, CHARLES,JONAH	Store	e Issue Lines						
2 A4 A4 PAPER 2 258.5 2 box ETUK, CHARLES, JONAH 3 123 PEAK MILK 2 67 2 box ETUK, CHARLES, JONAH	No	Item Code	Name	Requested Qty	Available Qty	Issued Qty	Unit	Requesting Officer
3 123 PEAK MILK 2 67 2 box ETUK, CHARLES, JONAH Total 3 Display, 1-3	1	C8 Samsung	C8 Samsung Coffee maker	5	295	5	pc.	ETUK, CHARLES, JONAH
Total 3 : Display: 1-3	2	A4	A4 PAPER	2	258.5	2	Dox.	ETUK, CHARLES, JONAH
	3	123	PEAK MILK	2	67	2	box	ETUK, CHARLES, JONAH
* Back to list								Total: 3 + Display: 1-3
< Back to list								
	+ B	ack to list						

Go back to Issue info to approve the Issue

Store issue submitted successfully!			
Issue Info Issue Lines Attachments			
Store Issue Info			Print
Document No: SI-00000267		Store: SH_MAIN State House Main Store	
Store Request: SR-00000547		Requested Delivery: 29/09/2016	
Requesting Officer: 001-022001 ETUK, CH Description:	ARLES, JONAH	Status: Submitted	
Store Issue Status History			
Date	Status	Responsible Person Comme	et
08/09/2016 11:41	Oraft	Training Training	
04/10/2016 12:44	Submitted	Training Training	
		*	
« Back to list		Appr	ove Reject
		Appr	ove Réject
« Back to list	lesources Accounting M		Training Training Log out
« Back to list	tesources Accounting M	aster Data Management Reporting	

(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:

Appropri	ations Procurement	Payables Receivables	Cash Management Inven	tory Assets	Martin Mile Log out
inventory -+ Otary Issues		rayables Receivables	Sast management. Inven	indry Chapters	
Store Issue	SI-0000065	6			
Store Issue app	proved successfully!				
Issue Info Issue Line	s Attachments				
Store issue Info					Print
Document No:	SI-00000656		Store:	SH_MAIN State House Ma	in Store
Store Request:	SR-00001387		Requested Delivery:	20/07/2017	
Requesting Officer:	001-022002 HASSAN, K	OFAR NAISA SULEIMAN	Status:	Reviewed	
Description:	training				
Store Issue Status	History				
	Date	Status	Responsible Person		Comment
19/07/	2017 12:12	Draft	Training Training		
19/07/	2017 12:18	Submitted	Training Training		
	2017 16 25	Reviewed	Martin Mae		

(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 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 first approver can only approve "Reviewed" items

C Secure https://pfmtest.gifmis.gov.ng/phn/be			Q.
Appropriations Procurement	Payables Receivables Cash Management	Inventory Assets	Martin Mile Log out
Dashboard		Store Items	1
and the second se		Store Receipts	
Dashboard		Store Requests	
		Store Issues	
My messages		Store Transfers	Modify My Notification Settings
Subject		Store Adjustments	Received
Requisition R-00002217 stage is now Finalized effected b	y Training Training		23/05/2017 11:31
Requisition R-00002717 stage is now Approved Level 2 a	flected by Training Training		23/05/2017 11:31
Requisition R-00002717 stage is now Approved Level 1 a	flinctuid by Training Training		23/05/2017 11:31
Regulation R-00002717 stage is now Submitted effect	ted by Training Training		23/05/2017 11 31
Requisition R-00002706 stage is now Finalized effects	d by Training Training		09/05/2017 09:26
Requisition 9.00002706 stage is now Approved Level	2 effected by Training Training		09/05/2017 09:26
Requisition R-00002706 stage is now Approved Level 1 a	flacted by Training Training		09/05/2017 09:26
Requisition R-00002706 stage is now Submitted effect	ted by Training Training		09/05/2017 09:25
Job Completion Certificate JCC-00000687 stage is no	w Finalized effected by Training Training		20/04/2017 10:38
Job Completion Certificate JCC-00000687 stage to now A	pproved Level 2 effected by Training Training		20/04/2017 10 38
First Previous [1] 2 3 4 5 6 7 8	9 _ Netst Last		Total: 1122 : Display: 1-10
My Pending Tasks			
Doc Number Document Type	Description	Document Status	Assigned Date +

(fig:59)

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

1001	ppro	Second and a second	curement Pay	200	Receivables	Cash Management Inventory	l	Assets			like Logia
Store Is	su	es									
Store Issue L	ist										
Doc Number	-	Created Date	Store Request		Store	Requesting Officer		Requested Delivery	· Status		
		· · · · · · · · · · · · · · · · · · ·						18	[Pending]		Find
\$1-00000659		29/07/2017	SR-00001380		SH_MAIN	ADETUNUL JUDITH -ANNE KEHINDE		17/07/2017	Draft		
\$1-00000688		19/07/2017	SR-86081480		SH MAIN	HASSAN, KOFAR NAISA SULEIMAN		19/07/2017	Satmitted		
\$1-00000665		19/07/2017	SR-00001354		SH_MAIN	Martin Mas		21/07/2017	Diah		
BI-00000664		19/97/2017	SR-00021357		SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN		20/07/2017	Draft		
31-00000660		19/07/2017	SR-90091393		SH_MAIN	HASSAN, KOFAR NAISA SULEMAN		20/07/2017	Suterrited		
\$1-00000658		19/07/2017	SR-00011396		SH_MAIN	ADETUNUI, JUDITH -ANNE KEHINDE		20/07(2017	Submitted		
\$1-0000657		1907/2017	SR-86081381		SH_MAIN	ETUK, CHARLES JONAH		20:07/2017	Draft		
51-02002655		19/07/2017	5R-00001387		SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN		20/07/2017	Reviewed		
BI-00000655		17/07/2017	SR-00081384		SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN		17/07/2017	Submitted		
\$100000683		17/07/2017	SR-98081382		BRANCH	ETURC CHARLES, JONAH		17/07/2017	Draft		
Find Previous	1	2 3 4 5	6 7 8 8		feat Last				Total	153	Diaplay 1-1

(fig:60)

The page below is displayed

C Secure https://pfmtest.gifmis.gov.n	g/pfm/bes		Q 1
BUDGET EXECUTION Appropriations Procur	ement Payables Rece	ivables Cash Management Inventory Assets	Martin Mile Log out
Inventory Store Issues View			
Store Issue: SI-0000	0656		
A Sector and a sec	0000		
Issue Info Issue Lines Attachments			
Store Issue Info			Print
Document No: SI-00000656		Store: SH_MAIN Stat	te House Main Store
Store Request: SR-00001387		Requested Delivery: 20/07/2017	
Requesting Officer: 001-022002 HA	SSAN, KOFAR NAISA SULEIMAN	Status: Reviewed	
Description: training			
Store Issue Status History			
Date	Status	Responsible Person	Comment
19/07/2017 12:12	Draft	Training Training	
19/07/2017 12:18	Submitted	Training Training	
20/07/2017 16:25	Reviewed	Martin Mae	
+ Back to list			Approve Reject

(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.

1	Appropria	curron ations Procurement Payables	Receivables Cash Ma	inagement Invent	ory Assets		Training Training Log out
hrvinde	ry Sitore Insures L	Lines					
Ste	re Issue:	SI-00000267					
5230	e Info Issue Lines	s Attachments					
Stor	e Issue Lines						
No	Item Code	Name	Requested Qty	Available Qty	Issued Qty	Unit	Requesting Officer
1	C8 Samsung	C8 Samsung Coffee maker	5	295	5	pc.	ETUK, CHARLES, JONAH
2	A4	A4 PAPER	2	258.5	2	Dox.	ETUK, CHARLES, JONAH
3	123	PEAK MILK	2	67	2	box	ETUK, CHARLES, JONAH
							Total: 3 + Display: 1-3
+B	ack to list						

(fig:62)

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

	cumon			24	Martin Mae Log out
Appropria		t Payables Receiva	bles Cash Management Inventory	Assets	
investing \rightarrow thing instant \rightarrow V	New	W. Star			
Store Issue:	SI-000006	56			
Issue Info Issue Lines					
Store Issue Info					Print
Document No:	51-00000656		Store: SH	MAIN State House Main Store	
Store Request:	SR-00001387		Requested Delivery: 20/0	7/2017	
Requesting Officar:	001-022002 HASSAN	, KOPAR NAISA SULEIMAN	Status: Rey	betweed .	
Description	training				
Store Issue Status H	History				
E	lute	Status	Responsible Person	Comment	
19/07/2	917 12 12	Draft	Training Training		
19/07/2	017 12 18	Submitted	Training Training		
20/07/2	017 16 25	Reviewed	Martin Mae	1	
+ Beck to list				Approve	Reject

(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:

	BUDGET EXECUTION					Martin	Mile Log out
1	Appropriations	Procurement	Payables Receivables	Cash Management Inver	itory Assets		
inventory - 58	ore issues View						
Store	Issue: SI-	0000065	6				
🖌 Stor	e Issue approved s	uccessfullyl					
Issue Info	Issue Lines Atta	chments					
Store Issu	e Info						Print
Do	cument No: SI-000	00656		Store:	SH_MAIN State House Ma	in Store	
Stor	e Request: SR-00	201387		Requested Delivery:	20/07/2017		
Request	ing Officer: 001-02	2002 HASSAN, K	DFAR NAISA SULEIMAN	Status;	Approved		
D	escription: training	1					
Store Issu	e Status History	<i>,</i>					
	Date		Status	Responsible Person		Comment	
	19/07/2017 12:1	2	Draft.	Training Training			
	19/07/2017 12:1	8	Submitted	Training Training			
	20/07/2017 16:2	5	Reviewed	Martin Mae			
	20/07/2017 16:4	8	Approved	Martin Mae			

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

Appropriations Procurement Payables Receivables Cash Managem	ient Inventory Assets	Martin Mike Log out		
Dashboard	Store Receipte Store Receipte Store Requests Store Issues			
My messages	Store Transfers	Modify My Notification Settings		
Subject	Store Adjustmants	Received		
Regulation R-00002217 stage is now Finalized effected by Traking Training		23/05/2017 11.01		
Regulation R-00002717 stage is now Approved Level 2 effected by Training Training	23/05/2017 11:31			
Regulation R-00002717 stage to now Approved Level 1 effected by Training Training		23/05/2017 11:31		
Requisition 8.00002717 stage is now Submitted effected by Training Training		23/85/2017 11 31		
Requisition R-00002706 stage is now Finalized effected by Training Training		09/05/2017 09:28		
Requisition 8.00002706 stage is now Approved Level 2 effected by Training Training		06/05/2017 09:26		
Regulation R-00002706 stage is now Approved Level 1 effected by Training Training		05/05/2017 03:26		
Requisition 8.00002706 stage is now Submitted effected by Training Training		09/06/2017 09:25		
Job Completion Certificets JCC-00000687 stags is now Finalized effected by Training Training		20/04/2017 10:38		
Job Completion Certificate JCC 80880667 stage is now Approved Level 2 effected by Training Training		20/04/2017 10:38		
Piret Perminan 1 2 2 3 4 5 6 7 8 8 9 1 1 Piret Last		Total: 1122 Dtapley: 1-10		
My Pending Tasks				
Doc Number Document Type Description	Document Status	Assigned Date -		

(fig:65)

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

11001		RECUTION	sturement Pay	215/10	Receivables	Cash Management Inventory		15423		Martin M	iler) Log out :
mentaly - Store is	26.028	Defored the state					1.05				
Store Is	sue	es									
Store Issue L	Ist										
Doc Number		Cinated Date	Store Request		\$50K8 I	Requesting Officer	. 3	Requested Delivery	Statute		
								10	Pandroj		Find
51-020006659		20/07/2017	5R-00001380		SH_MAIN	ADETUNJI, JUDITH -ANNE KEHINDE	1	7/07/2017	Draft		
\$100030656		19/07/2017	SR-80081450		SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN	1	9/07/2017	Sabmitted.		
31-00000645		19/07/2017	SR-00001394		SH_MAIN	Martin Mare	12	21/07/2017	Úraft.		
\$1-00005664		19/07/2017	SR-80081397		SH_MAIN	HASSAN, KOFAR NAISA SLILEIMAN	12	0.07/2017	Oraft		
\$1-00008660		19/07/2017	SR-88081353		SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN	-14	0.07/2017	Submitted		
S1-00000658		19/07/2017	5R-00081398		SH_MAIN	ADETUNUL JUDITH ANNE KEHINDE	12	0/07/2017	Submitted		
51-06030657		19/07/2017	SR-88081391		SH_MAIN	ETUK, CHARLES, JONAH	1	000712017	Draft		
SI-00000656		19/07/2017	SR-80081367		SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN	1	0.07/2017	Approved		
8+00008656		17/07/2017	5R-80001384		SH_MAIN	HASSAN, KOFAR NAISA SULEIMAN		7/07/2017	Submitted		
51-00000653		17107/2017	SR-80091382		BRANCH	ETUK, CHARLES JONAH		7/07/2017	Draft		
First Preview	1	2 3 4 8	6 7 8 9		Next Last				Tota	1153	Display 1-10

The page below is displayed

BUDGET EX	pfmtest.gifmis.gov.ne	Philipping man		Q 1
Appropri	riations Procure	ement Payables Recei	ivables Cash Management Inventory As	sets
Inventory - Store Issues -	View			
Store Issue	: SI-0000	0656		
Issue Info Issue Lin	es Attachments			
Store Issue Info				Print
Document No:	SI-00000656		Store: SH_MAIN	State House Main Store
Store Request:	SR-00001387		Requested Delivery: 20/07/2017	
			inadmeasag menikerki Smallsa li	
Requesting Officer:	001-022002 HA	SSAN, KOFAR NAISA SULEIMAN	Status: Approved	
Requesting Officer: Description:		SSAN, KOFAR NAISA SULEIMAN		
	training	SSAN, KOFAR NAISA SULEIMAN		
Description: Store Issue Status	training	SSAN, KOFAR NAISA SULEIMAN Status		Comment
Description: Store Issue Status	training History		Status: Approved	
Description: Store Issue Status 19/07	training History Date	Status	Status: Approved Responsible Person	
Description: Store Issue Status 19/07 19/07	training History Date (2017 12:12	Status Draft	Status: Approved Responsible Person Training Training	
Description: Store Issue Status 19/07 19/07 20/07	training History Date /2017 12:12 /2017 12:18	Status Draft Submitted	Status: Approved Responsible Person Training Training Training	

(fig:66)

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

		ON				1		Martin Mile Log out
	and the second second second		Payables Rece	ivables Cash Manag	gement In	ventory	Assets	
investo	ory Store lusure Lines							
Sto	ore Issue: S	1-0000065	6					
lssu	e Info Issuel ines	Attachments						
Stor	e Issue Lines							
No	Item Code N	lame	Requested Qty	Available Qty	Issued Qty	Unit	Requesting Officer	
1	STP S	taplers	5	305	5	pc	HASSAN, KOFAR NAISA SULEIMAN	
								Total: 1 Display: 1-1
								- Sharo o Alababa i Ar
+ B	ack to list							

(fig:67)

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

	/pfm/bes		୍
Appropriations Procure	ment Payables Rece	ivables Cash Management Inventory Assets	Martin Mile Log out
and the second second	ment Payables Rece	ivables Cash Management Inventory Assets	
Inventory Store Issues View			
Store Issue: SI-00000	0656		
Issue Info Issue Lines Attachments			
Store Issue Info			Print
Document No: SI-00000656		Store: SH_MAIN State	touse Main Store
Store Request: SR-00001387		Requested Delivery: 20/07/2017	
Requesting Officer: 001-022002 HAS	SAN, KOFAR NAISA SULEIMAN	Status: Approved	
Description: training			
Store Issue Status History			
Date	Status	Responsible Person	Comment.
19/07/2017 12:12	Draft	Training Training	
19/07/2017 12:18	Submitted	Training Training	
20/07/2017 16:25	Raviewad	Martin Mae	
20/07/2017 16:44	Approved	Martin Möre	

(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:

Appropriations Procurement Payables Receivables Cash Management Inventory Assets Appropriations Procurement Payables Receivables Cash Management Inventory Assets Store Issue: SI-000006566 Store Issue finalized successfully! Store Issue Lines Attachments Store Issue Info Store Side Water	Appropriations Procurement Payables Receivables Cash Management Inventory Assets Store Issue - View Store Issue finalized successfully! Issue Info Issue Lines Attachments Occurrent No: Store Issue finalized Store issue finalized Store Issue finalized successfully! Issue Info Issue Lines Attachments Store Issue finalized successfully! Issue Info Issue Lines Attachments Store Issue finalized successfully! Store Issue Info Issue Info Issue Lines Attachments Store Issue Info Occurrent No: Store Issue Info Issue Info Store SH_MAIN Store Request: SR-0001337 Requested Delivery: 2007/2017 Store Issue Status: Finalized Description: training Issue Info Issue Info Store Issue Status History Store Issue Status History Issue Iss	C Secure https://pfmtest.gifmis.gov.ng	/pfm/bes		Q
Store Issue: SI-00000656 Store Issue finalized successfully! Issue Info Issue Lines Attachments Store Issue Info Issue Lines Occument No: SI-00000556 Store Request: Store Request: Store Request: SR-00001387 Requesting Officer: 01-022002 HASSAN, KOFAR NAISA SULEIMAN Description: training	Store Issue: SI-00000656 Issue Intalized successfully Issue Intalized successfully Issue Intalized successfully Store Issue Intalized successfully Issue Intalized Successfully Issue Intalized Successfully Store Issue Intalized Successfully Document No: SI-0000656 Store Issue Intalized Successfully Document No: SI-00001887 Store Request: SR-0001387 Requesting Office: OI-022002 HASSAN, KOFAR NAISA SULEIMAN Description: Italian Store Issue Status: Finalized Status: Obstatus History Oraf Store Issue Status History Oraf Store Issue Status I 1212 Oraf Oraf Training Training 1907/2017 1218 Submitted	3 St.	ment Payables Receiv	ables Cash Management Inventory Assets	Martin Mile: Log out
Store Issue finalized successfully! Issue Lines Attachments Store Issue Info Issue Lines Attachments Document No: SH-00000556 Store: SH_MAIN State House Main Store Store Request: SR-00001387 Requested Delivery: 20/07/2017 Requesting Office: 01-022002 HASSAN, KOFAR NAISA SULEIMAN Status: Finalized Description: training Store Issue Status History Status Finalized Date Status Responsible Person Comment 19/07/2017 12-12 Draft Training Training Comment	Store Issue finalized successfully! Issue Info Issue Lines Attachments Store Issue Info Store Issue Info Print Document No: SH-0000556 Store: SH_MAIN State House Main Print Document No: SH-00001387 Requested Delivery: 20.07/2017 Requesting Office: 001-022002 HASSAN, KOFAR NAISA SULEIMAN Status: Finalized Description: training Status: Finalized Store Issue Status History Status Responsible Person Comment Date Status Responsible Person Comment 1907/2017 12-12 Draft Training Training Inclusion 1907/2017 12-13 Submitted Marin Mae Inclusion 1907/2017 16-25 Reviewed Marin Mae Inclusion 1907/2017 16-44 Approved Marin Mae Inclusion	Inventory			
Issue Info Issue Lines Attachments Store Issue Info Store Issue Info Store Store Store Store State House Main Store Document No: SH-00001556 Store: Store: Store Main State House Main Store Store Request: SR-00001387 Requested Delivery: 20/07/2017 Requesting Office: 001-022002 HASSAN, KOFAR NAISA SULEIMAN Status: Finalzed Description: training Store Issue Status History Status Responsible Person Comment 19/07/2017 12-12 Draft Training Training Comment	Issue Info Issue Lines Attachments Store Issue Info Document No: SH-00000556 Store Reques: SR-0001387 Requested Delivery: 20/07/2017 Requesting Office: 01-022002 HASSAN, KOFAR NAISA SULEIMAN Status: Finalized Description: training Store Issue Istore Store Issue Istore Store Issue Istore Status Sta	Store Issue: SI-00000	0656		
Store Issue Info Prime Document No: SI-00000656 Store Request: SR-00001387 Requested Delivery: 20/07/2017 Requesting Officer: 001-022002 HASSAN, KOFAR NAISA SULEIMAN Description: training Store Issue Status History Date Status Responsible Person Comment 19/07/2017 12-12 Draft Training Training	Store Issue Info Store Store <td>Store Issue finalized successfully</td> <td></td> <td></td> <td></td>	Store Issue finalized successfully			
Document No: SI-00000656 Store Request: SR-00001387 Requested Delivery: 20/07/2017 Requested Delivery: 20/07/2017 Requested Delivery: 20/07/2017 Description: training Store Issue Status Store Status Store Status Dete: Store Status Status Dete: Store Status Statu	Document No: SH-00000656 Store Request: SR-00011387 Requested Delivery: 20/07/2017 Requesting Officer: 01-022002 / HASSAN, KOFAR NAISA SULEIMAN Status: Finalized Description: training Status: Finalized Store Issue Status: Store Issue Status: 19/07/2017 12:12 Oraft Training Training 19/07/2017 12:18 Submitted Training Training 19/07/2017 12:18 Submitted Martin Mae 20/07/2017 16:55 Reviewed Martin Mae 20/07/2017 16:44 Approved Martin Mae	Issue Info Issue Lines Attachments			
Store Request: SR-0001387 Requested Delivery: 2007/2017 Requesting Officer: 001-022002 HASSAN, KOFAR NA/SA SULE/MAN Status: Finalized Description: training Status Finalized	Store Requesting Office: 01-022002 HASSAN, KOFAR NAISA SULEIMAN Requested Delivers: 20/07/2017 Bescription: 01-022002 HASSAN, KOFAR NAISA SULEIMAN Status: Finalized	Store Issue Info			Print
Requesting Officer: 001-022002 HASSAN, KOFAR NAISA SULEIMAN Status: Finalized Description: training Store Issue Status Store Issue Status Status Comment Isi07/2017 12 12 Draft Comment Commen	Requesting Officier: 011-022002 / HASSAN, KOFAR NAISA SULEIMAN Status: Finalized Description: training Store Issue Status History Store Issue Status Status Finalized Date Status Responsible Person Comment 19/07/2017 12:12 Draft Training Training Image: Comment 19/07/2017 12:18 Submitted Training Training Image: Comment 20/07/2017 16:25 Reviewed Martin Mae Image: Comment 20/07/2017 16:44 Approved Martin Mae Image: Comment	Document No: SI-00000656		Store: SH_MAIN State Hous	e Main Store
Description: training Store Issue Status History Date Status Responsible Person Comment 19/07/2017 12: 12 Draft Training Training	Description: training Store Issue Status History Date Status Responsible Person Comment 19/07/2017 12:12 Draft Training Training Image: Comment 19/07/2017 12:13 Submitted Training Training Image: Comment 20/07/2017 16:25 Reviewed Martin Mae Image: Comment 20/07/2017 16:44 Approved Martin Mae Image: Comment	ALL MARKED AND ALL AND A REAL PROPERTY STATES			
Date Status Responsible Person Comment 19/07/2017 12:12 Draft Training Training Comment	Date Status Responsible Person Comment 19/07/2017 12:12 Draft Training Training 19/07/2017 12:18 Submitted Training Training 20/07/2017 16:25 Reviewed Martin Mae 20/07/2017 16:44 Approved Martin Mae		ISAN, KOFAR NAISA SULEIMAN	Status: Finalized	
19/07/2017 12:12 Draft Training Training	19/07/2017 12:12 Draft Training Training 19/07/2017 12:18 Submitted Training Training 20/07/2017 16:25 Reviewed Martin Mae 20/07/2017 16:44 Approved Martin Mae	Store Issue Status History			
	19/07/2017 12:18 Submitted Training Training 20/07/2017 16:25 Reviewed Martin Mae 20/07/2017 16:44 Approved Martin Mae	Date	Status	Responsible Person	Comment
40/07/06/7 10.10 Cubuland Turking Turking	20/07/2017 16:25 Reviewed Martin Mae 20/07/2017 16:44 Approved Martin Mae	19/07/2017 12:12	Draft	Training Training	
Taivizori 72 to Submised Training Taiving	20/07/2017 16:44 Approved Martin Mae	19/07/2017 12:18	Submitted	Training Training	
20/07/2017 16:25 Reviewed Martin Mae		20/07/2017 16:25	Reviewed	Martin Mae	
20/07/2017 16:44 Approved Martin Mae			Annrowed	Martin Mae	

(fig:69)

5. STORE TRANSFER

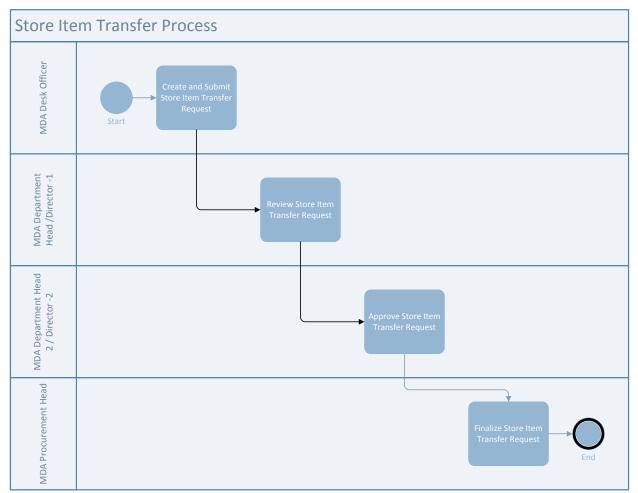
5.1 Brief Introduction:

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

5.2 THE USER ROLES

- i) DESK OFFICER STORE TRANSFER
- j) REVIEWER STORE TRANSFER
- k) APPROVER STORE TRANSFER
- I) 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

6 % 0	UDG	ET EXECUTION									Training T	mining	1 Log out	
企	App	propriations I	Procurement	Payables Re	ceivables	Cash M	fanagement	Inventory Ass	ets					
Inventory -+ 50	are Tra	nsters	1.10			1		Store Items	1					
								Store Receipts						
Store	Fra	Insfers						Store Requests						
								Store Issues						
Store Tran	sfer	List					1	Store Transfers	◀			-		
120100000000000000000000000000000000000		Created Date :	Store Request :	Store From	: Store To	5 E	Requesting Of	Store Adjustments			Status	٥.		
Doc Number		createn paie :												
Doc Number		Greated Date 1							Delivery					
Doc Number									Delivery	121	[Fending]	•	Find	

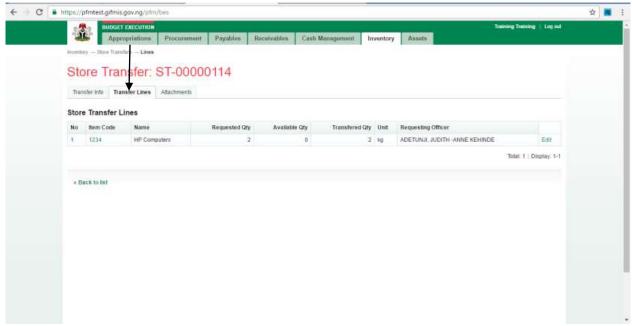
(fig:70)

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

All and a second	propriations	Procurement	Payables	Receiv	vables	Cash M	lanagement	Inventory	Asset			Training Tr	aining L	og out
Inventory Store Tr	ansfers		In the other states of the					Store Items		1				
								Store Receip	pts					
Store Tra	ansfers							Store Reque	sts					
								Store Issues	6					
Store Transfer	List						1	Store Transf	ers	Ċ.				
Doc Number -	Created Date :	Store Request :	Store From		Store To		Requesting Ot	Store Adjust			- 0	Status	•	
										Delivery				
	題									1		[Pending]	• Fin	.tt
ST-00000114	08/09/2016	SR-00000551	SH_MAIN		BRANCH		ADETUNJI, JUE KEHINDE	ITH -ANNE		30/09/2016		Draft		
87-00000111	08/08/2016	SR-00000538	BRANCH		STORE1		ETUK, CHARLE	S, JONAH		11/08/2016		Draft		
ST-00000100	07/06/2016	SR-00000449	SH_MAIN		Old		ADETUNJI, JUD KEHINDE	ITH -ANNE		08/06/2016		Approved		
87-0000057	19/04/2016	SR-00000221	SH_MAIN		BRANCH		ADETUNJI, JUD KEHINDE	ITH -ANNE		26/04/2016		Draft		
ST-00000056	19/04/2016	SR-00000208	SH_MAIN		STORE1		ETUK, CHARLE	S,JONAH		19/04/2016		Draft		
ST-00000052	19/04/2016	SR-00000209	SH_MAIN		SH_MAIN		ETUK, CHARLE	HANOL, R		19/04/2016		Rejected		
												Total	6 - Displa	r: 1-6

(fig:71)

Click on transfer line to confirm items to be transferred.



(fig:72)

Edit the quantity to be transfered

. Во новат екс	CUTION	Training Training Loyaut
Approprie	tions Procurement Payables Receivables Cesh Management	Inventory Assets
inserting - Store Transfers -	Lines	
Store Transfer	Edit Store Transfer Line	Close 🚱
Store Transfer Lines	Code: 1234	
No them Code 1 1 1234	Requested Qty: 2.00	Edit
1.	Available Gty: 0.00 Transfered Gty:	Totar 1 : Druplay, 1-1
	Use FIFO: 🕺	
< Sack to int		
		Save and Close

Go back to Transfer Info and submit

33346	ECUTION										Martin Mile	Log out	
		ocurement	Payables	Receivables	Cash Manag	gement In	ventory	Assets					
inventory Store Transfers	- View												
Store Trans	fer: ST	-00000	347										
Transfer Info Transf	er Lines Attac	hangerte											
Transfer into	er Lines Moac	uvnenta .											
Store Transfer Info	•											Print	
Document No:	ST-00000347					Store Fro	am: BR4	NCH State	louse Branch	Store			
Store Request:						Organization		1001001 ST/					
Requesting Officer:	001-022000	ADETUNJI, J	UDITH -ANNE K	EHINDE		Store	To: SH_	MAIN State	House Main S	tore			
Description:	A4 PAPER				Re	quested Delive	ery: 22/0	6/2017					
						Stat	us: Drat	ft.					
Store Transfer Stat	tus History												
	Date		Status	Re	sponsible Perso	on .			c	omment			
21/0	6/2017 11 41		Draft	Tra	aining Training								
+ Back to list								Edit	Delete	Submit	Cance	el.	

(fig:74)

Store transfer submitted successfully!

BUDGET EXECUTION				Martin Mile Log out	
Appropriations Procure	ment Payables Receivable	es Cash Management Inventor	ry Assets		
Inventory					
Store Transfer: ST-00	000347				
Store Transfer submitted successf	ullyl				
Transfer Info Transfer Lines Attachment	5				
Store Transfer Info				Print	
Document No: ST-00000347		Store From:	BRANCH State House Branch Store		
Store Request: SR-00001377			0111001001 STATE HOUSE - HQT		
	TUNJI, JUDITH -ANNE KEHINDE	ALCONTRACTOR AND A	SH_MAIN State House Main Store	10513	
Description: A4 PAPER		Requested Delivery:	22/06/2017		
		Status:	Submitted		
Store Transfer Status History					
Date	Status	Responsible Person	Соя	ument	
21/06/2017 11:41	Draft	Training Training			
20/07/2017 17:17	Submitted	Martin Mae			

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.

Store Tr	ransfers	Procurement	Payables	Recei	vables	Gash	Management	Inventory Store Items Store Receipts Store Requests Store Issues	Assets		Mixer I	m Miller I Log out
Store Transf Doc Number	er List Created Date	Store Request	 Store From 	. +	Store To		Requesting Of	Store Transfers Store Adjustmen	ita	Delivery -	Status	*
										1081	[Pending]	Find
ST-00000347	21/06/2017	SR-00001377	BRANCH		SH_MAIN		ADETUNA, JUD	TH ANNE KEHIN	DE 22/06/20	17	Sobmitted	
ST-00000344	14/05/2017	SR-00001369	BRANCH		BRANCH		Mary Star		20/05/20	17	Draft	
ST-00000341	09/03/2017	SR-00001339	SH_MAIN		BRANCH		ETUK, CHARLE	S.JONAH	09/03/20	17	Draft	
51-00000335	12/01/2017	SR-00001101	BRANCH		SH_MAIN		ADETUNJI, JUD	ITH -ANNE KEHIN	DE 30/11/20	16	Draft	
ST-00000331	14/12/2016	SR-00001276	BRANCH		STORET		Mary Star		21/12/29	16	Approved	
ST-00000329	14/12/2018	SR-00001235	SH_MAIN		BRANCH		Mary Star		21/12/20	18	Draft	
ST-00880328	14/12/2016	SR-00001287	SH_MAIN		BRANCH		ADETUNUI, JUD	ITH ANNE KEHIN	DE 28/12/20	16	Draft	
ST-00000327	14/12/2016	SR-00001279	SH_MAIN		BRANCH		Mary Star		19/12/20	16	Draft	
ST-00000326	14/12/2016	SR-00001280.	STORE1		BRANCH		Mary Star		21/12/20	01	Draft	
57-00008325	14/12/2016	5R-00001284	SH_MAIN		BRANCH		Mary Star		21/12/20	145	Draft	
Past Previous	((1)) 3 3 4	8 West Last									Total 4	7) Display 1-19

(fig:76)

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

-		XECUTION					<u></u>	Martin Mile L	99 OUI	
	Approp	eriations Procurem	ent Payables Rec	eivables Cash Man	agement Inver	ntory	Assets			
investo	ory Store Transfe	11 – Lines								
Ct	Trop	sfer: ST-00	000347							
30	ore man	ster. 31-00	000347							
Tran	sfer Info Trans	fer Lines Attachments	G							
-										
Stor	e Transfer Lir	les								
No	Item Code	Name	Requested Qty	Available Qty	Transfered Qty		Requesting Officer			
1	A4	A4 PAPER	5	2652	5	box	ADETUNJI, JUDITH -ANNE KEHINDE			
								Total: 1 Displa	y: 1-1	
a R	ack to list									
1.04	NUM NO INTE									

Go back to Transfer info to approve the transfer

BUDGET EXECUTION		and the second	Martin I	Mãe Log out
Appropriations Proc	ourement Payables Receiv	ables Cash Management Inventory Ass	iets	
Investory				
Store Transfer: ST-	00000347			
Transfer Info Transfer Lines Attach	ments			
Store Transfer Info				Print
Document No: ST-00000347		Store From: BRANCH	State House Branch Store	
Store Request: SR-00001377			STATE HOUSE - HOTRS	
Requesting Officer: 001-022000	ADETUNJI, JUDITH -ANNE KEHINDE	Store To: SH_MAIN	State House Main Store	
Description: A4 PAPER		Requested Delivery: 22/06/2017		
		Status: Submitted		
Store Transfer Status History				
Date	Status	Responsible Person	Comment	
21/06/2017 11 41	Draft	Training Training		
20/07/2017 17:17	Submitted	Martin Mae		
+ Back to list			Approve	Reject

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

33546	opriations	Procurement	Payables Re	ceivables	Cash Management	Inventi	ory Assets			Martin Mile	Log out	
Inventory - Store Trans	iters - View											
Store Tra	nsfer:	ST-00000)347									
Store Trans	sfer approved	d successfully)										
Transfer Info Tr	ansfer Lines	Attachments										
Store Transfer I	nfo										Print	
Document Store Requ					Store F Organizatio		BRANCH Sta 0111001001					
Requesting Offi Descripti	cer: 001-02 ion: A4 PAF		UDITH -ANNE KEHIN	4DE	Requested Deliv	e To: very: atus:	SH_MAIN St 22/06/2017 Reviewed	ate House Main	Store			
Store Transfer S	Status Hist	ory										
	Date		Status		Responsible Person				Comment			
2	1/06/2017 11:4	1	Orati		Training Training							
21	0/07/2017 17:1	7	Submitted		Martin Mae							
21	0/07/2017 17:3	3	Reviewed		Martin Mae							

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 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 first approver can only approve "Reviewed" items

				Martin Mar Log out
A COMPANY OF THE OWNER OWNE	Procurement Payables	Receivables Cash Ma	inventory Assets	
Dashboard	Contraction Contraction	ANTINESS SAMUAL ENGINANCE	Store Items	
			Store Receipts	
Dashboard			Store Requests	
			Store Issues	
My messages			Store Transfers	Modify My Notification Settings
Subject			Store Adjustments	Received
Requisition R-00002717 stage in now F	inalized effected by Training Tra	ning		23/05/2017 11 31
Requisition R-00002717 stage is now A	pproved Lovel 2 effected by Tra	ning Training		23/05/2017 11:31
Regulation R-00002717 stage to now A	pproved Level 1 effected by Tra	ning Training		23/05/2017 11 31
Requisition B-00092717 stage is now	Submitted effected by Trainin	g Tentolog		23/05/2017 11.31
Requisition R-00002706 stage is now	Finalized effected by Training	Training		01/05/2017 019-20
Requisition R-00002705 stage is now	Approved Level 2 effected by	Training Training		09/05/2017 09:26
Requisition R-00002706 stage is new A	pproved Level 1 effected by Tra	ning Training		05/05/2017 09:26
Requisition R 00002706 stage is now	Submitted effected by Trainin	g Training		09/05/2017 09:25
Job Completion Certificate JCC-0000	0687 stage is now Finalized et	fected by Training Training		20/04/2017 10:38
Job Completion Certificate JCC-000006	587 stage is now Approved Lave	2 effected by Training Training		20/04/2017 10:38
Piest Presman 1 2 3 4	5 6 7 8 9 - N	ext. Lant		Totel: 1122 Display 1-18
My Pending Tasks				
Doc Number Documen	t Type Descr		Document Status	Assigned Date +

(fig:80)

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

treeflaty 38	App	a standard and a standard and	Procurement	Payables	Rece	wattes	Cash I	Management h	nventory Ass	ets		Wine Logo
Store	Тга	insfers										
Store Tran	sfer	List										
Doc Number		Created Date ++	Store Request	Store From	- *	Store To		Requesting Office	6 6	Requested Delivery +	Status o	
		2								10	(Perding) ·	Finit
\$1-00001347		21/56/2017	SR-00001377	BRANCH		SH_MAIN		ADETUNUL JUDITH	-ANNE KEHINDE	22/16/2017	Sevened	
57-00001384		14/05/2017	SR-00001385	BRANCH		BRANCH		Mary Star		20/06/2017	Draft	
ST-00001541		09/03/2017	SR-00001339	SH_MAIN		BRANCH		ETUK, CHARLEB J	ONAH	09/03/2017	Draft	
87-00001335		12/01/2017	SR-00001101	BRANCH		SH_MAIN		ADETUNJI, JUDITE	ANNE KEHINDE	30/11/2015	Dreft	
\$1-03001331		14/12/2016	BR-00001275	BRANCH		STORET		Mary Star		21/12/2016	Approved	
97-00000329		14/12/2010	SR-00001235	SH_MAIN		BRANCH		Mary Star		21/12/2016	Draft	
57-00000328		14/12/2016	SR-00001287	SH_MAIN		BRANCH		ADETUNJI, JUDITH	ANNE KEHINDE	28/12/2016	Diaft	
ST-00001327		14/12/2016	SR-00001279	SH_MAIN		BRANCH		Mary Blar		19/12/2016	Draft	
87-00000326		14/12/2016	SR-00001280	STORES		BRANCH		Mary Blar		21/12/2016	Dreft	
\$1-00000338		14/12/2016	5R-00001204	SH_MAIN		BRANCH		Mary Star		21/12/2016	Draft	
Find Prev	an [8 2 3 4	6 Nont Last								Total: 47	Display 1-1

(fig:81)

The page below is displayed

Weentloy - Store Transfer: ST-00000347 Transfer Info Transfer Lines Attachments Store Transfer Info Transfer Info Transfer Info Transfer Info Transfer Info Transfer Info Print Store Transfer Info Transfer Info Store From: BRANCH State House Branch Store Print Document No: ST-00000347 Store From: BRANCH State House Branch Store Dogenization To: 0111001001 STATE HOUSE - HQTRS Store Request: SR-0001377 Organization To: 0111001001 STATE HOUSE - HQTRS Bescription: At PAPER Store To: SH_MAIN State House Main Store Description: At PAPER Requested Delivery: 2206/2017 Status: Reviewed Status: Reviewed Store Transfer Status History 1 Date Status Responsible Person Comment 21/06/2017 11 41 Drati Training Comment Comment	BUDGET EXECUTION Appropriations Procureme	nt Payables Receivabl	es Cash Management Inventory Assets	Martin Mile Log out
Store Transfer Info Print Document No: ST-00000347 Store From: BRANCH State House Branch Store Store Request: SR-00001377 Organization To: 0111001001 STATE HOUSE - HQTRS Requesting Officer: 001-022000 ADETUNJI, JUDITH - ANNE KEHINDE Store To: SH_MAIN State House Main Store Description: A4 PAPER Requested Delivery: 2206/2017 Store Transfer Status History Status Reviewed Store Transfer Status History Date Status Responsible Person 21/06/2017 11.41 Draft Training Training Comment	Store Transfer: ST-000	00347		
Store Request SR-0001377 Organization To: 0111001011 STATE HOUSE - HQTRS. Requesting Office: 01-022000 ADETUNJI, JUDITH - ANNE KEHINDE Store To: SH_MAIN State House Main Store Description: A4 PAPER Requested Delivery: 22/6/2017 Store Transfer Status Responsible Person Reviewed 21/06/2017 11.41 Draft Training Training				Print
Store Transfer Status History Status Responsible Person Comment 21/06/2017 11.41 Draft Training Training Comment	Store Request: SR-00001377 Requesting Officer: 001-022000 ADETU	NJI, JUDITH -ANNE KEHINDE	Organization To: 0111001001 STA Store To: SH_MAIN State	TE HOUSE - HOTRS
Date Status Responsible Person Comment 21/06/2017 11.41 Draft Training Training Comment	Store Transfer Status History		Status: Reviewed	
	Date	Status	Responsible Person	Comment
			Training Training	
20/07/2017 17 Submitted Martin Mae	20/07/2017 17:17	Submitted	Martin Mae	
20/07/2017 17:33 Reviewed Martin Mae	20/07/2017 17:33 Reviewed		Martin Mao	

(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.

		KECUTION						Martin Mile Log	941
-	Approp	riations Procuren	nent Payables Re	celvables Cash M	inagement Inver	ntory	Assets		_
invest	ory Store Transferr	II Lines							
Sto	ore Trans	sfer: ST-00	000347						
Tran	nsfer Info Transf	fer Lines Attachments	6/						
Stor	e Transfer Lin	es							
No	Item Code	Name	Requested Qty	Available Qty	Transfered Qty	Unit	Requesting Officer		
1	A4	A4 PAPER	5	2652	5	box	ADETUNJI, JUDITH -ANNE KEHINDE	E .	
								Total: 1 Display: 1	i i
+ B	ack to list								

(fig:83)

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

Appropriations Proc			Martin Mile Log out
Appropriations Proc Inventory Store Transfer: View Store Transfer: ST-(urement Payables Receiv	ables Cash Management Inventory Assets	
Transfer Info Transfer Lines Attache			
Store Transfer Info			Print
Document No: ST-00000347		Store From: BRANCH : State Hou	se Branch Store
Store Request: SR-00001377		Organization To: 0111001001 STATE	HOUSE - HQTRS
Requesting Officer: 001-022000 / A	ADETUNJI, JUDITH -ANNE KEHINDE	Store To: SH_MAIN State Hou	use Main Store
Description: A4 PAPER		Requested Delivery: 22/06/2017	
		Status; Reviewed	
Store Transfer Status History			
Date	Status	Responsible Person	Comment
21/06/2017 11:41	Draft	Training Training	
29/07/2017 17:17	Submitted	Martin Mae	
20/07/2017 17:33	Reviewed	Martin Mae	

(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:

C Secure https://pfmtest.gifmis.gov.ng/pfm/bes					Q	
Appropriations Procurement P	ayables Receivables	Cash Management Invent	ory Assets	Martin Mile	Log out	
Inventory - Store Transfers - View						
Store Transfer: ST-000003	47					
Store Transfer approved successfully!						
Transfer Info Transfer Lines Attachments						
Store Transfer Info					Print	
Document No: ST-00000347		Store From:	BRANCH State House Bra	inch Store		
Store Request: SR-00001377		Organization To: 0111001001 STATE HOUSE - HQTRS				
Requesting Officer: 001-022000 : ADETUNJI, JUDI	TH -ANNE KEHINDE	Store To:	SH_MAIN State House Ma	ain Store		
Description: A4 PAPER		Requested Delivery:	22/06/2017			
		Status:	Approved			
Store Transfer Status History						
Date St	atus	Responsible Person		Comment		
21/06/2017 11 41 Dr	att	Training Training				
20/07/2017 17:17 St	bmitted	Martin Mae				
20/07/2017 17 33 Re	wiewed	Martin Mae				
20/07/2017 17:39	havon	Martin Max				

(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

State Execution			Martin Miles Log col		
Appropriations Procurement Payables Rec Trashboard	eivabiez Cash Management	Inventory Assets Store Receipts Store Requests			
My messages	Store Issues Store Transfers	Medity My Nutification Settinge			
Subject	Store Adjustments	Received			
Requisition 15.00002717 stage is now Pinalized effected by Training Training	23/05/2017 11:31				
Requisition R-60002217 stage is new Apprevent Level 2 effected by Training Train	23/05/2017 11:31				
Requisition R-00002717 stage in new Approved Level 1 effected by Training Trai	22/05/2017 11:21				
Requisition 8-00002717 stage is now Submitted effected by Training Training	and the second se		23/05/2017 11 31		
Regulation 8-00002706 stage is now Finalized effected by Training Training	13		09/05/2017 09:26		
Regulation 8.00002708 stage is now Approved Level 2 effected by Training	Transing		09/05/2017 09:29		
Requisition R-00002766 stage is now Approved Level 1 effects to Training Tr	ming .		06/06/2017 09 26		
Requisition 8 00002706 stage is now Submitted effected by Training Training	nip		05/05/2017 09:25		
Job Completion Certificate JCC-00000607 stage is now Finalized effected b	y Training Training		20/04/2017 10:38		
Juli Completion Carlificate JCC-80000887 stage is new Approved Level 2 effects	od by Training Training		20/04/2017 10 58		
Find [Previous [3] 2 3 4 5 6 7 8 9 Next Le	ot		Total 1122 Display 1-10		
My Pending Tasks					
Doc Number Document Type Description		Occument Status	Analgued Data +		

(fig:86)

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

120011	ogen execution	Procurement	Payables	Recei	wattes Ca	5/1 T	Management Inventory As	and a		Wie Cogina
Investory Slore	Dansfers									
Charle T.	an afaire									
Store II	ansfers									
Store Transfe	er List									
Doc Number	· Created Date	Store Request	Store From		Store To		Requesting Officer a	Requested Delivery +	Status o	
]] 🔳								(Perding) ·	Find
517-00003367	21/06/2017	SR-00001377	BRANCH		SH_MAIN		ADETUNU, JUDITH -ANNE KEHINDE	22/06/2017	Approved	
57-00000384	14/05/2017	SR-00001369	BRANCH		BRANCH		Mary Star	20/05/2017	Draft	
ST-00001541	09/03/2017	SR-00001339	SH_MAIN		BRANCH		ETUK, CHARLEB JONAH	05/03/2017	Diaft	
87-00001335	12/01/2017	SR-00001101	BRANCH		SH_MAIN		ADETUNJI, JUDITH ANNE KEHINDE	30/11/2015	Dreft	
81-00001331	14/12/2016	5R-00001276	BRANCH		STORET		Mary Star	21/12/2016	Approved	
57-00000329	14/12/2010	SR-00001235	SH_MAIN		BRANCH		Mary Stat	21/12/2016	Draft	
57-00000328	14/12/2016	SR-00001287	SH_MAIN		BRANCH		ADETUNJI, JUDITH ANNE KEHINDE	28/12/2016	Diaft	
ST-00001327	14/12/2016	SR-00001279	SH_MAIN		BRANCH		Mary Blar	19/12/2016	Diaft	
BT-0000132E	14/12/2016	SR-00001280	STORES		BRANCH		Mary.Btar	21/12/2016	Dreft	
\$1-00000338	14/12/2016	BR-00001204	SH_MAIN		BRANCH		Mary Star	21/12/2016	Draft	
First Prevenue	18 2 5 4	5 Nont Lant							Total 47	Display 1-10
										12-240 (1444)

(fig:87)

The page below is displayed

a 👫 a 🗖	IDGET EXECUTION			Martin Mile Log out				
🔹 🍟	Appropriations Procure	ement Payables Rece	ivables Cash Management Inventory Assets					
Inventory Store	e Transfora View							
Store T	ransfer: ST-00	0000331						
Transfer info	Transfer Lines Atlachmer	da -						
Store Trans	fer Info			Print				
Docur	ment No: ST-00000331		Store From: BRANCH State	House Branch Store				
Store	Store Reguest: SR-00001276 Organization To: 0111001001 STATE HOUSE - HQTRS							
Requesting	g Officer: X-3301-996 Mar	v Star	Store To: STORE1 State	meries Store 1				
Des	scription:		Requested Delivery: 21/12/2016					
			Status: Approved					
Store Trans	fer Status History							
	Date	Status	Responsible Person	Comment				
	14/12/2016 12:49	Draft	Training Training					
	30/01/2017 15:49	Submitted	Training Training					
	21/06/2017 11:58	Reviewed	Training Training					
	21/05/2017 12:01	Approved	Training Training					
				Finalize Reject				

(fig:88)

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

0.00	BUDGET EXE	CUTTOR					Martin Mile Log out
	Approp		Payables Receivables	Cash Management	Inventory Assets	1	Harden Hard (1993 And
Inventor	ry Silom Transle	- Lines					
Sto	ro Trane	fer: ST-000003	221				
310	ne mans	ler. 51-00000	551				
Trans	sfer info Transfer	r Lines Attachments					
Store	Transfer Line	s					
No	Item Code	Name	Requested Qty	Available Qty	Transfered Qty	Unit	Requesting Officer
	123	PEAK MILK	3	200	1	bax	Mary Star
							Total: 1 Display: 1-1
+ Ba	ICR TO EST.						
+ Ba	ick to list						
+ Ba	ick to list						
+ Ba	ick to Est						
+ Ba	ick to list						
+ Be	ick to list						
+ Ba	ick to list.						
+ Ba	sck to list						

(fig:89)

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

BUDGET EXECUTION				Martin Mile Log out	
Appropriations Pro	curement Payables Rec	eivables Cash Management Inv	entory Assets		
Inventory Store Transfers View					
Store Transfer: ST-	00000331				
Transfer info Transfer Lines Attact	iments				
Store Transfer Info				Print	
Document No: ST-00000331		Store From Organization To	ing according to the second second		
Store Request: SR-00001276					
Requesting Officer: X-3301-996 Description:	Mary Star	Store T Requested Deliver		QF8 1	
Description			a: Approved		
		. (Pharton	n name		
Store Transfer Status History					
Date	Status	Responsible Person		Comment	
14/12/2016 12:49	Dratt	Training Training			
30/01/2017 15:49	Submitted	Training Training			
21/06/2017 11:58	Reviewed	Training Training			
21/05/2017 12:01	Approved	Training Training			
< Back to list				Finalize Reject	

(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:

1101	https://pfmtest.gifmis.gov.ng/pfm/bes			Martin Mile Lop tut	Q
	Appropriations Procumment	Payables Receivabl	es Cash Management Inventory Assets		
	Inventory Store Transfers View				
	Store Transfer: ST-0000	0331			
	Store Transfer finalized successfully!				
	Transfer Info Transfer Lines Attachments				
	Store Transfer Info			Print	
	Document No: 5T-00000331		Store From: BRANCH State House Brand	h Store	
	Stare Request: SR-00001276		Organization To: 0111001001 STATE HOUSE	HOTRS	
	Requesting Officer: X-3301-996 Mary Star		Store To: STORE1 Stationenies Store 1		
	Description:		Requested Delivery: 21/12/2016		
			Status: Finalized		
	Store Transfer Status History				
	Date	Status	Responsible Person	Comment	
	34/12/2916 12:49	Draft	Training Training		
	30/01/2017 15:49	Submitted	Training Training		
	21/06/2017 11:58	Anviewed	Training Training		
	21/06/2017 12:01	Approved	Training Training		
	20/07/2017 17:44	Finalcod	Martin Mäe		
	+ Beck to list				

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

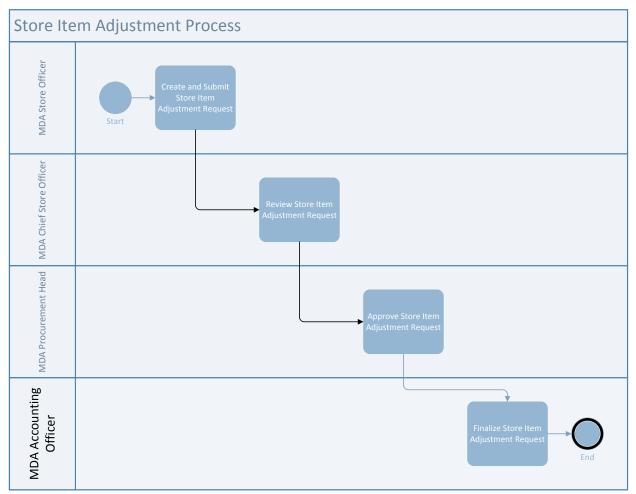
DESK OFFICER: The desk officer modifies the store items and submits it for review

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

mater.com - Online Sh.	In the second se	and a state of the second seco	Demons Flags RFM v3.1 - TEST - bu	##131_ P	
State States	arcomon .	Receivables Cash Managemen	Inventory Assett	Translag Translag	legent
Dashboard Dashboard My messages			Store Store Store Receipte Store Receipte Store Insues Store Transford	Monthly My Notification	Sellings
Subject			Stors Adjustments	Received	
Second Second	600219 sligh is new Finalund officied by Jappe		02/10/2016 11:5	3	
Asset Disposal ADL	000219 stage is now Approved Level 2 effected b		12/10/25/16 11 5	1	
Asset Disposal ADI-M	000219 stage is now Approved Level 1 effected t	y Janpo: Administrator		62/10/2016 11:5	3
Asset Dispusei ADI-II	1000219 stage is new Submitted effected by Jeep	er Administrator		12/10/20/16 11:5	3
Assart Recept All 000	00787 stops is now Finalized effected by Jumper /	Submanus tratas	02/10/2016 12:26		
Asset Receipt AR .000	99787 stage is now Approved Level 2 effected by	Junper Administrator	82/10/2016 18 26		
Asaat Recept AR-000	00787 steps is now Apprecial Lovel 1 effected by	Junper Administrator		82/10/2016 10:20	8
Asset Recept All 000	00787 sings is now Submitted effected by Janper	Administration		82/10/2016 18 2	6
Asset Receipt AR-999	00783 stage is now Finalust effected by Janper J	Administrator		02/10/2616 10 2	0
Asset Receipt AB-000	HITE stops is now Approved Lovet 2 effected by	Janper Administrator		82/10/2616 18:21	ù
First Prevents	3 1 4 5 6 7 8 9 Net	Last		Total 123 / Disp	lay: 1-10
My Pending Task	s				
Dec Namber	Document Type	Description	Document Status	Assigned Dele	10
HE-000021E	Expense Request		Saterified	04/18/2016 13:08	

(fig:92)

Add new store sdjustment

11000	priations	Procurement	Payable	Receivables	Cash Mo	nagement Invento	ry Assets	Training 1	fraining Log out
Intentory Store Adjust	menta				5-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1-1	10	Vin Kon		
Store Adju	etmo	ote							
Store Auju	sune	its							
Store Adjustmen	List							+ Add new st	ore adjustment
Doc Number		Created Date	+	Store	2.4	Description		Status	
		1 100						[Pending]	Find
SA-00000345		22/09/2016		SH_MAIN		Results of stocktaking		Draft	
SA-00000343		21/09/2016		BH_MAIN		OBSOLETE		Draft	
SA-00009337		25/07/2016		0001				Draft	
SA-00000335		27/06/2016		SH_MAIN				Draft	
SA-00000333		27/06/2016		SH_MAIN				Draft	
SA 00000332		27/06/2016		0001		101		Draft	
SA-00000331		27/06/2018		0001				Reviewed	
SA-00000330		27/06/2016		0001		adjustment		Draft	
SA-00000329		27/06/2016		SH_MAIN				Draft	
SA-00000326		27/06/2016		SH_MAIN				Draft	
First Private 1	2 3	4 5 6 7 8 6	1	Next Last				Total 1	71 Display: 1-10
									1.2.2.2.2.11.11.0.0.3

(fig:93)

Select the store where the item is and save

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Add s	Appropriations	Procurement Payables	Receivables C	sh Management Inventor	y Assets	Training Training Log out	-
Store Ad	Adjustment Line Jjustment Info ocument No: Description:	si Affachments	Ĵ	• Store:			
						Cancel Save	

(fig:94)

Click on store adjustment line and add new line

Carlos 📓 https	//phintest.gifmis.gov.		0 - 9 4 13		- Longer	owse Rep., 🏾 PFM v3.1 - TEST - build			- 0 × 0
Construction of the owner own	Amazon.com - Online	Contraction of the Party Street, Stree	2.80	Waiting for us norton.com	All-Mis Reporting: un	PFM v3.1 + TEST + Dull	a hiter o		U. (A) (A)
	1000 BUDG	Propriations	rocurement	Payables Receivables	Cash Management	Inventory Assets	Train	ing Training Log out	Ŷ
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	Store Adjustm		Asacoments					+ Add new line	
	No Item	Code	Name	A	vailable Qty	Adjustment Qty	Final Qty	Unit Totat 0	
	< Back to list								
(fig:95)									v

Input the adjustment quantity

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Budder Exce Appropriat Intenting — Shea Adjustments	ioms Pzocummunt Payabins Receivables	Cash Management Inventory	Assets	Training Training Log out	
Adjust	Edit Store Adjustment Line		Close 🚱		
Store Adjustment L	Item Code: Find Name:			+ Add new line	
No Item Code	Available Qty: 6			Qty Unit	
	Adjustment Qty: Use FIFO:			Total: 0	
« Back to list	useriro		+ Create new lot		
			Save and €lose		

(fig:96)

You can also create a new lot

Appropriatio	104	Training Training Log out	
Appropriatio	ns Procurement Payables Riceivables Cash Management	Inventory Assets	
increasivy \rightarrow Shere Arganizaettia \rightarrow	Lines		
Store Adjust			
Adjustment Info Adjus	Edit Store Adjustment Line	Close 🥹	
Store Adjustment Li	Item Code: 1234 Find Name: HP Computers	+ Add new line	
No IInm Code	Available Gty: 200.00		
1 1234 2. PEN	Adjustment Qty: 2 ×	Edit : Deteta	
2 115	Use FIFO: 🗹		
		Totar 2 Display 1-2	
+ Back to lint			
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(fig:97)

Save and close the adjustment line

Amazon.com - Online Sh					Training Training 1 Ling not
Appropriat		bles Receivables	Eash Management Investory 7	santa	
Intenting Dam Adjustments					
Store Adjust					1
Adaptiment into Adjunc	Create New Lo	ot		Close 😂	
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1 1234	* Receipt date:	(E)			Edit Datato
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	• Unit Price:				Total 2 Display: 1-2
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(fig:98)

Submit store adjusment from the adjustment info

Amazon.com - Online Sh 📓 Log out								
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Invintory Silom Adjustments View	100							
Store Adjustment:	SA-0000034	8						
Adjustment Info Adjustment Lines	Attachments							
Store Adjustment Info								Print
Document No: SA-00000348 Description:					RANCH S	State House Bra	inch Store	
Store Adjustment Status Histo	ry							
Date	Status	Res	ponsible Person				Comment	
04/10/2016 13:46	Draft	Trai	ning Training					
« Back to list					Edit	Delete	Submit	Cancel

Click on submit button to submit the Store Adjustment

Appropriations Procurement				Training Training Log out
Appropriations Procurement	nt Payables Rec	eivables Cash Management	Inventory Assets	
Store Adjustment: SA-0	00000348			
Adjustment Info Adjustment Lines Attachm	enta			
Store Adjustment Info				Print
Document No: SA-00000348			Store: BRANCH State Ho	use Branch Store
Description:			Status: Draft	
Store Adjustment Status History				1
Date	Status	Responsible Person		Comment
04/10/2016 13:46	Draft	Training Training		
 Back to list 			Edit	lete Submit Cancel

(fig:100)

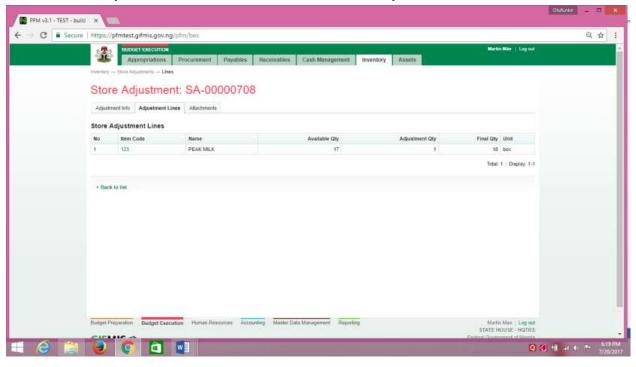
6.4.2 REVIEWER STORE ADJUSTMENT

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.

Augusta Contraction	Solve de la companya de la construcción de	values Bocewallers Case	Management	Inventory Assets		- 10 Contraction	
Store Adjustment				Store Recepts Store Gegeners Store Insues Dans Transfers	· Autore a	ano aquement	
they Mumber	T Created State	+ More	- Description	Store Adjustments	Status		
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14.0000070e	18/82/2017	8/7/C2P68/ 9			motormod		
II.4. 000000 FB	28/00/2017	214_36A01			moberman		
3.4.00000139	0.7113120936	DFL_MARH			hobestad		
3.4.00000268	04/109/2019-9-6	241,355(0)			Dobritted		

(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

PFM v3.1 + TEST + bui	• ×) ==					Oldunke		
← → C = Secure	https://pfmtest.gifmis.gov.ng/pfm/bes						Q 🕁	1
	Appropriations Procurement	Payables Receivables	Cash Management Inv	entory Assets	Martin Mile Lop cut			i
	Store Adjustment: SA-000	00708						
	Adjustment Info Adjustment Lines Atlactmente							
	Store Adjustment Info				Print			
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	Store Adjustment Status History							
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		Draft Submitted	Training Training Training Training					
	4 Back to int				Approve Reject			
	Budget Preparation Budget Execution Human Rates	uites Accounting Master Da	ta Management Reporting		Martin Maa Log out STATE HOUSE - HOTRS Enderal Origination of Monita			
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(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:

	fmis.gov.ng/pfm/bes		Q 1
BUDGET EXECUTION			Martin Mäe Log o
	Procurement Payables Re	eceivables Cash Management Inventory	Assets
tory \rightarrow Store Adjustments \rightarrow View			
ore Adjustment	SA_0000708		
ore Aujustment.	SA-00000708		
	a successful de d		
Store Adjustment approved	successiully		
justment Info Adjustment Lines	Attachments		
Justifiert into	Paderinens		
re Adjustment Info			Print
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Description:		Status: Reviewed	
Adiustasent Otatus Iliai	122.5		
re Adjustment Status Hist	1000		
	Status	Responsible Person	Comment
Date	Draft	Training Training	
16/03/2017 12:42		Training Training	
	Submitted	maining maining	

(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.

M s3.1 - TEST - Build | 36 C pfmtertgi Q. ☆ Appropriations Procurement Payables Receivables Cash Manag Inventory Assets ment in Store Huma Store Receipts Store Requests Store Issues Dashboard My messages Store Transform Wy TheBiseques Subject Requisition R.00002217 stage is new Finalized effected by Training Training Requisition R.00002717 stage is new Approved Level 2 effected by Training Training Requisition R.00002710 stage is new Approved Level 1 effected by Training Training Requisition R.00002700 stage is new Approved Level 1 effected by Training Training Requisition R.00002700 stage is new Approved Level 1 effected by Training Training Requisition R.00002700 stage is new Approved Level 2 effected by Training Training Requisition R.00002700 stage is new Approved Level 2 effected by Training Training Requisition R.00002700 stage is new Approved Level 2 effected by Training Training Requisition R.00002700 stage is new Approved Level 2 effected by Training Training Requisition R.00002700 stage is new Approved Level 2 effected by Training Training Requisition R.00002700 stage is new Approved Level 2 effected by Training Training Requisition R.00002700 stage is new Approved Level 2 effected by Training Training Requisition R.00002700 stage is new Approved Level 2 effected by Training Training Requisition R.00002700 stage is new Approved Level 2 mileted Stage is a stage in the Review Revi Received 23/05/2017 11 31 23/05/2017 11 31 are Adjustments 23/05/2017 11.31 23/05/2017 11.31 05/05/2017 09:28 05/05/2017 09:28 09/05/2017 09:26 Regulation R-00002706 stags to may Approved Level 1 attricted by Training Training Regulation B-00002706 stags is now Substituted effected by Training Training Job Completion Certificate JCC-00000667 stags is now Finalized effected by Training Training Job Completion Certificate JCC-80000667 stags in now Approved Level 2 effected by Training Training 00/06/2017 09:25 20/04/2017 10 38 20/04/2017 10 38 First | Persinan [4] 2] 3 | 4 | 5 | 6 | 7 | 8 | 6 | ... | Next | Last Total 1122 | Display 1-15 My Pending Tasks Description Doc Nomber Document Type Assigned Date - 🥑 💿 🔤 (a) (b) (b) (c)

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

Appropriate Appropriate Store Adjustments	ons Procumment Pr	iyables Receivables Ca	sh Management. Inventory Asse		Miller () Long tool
Store Adjustment List				+ Add new abore	adjustment
Doc Number	+ Created Date	+ Store	Description	+ Status -	
	in l			[Fending] *	Find
SA-00000765	20/07/2017	0001		Raiviewaid	
EA-00000764	20/07/2917	STORE1		Ovalt	
58-00000767	19/07/2017	Circ		Draft	
BA-00000758	19/07/2017	SH_MAIN	ADJUSTMENT	Reviewed	
54-00000755	19/07/2017	STORES	Adjustment of terms	Approved	
54.00000750	18/07/2017	BRANCH		Draft	
5,4-00000741	11/05/2017	0001		Draft	
EA-00000740	25/04/2017	0001		Orafl	
EA-00000737	20/04/2017	BRANCH		Ovart	
54-00000736	20/04/2017	STORES	State House	Draft	
Trans Commun. 21 2.1	3 4 5 6 7 8 9	féeyî Lasî		fote: 376	Doplay 1-10

(fig:106)

The page below is displayed

Appropriations Procume	nent Payables Receiv	ables Cash Management Inventory Assets	Martin Mile Log out
Inventory Store Adustments View	Hereit Paymas Hereit	and contraction internet	
Store Adjustment: SA	-00000758		
Adjustment Info Adjustment Lines Attac	turnerte		
100000000000000000000000000000000000000			
Store Adjustment Info			Print
Document No: SA-00000758 Description: ADJUSTMENT		Store: SH_MAIN State Status: Reviewed	House Main Store
Store Adjustment Status History			
Date	Statue	Responsible Person	Comment
19/07/2017 11:53	Draft	Training Training	
19/07/2017 12:01	Submitted	Training Training	
19/07/2017 12:03	Reviewed	Training Training	
4 Beck to list			Approve Reject
Budget Preparation Badget Execution Hun	an Resources Accounting M	faster Data Management Reporting	Martin Mae Log put

(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.

the second s	ng/phi/bes				Q P	9
Appropriations		Receivables Cash Management Inve	ntory Assets	Martin Wile Log and		
Interning on Thing Adjamments on L		recentables Case management inve	mory Assets			-
Store Adjustme	ent: SA-00000758					
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Store Adjustment Lines						
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1 STP	Staplers	300	-2	298 pc.		
				Total: 1 Display: 1-1		
				The Property Pro-		
· Clack to that						
Bulget Preparation Bodget Ex		ng Matter Esta Menagement Bagarten		Martin Main Log and		

(fig:108)

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

2	BUDGET EXECUTION			Martin Mile Log out	
1	Appropriations Proc	urement Payables Rece	Ivables Cash Management Inventory Ass	ats	
inventory	Store Adjustments View				
Stor	re Adjustment: S	A-00000758			
Adjust	tment Info Adjustment Lines	Atlactimente			
Store	Adjustment Info			Print	
Store	Document No: SA-00000758 Description: ADJUSTMENT Adjustment Status History		Store: SH_MARN Status: Reviewed	State House Main Store	
	Date	Statue	Responsible Person	Comment	
	19/07/2017 11:53	Draft	Training Training	. Astronome	
	19/07/2017 12:01	Submitted	Training Training		
	19/07/2017 12:03	Reviewed	Training Training		
4 Sec	ik to list			Approve Reject	
Eudget 7	heperation Budget Execution	Human Resources Accounting	Master Cata Management Reporting	Martin Mare Log mat STATE HOUSE HIGTRS	

(fig:109)

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

E C Secure https://pfmtest.gifmis.gov.	ng/pfm/bes				风台
	-		<i>aa</i> 132	Ma	rtin Mäe Log out
Appropriations Procure	ment Payables	Receivables Cash Management	t Inventory As	isets	ł
investory \rightarrow Store Adjustments \rightarrow View					
Store Adjustment: SA	-00000758				
Store Adjustment approved succes	ssfullyl				
Adjustment Info Adjustment Lines Atta	chments				
Store Adjustment Info					Print
Document No: SA-00000758			Store: SH_MAIN S	ate House Main Store	
Description: ADJUSTMENT		s	Status: Approved		
Store Adjustment Status History					
Date	Status	Responsible Person		Comment	
19/07/2017 11:53	Draft	Training Training			
19/07/2017 12:01	Submitted	Training Training			
1.1 SKORUZATION (171470)	The Collector Manual	Training Training			
19/07/2017 12:03	Reviewed	manning manning			

(fig:110)

6.4.4 FINAL APPROVER STORE ADJUSTMENT

The final approver finalizes the approved store Adjustment.

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 Adjustment.

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

C Secure https://pfmtest.gdmis.gov.ng/phn/bes		- CD,
Appropriations Procurement Payables Receivables Cash Manager	ment Inventory Assets	Martin Mile Log out
Appropriations Procurement Payables Receivables Sater Manager	Store liems	
Dashboard	Store Receipts	
Dashboard	Store Requests	
Dayibourd	Store Issues	
My messages	Store Transform	Medity by methods Settings
Subject	Store Adjustments	Received
Requisition R.09002717 stage to new Emailzed effected by Training Training		23/05/2017 11:31
Regulation R-00002217 stage is now Aggreeted Lovel 2 effected by Daming Training		23/06/2017 11:31
Regulation R-00002217 stage is now Approved Level 1 effected by Training Training		23/06/2017 11:31
Requisition R 00002717 stage is now Submitted effected by Training Training		23/05/2017 11:31
Regulation R 00002706 stage is now Finalized effected by Training Training		09/05/2017 09:20
Requisition H-00002706 stage is now Approved Level 2 effected by Trabiling Trabiling		09/05/2017 09:26
Requisition RC0002200 stage to now Apprevail Level 1 affected by Training Training		09/05/2017 09:28
Requisition 0.00002706 stage is new Submitted effected by Training Training		09/05/2017 09-25
Job Completion Certificate JCC.00000682 stage is now Finalized effected by Training Training		20/04/2017 10:58
Jula Completion Cartificate JCC-00000687 stage is new Approved Level 2 effected by Training Training		20/04/2017 10:38
First Previous [[1]] 2 3 4 4 4 7 8 9 - Nest Last		Total 1122 Display 1-10
My Pending Tasks		
Doc Number Document Type Description	Document Status	Assigned Date -

(fig:111)

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

178	tps://pfmtest.gifmis.gov.n				Martin M	Q.
	Appropriations	Procurement Payable	s Receivables Cash Ma	magement Inventory Assets		
inve	many - Store Adjustments					
		1.1				
S	tore Adjustme	nts				
	ore Adjustment List					
					+ Add new store a	dinamient.
D	oc Number *		Store +	Description +	Statue +	
		18			[Fending] *	Find
S,	4-00000765	26/07/2817	0001		Reviewed	
54	4-00000764	20/07/2017	STORE1		Draft	
54	4-00000762	19/07/2017	Old		Draft	
	4.00000750	19/07/2017	SH_MAIN	ADJUSTMENT	Approved	
S,	4-00000755	19/07/2017	STORE1	Adjustment of items	Approved	
54	4-00000750	18/07/2017	BRANCH		Draft	
54	4-00000741	11/05/2017	0001		Draft	
5/	4-00000748	25/04/2017	1000		Draft	
S.	A-00000737	26/04/2017	BRANCH		Draft	
E4	4-00000736	20/04/2017	STORE1	State House	Draft	
1	rel Previous 1 2 3	4 5 6 7 8 9 _	Next Last		Total 278	Display 1-10
						5/10/10:04-1
_						
But	tget Preparation Budget Exe	cution Human Rasources A	counting Master Data Managem	ent Reporting	Martin Q	tao Log nut

(fig:112)

The page below is displayed

Numerical Stream of the second stream of	Appropriations Procument	nt Payables Receivables	Cash Management Inventory Assets	Martin Mile Log out	
Store Adjustment Like Adutment One Adjustment Like Adutment Store Adjustment Like Adutment Decument Ner & Adutoret Bit Store Adjustment State Bezuription: ADJUSTMENT Internet Bit Store Adjustment Status History Store Adjustment Status History Internet Bit Tore Adjustment Status History Date Advertend Training Training 1997/2017 1123 Reviewed Training Training Internets Training Training 2007/2017 1233 Reviewed Training Training Internets Training 2007/2017 1233 Reviewed Training Training Internets Training 2007/2017 1243 Approved Matter Mate Internets Training					
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Store Adjustment Info Preci Document Nex: Adv0000758 Description: Adv0105TMEHT Store: SH_MARH State House Main Store Baters: Adproved Store Adjustment Status History Store Adjustment Titatus History Date Status Responsible Person Comment 1997/2017 11:53 Draft Training Training 1997/2017 12:03 Sciented 1997/2017 12:03 Revend Training Training 1997/2017 12:03 Incent Training 1997/2017 12:03	Adjustment Info Adjustment Lines Atlaction	wirth			
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Description: ADJUSTMENT: Bature: Approved Store Adjustment Status History Status: Approved Comment 1980/72017 1153 Draft Training Training Incoment 18007/2017 1203 Reviewed Training Training Incoment 2007/2017 1233 Reviewed Training Training Incoment	Recomment Nov CA 00000TER		Chartes	tain Chore	
Store Adjustment Status History Status Responsible Parson Comment 18/97/2017 11:53 Draft Training Training Internet Training Internet Training 18/97/2017 12:03 Reviewed Training Training Internet Training Internet Training 20/97/2017 18:31 Approved Mattin Mae Internet Training Internet Training				an side	
Date Status Responsible Person Comment 1907/2017 11:53 Draft Training Training					
1997/2017 11:53 Draft Training 1897/2017 12:01 Submitted Training Training 1897/2017 12:03 Reviewed Training Training 2597/2017 18:31 Approved Martin Mae	Store Adjustment Status History				
16/07/2017 12:01 Submitted Training 16/07/2017 12:03 Reviewed Training Training 26/07/2017 18:31 Approved Martin Mae	Date	Status	Responsible Person	Comment	
13/07/2017 12:03 Reviewed Training 25/07/2017 18:31 Approved Martin Mãe					
25/07/2017 18:31 Adproved Martin Mae					
4 Back to first Finalizer. Reject	20/07/2017 18:31	Approved	Marten Mae		
4 Back to Int Finalize: Reject					
	< Back to list			Finalize Reject	
	Budget Preparation Budget Execution Human	Resources Accounting Master	Data Management Reporting	Martin Mae Log put	
			hars wanapement webturned	search wate i rod off	

(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.

	test.gifmis.gov.ng/	hund man						 Q, ·	2
*	Appropriations	Procurament P	ayables Receivables	Cash Management	Inventory Asse		Martin Mile Log cut		
	Appropriations	Procurement P	ayables Hecelyables	Cash Management	Inventory Asse	15			
unionità cen	re Aduerment Lines								
Store /	Adjustmen	t: SA-0000	00758						
	nto Adjustment Line								
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Store Adju	stment Lines								
No B	tem Code	Name		Available Qty	Adjust	tment Qty	Final Qty Unit		
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							Total: 1 Display: 1-1		
4 Back to In	4								
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Budget Prepara	tion Budget Execut	ion Human Rasourc	ies Accounting Master	Data Management Reports	113		Martin Mae Log nut STATE HOUSE - HOTRS		

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

- 2	INCOMENT EXECUTION		1111 I	75 H.L.		Marile Miler Log and		
4	Appropriations Procur	nment Payables Receivables	Cash Management	Inventory Ass	sets			
la constitu	ry Eltrie Adormiterite View							
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Adp	atment Info Adjustment Lines Att	echmenta						
Store	Adjustment Info					Print		
	Document No: SA-00000758 Description: ADJUSTMENT			blown SH_MARI Status: Approved	State House Main Store			
Store	Adjustment Status History							
	Data	Status	Responsible Person		Co	nment		
	19/67/2017 11:53	Oraft	Training Training					
	19/07/2017 12:01	Submitted	Training Training					
	19/07/2017 12:03	Reviewed	Training Training					
	20/07/2017 16:31	Approved	Martin Mäe			+		
< th	acik to that					Reject		

(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:

- C Secure	https://pfmtest.gifmis.gov.ng/pfm/bes					Q 1	4
				Martin Mile Lop cut			200
	Appropriations Procurement	t Payables Receivable	os Cash Management Inventory Assets				
	inventory - Store Adjustments View						-
	Store Adjustment: SA-0	0000758					
	Store Adjustment finalized successfully	ył					
	Adjustment Info Adjustment Lines Attachme	erita					
	Store Adjustment Info			Print			
	Document No: SA-00000758 Description: ADJUSTMENT		Store: SH_MAIN State Hou Statum Finalized	se Man Store			
	Store Adjustment Status History						
	Date	Status	Responsible Person	Comment			
	19/07/2017 11:53	Orafi	Training Training				
	19/07/2017 12:01	Submitted	Training Training				
	19/07/2017 12:03	Reviewed	Training Training				
	20/07/2017 18:31	Approved	Martin Mäe				
	20/07/2017 10:37	Finalized	Martin Mae				
	« Back to int						
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