



## MINISTRY OF FINANCE

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Fiscal Affairs Department



# Goods and Services Approval Request

## User Manual

Version 1.0

3<sup>rd</sup> April 2022

## Introduction

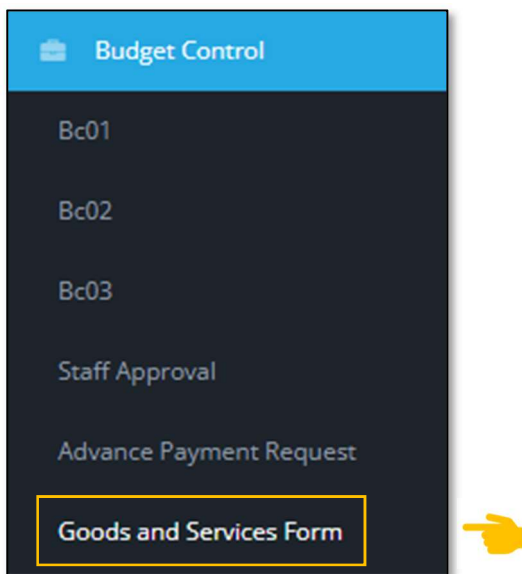
As per Ministry's circular number 13-B/CIR/2020/48, all agencies are required to obtain Ministry's approval before spending for capital and repair expenditures, if the value exceeds MVR 5,000. The portal is developed to digitalize the approval process of these requests.

## Roles Required

Please ensure the following roles are assigned to respective users to use the portal.

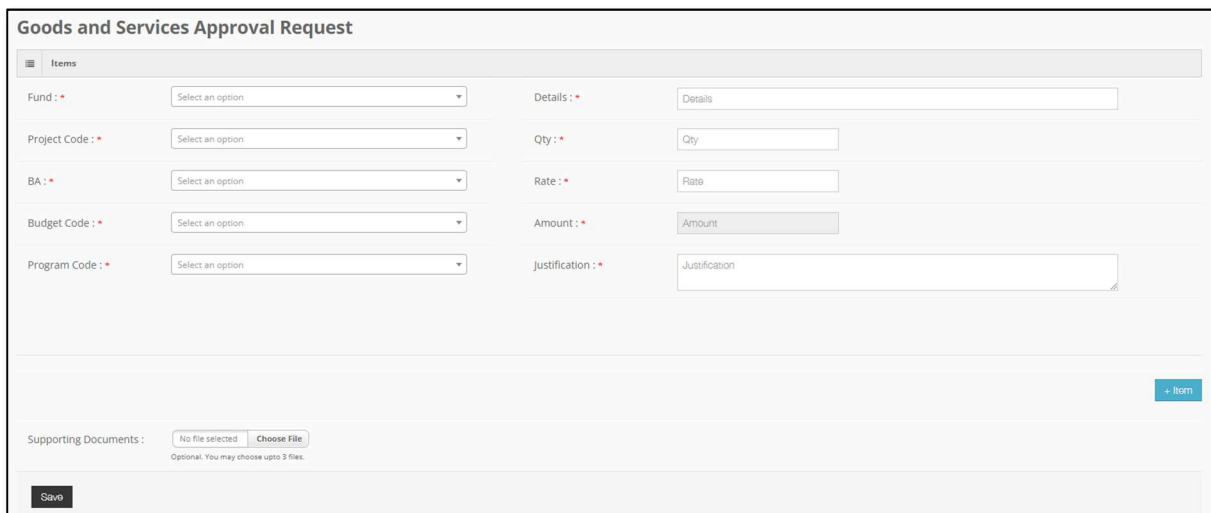
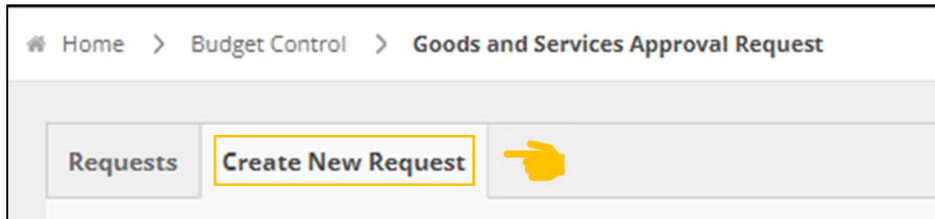
Role Name	Description
Accounts Officer	To enter and edit the requests.
Finance Executive	To authorize the requests.

If the users have the required role assigned, they will be able to see "Goods and Services Form" under "Budget Control" menu tab of Ban'deyri Portal.














## + Creating new request

To create a new request, please navigate to “Create New Request” tab inside the goods and services module.

A screenshot of the 'Goods and Services Approval Request' form. The form is titled 'Goods and Services Approval Request' and has a 'Items' section. It contains several input fields: 'Fund' (dropdown), 'Project Code' (dropdown), 'BA' (dropdown), 'Budget Code' (dropdown), 'Program Code' (dropdown), 'Details' (text), 'Qty' (text), 'Rate' (text), 'Amount' (text), and 'Justification' (text area). There is also a '+ Item' button and a 'Supporting Documents' section with a 'Choose File' button and a 'Save' button at the bottom.

## Form Fields

-  **Fund** – All the funds in SAP system will be available to choose from this field.
-  **Project Code** – Select the project code, if the expenditure is for a project. Else, select “Z-ZZZZZZZ-ZZZ” from the dropdown.
-  **BA** – Select the business area.
-  **Budget Code** – Select the budget GL code.
-  **Program Code** – Select the functional area or the program code.
-  **Details** – Item name or service name.
-  **Qty** – Quantity of item or service.
-  **Rate** – Rate of item or service.
-  **Justification** – Why the item or service is required.
-  **+ Item** – Add another line for the request.
-  **Choose File** – Optional. You can attach up to 3 supporting documents for a single request.

Once the request is saved, the request status will be changed to “Requested” and the following page will be displayed. In this page the following information is displayed.

- 1 AGA and Office information.
- 2 Form number, date and status information.
- 3 Form line items are displayed in this section.
- 4 Add/View/Delete documents from this section. Also, the user will see remarks made by other users in this section.
- 5 The requesting user can delete the request before finance executive authorizes.

The screenshot shows a web interface for a 'Goods and Services Approval Request'. The form is titled 'Goods and Services Approval Request' and contains several sections:

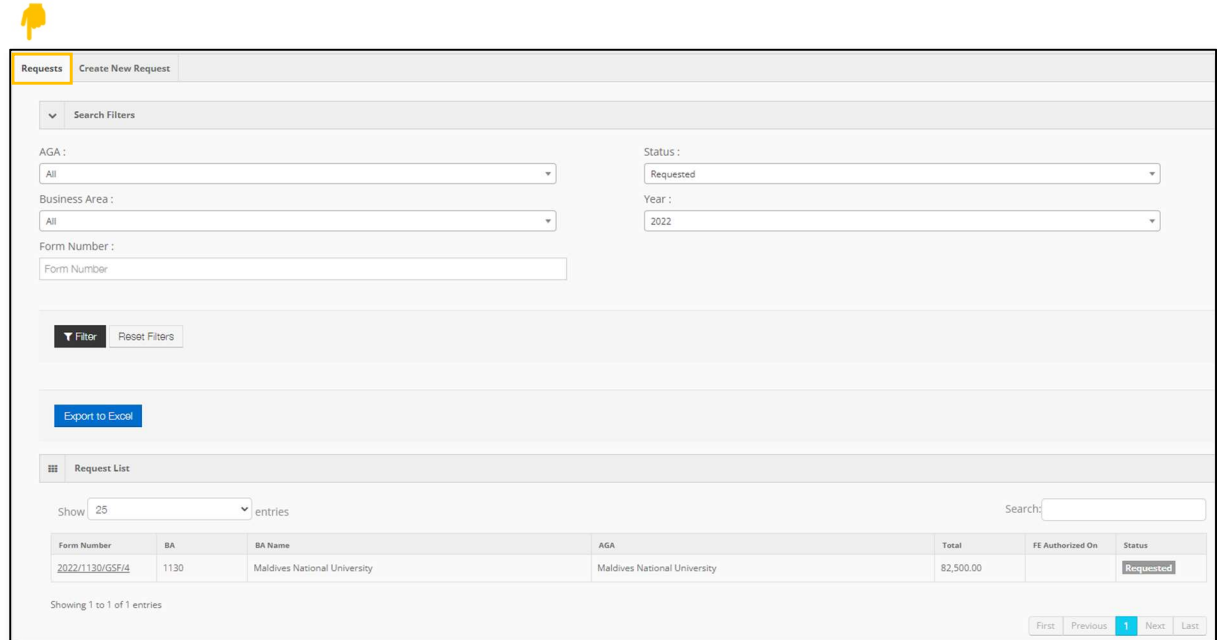
- Section 1:** 'AGA: Maldives National University' and 'BA: 1130 (Maldives National University)'. A blue circle with the number '1' is placed over this section.
- Section 2:** 'Form Number: 2022/1130/GSF/4', 'Requested Date: 29 Mar 2022', and 'Status: Requested'. A blue circle with the number '2' is placed over the form number and date.
- Section 3:** A table with columns: Fund, Program Code, Project Code, BA, Budget Code, Budget Code Name, Details, Qty, Rate, Amount, and Justification. The table contains two rows of data and a total row. A blue circle with the number '3' is placed over the 'Justification' column.
- Section 4:** 'Supporting documents' section showing a document '425C313202232.pdf' uploaded by 'Shafeea Mohamed Naseer - Maldives National University'. There are 'Delete' and 'View' buttons. A blue circle with the number '4' is placed over the 'View' button.
- Section 5:** 'Attach Supporting documents' section with a dashed box for uploading files. Below it is a 'Remarks' field and a 'Delete' button. A blue circle with the number '5' is placed over the 'Delete' button.

The requesting user has the following options in this screen.

- Print the request.
- Add/View/Delete documents.
- Delete the request before finance executive authorize.

## Requests Page

All the requests are displayed at this page and is available for both requesting user and the finance executive.






The screenshot shows the 'Requests' page interface. At the top, there are tabs for 'Requests' and 'Create New Request'. Below this is a 'Search Filters' section with several dropdown menus: 'AGA:' (set to 'All'), 'Business Area:' (set to 'All'), 'Form Number:' (with a text input field), 'Status:' (set to 'Requested'), and 'Year:' (set to '2022'). There are 'Filter' and 'Reset Filters' buttons. Below the filters is an 'Export to Excel' button. The main section is titled 'Request List' and includes a 'Show 25 entries' dropdown and a search box. A table displays one request entry with the following data:

Form Number	BA	BA Name	AGA	Total	FE Authorized On	Status
2022/1130/GSF/4	1130	Maldives National University	Maldives National University	82,500.00		Requested

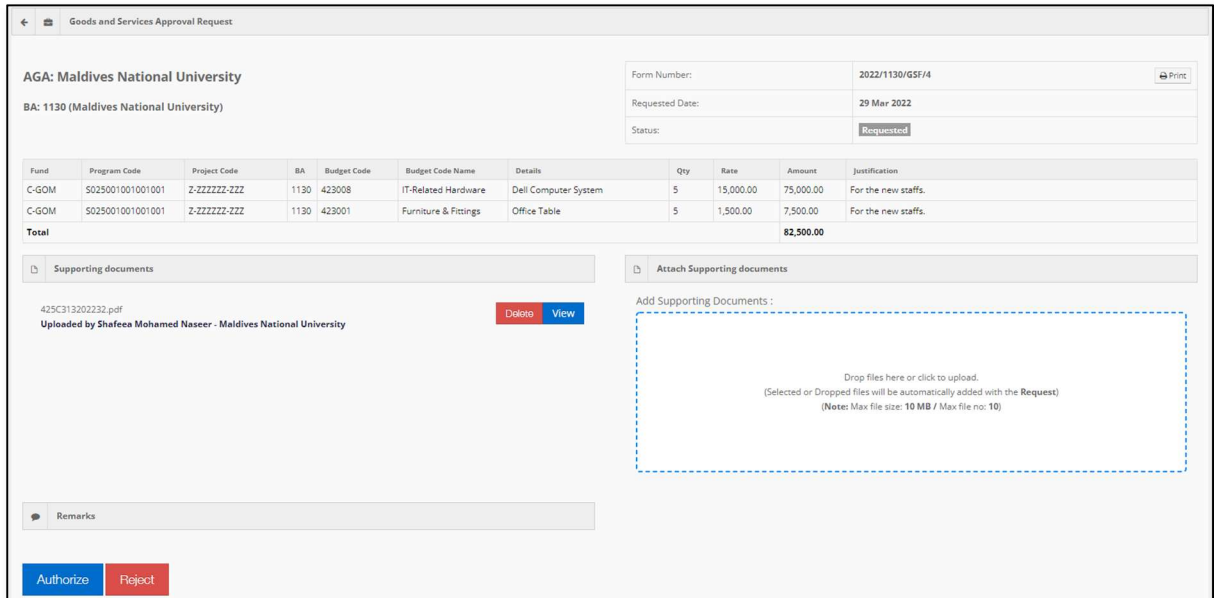
At the bottom, it says 'Showing 1 to 1 of 1 entries' and includes pagination controls: 'First', 'Previous', '1', 'Next', 'Last'.

The users have the following options in this screen.

-  Filter requests by AGA, Office, Form number, Status and by Year.
-  Export the displayed list details to MS Excel.
-  Search and check status of requests in the filtered list. Also, the users can click the request number to view the specific request details in a new tab/window.

## Authorizing Requests

When the finance executive opens the specific request from the “Requests” page, request details will be displayed in a new tab/window as below.



Goods and Services Approval Request

AGA: Maldives National University  
BA: 1130 (Maldives National University)

Form Number: 2022/1130/GSF/4 Print  
Requested Date: 29 Mar 2022  
Status: Requested

Fund	Program Code	Project Code	BA	Budget Code	Budget Code Name	Details	Qty	Rate	Amount	Justification
C-GOM	S025001001001001	Z-ZZZZZZ-ZZZ	1130	423008	IT-Related Hardware	Dell Computer System	5	15,000.00	75,000.00	For the new staffs.
C-GOM	S025001001001001	Z-ZZZZZZ-ZZZ	1130	423001	Furniture & Fittings	Office Table	5	1,500.00	7,500.00	For the new staffs.
<b>Total</b>									<b>82,500.00</b>	




Supporting documents: 425C313202232.pdf  
Uploaded by Shafeea Mohamed Naseer - Maldives National University Delete View

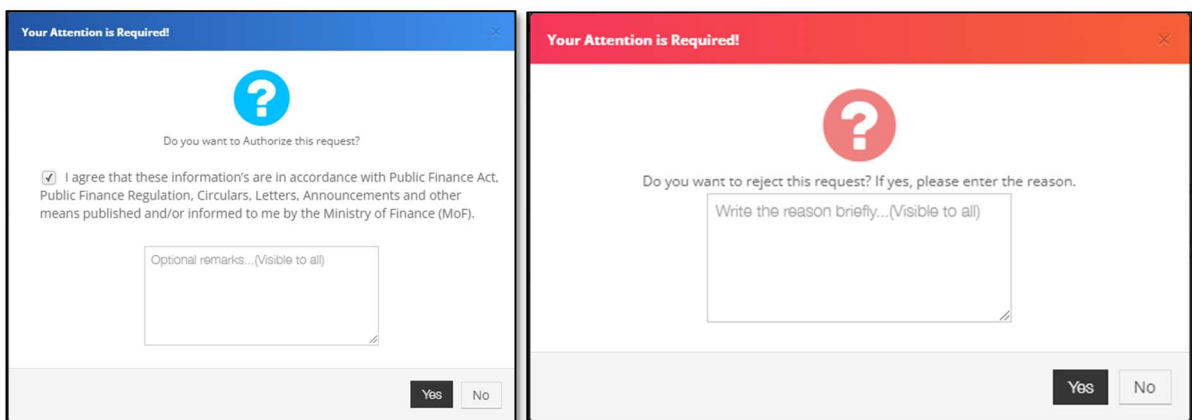
Attach Supporting documents: Add Supporting Documents :  
Drop files here or click to upload.  
(Selected or Dropped files will be automatically added with the Request)  
(Note: Max file size: 10 MB / Max file no: 10)

Remarks

Authorize Reject

The finance executive has the following options in this screen.

-  Print the request.
-  Add/View/Delete documents.
-  Authorize or Reject the request. Reason should be specified if rejecting the request.



**Your Attention is Required!**

Do you want to Authorize this request?

I agree that these information's are in accordance with Public Finance Act, Public Finance Regulation, Circulars, Letters, Announcements and other means published and/or informed to me by the Ministry of Finance (MoF).

Optional remarks...(Visible to all)

Yes No

**Your Attention is Required!**

Do you want to reject this request? If yes, please enter the reason.

Write the reason briefly...(Visible to all)

Yes No

Once the request is authorized, the status is changed to “Authorized by FE” and it sent to MoF for approval.