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# AUTHORITY TO INCUR EXPENDITURE

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User Manual



APRIL 15, 2020  
UNIVERSITY OF NAIROBI  
<https://www.uonbi.ac.ke>

Contents

CHAPTER 1 ..... 2

**Introduction**..... 2

**1.1 Accessing the system**..... 2

**1.2 AIE Workflow Diagram** ..... 4

            ..... 5

CHAPTER 2 ..... 6

**Applicant**..... 6

        Fig 2.1 - ..... 6

CHAPTER 3 ..... 10

**Head of Department** ..... 10

CHAPTER 4 ..... 13

**Finance Officer**..... 13

CHAPTER 5 ..... 16

**Final Approver** ..... 16

# CHAPTER 1

## Introduction

The online authority to incur expenditure system has been developed to authorize payments within the university. This comes in handy to reduce the paperwork needed for the process hence reducing the time taken in circulating documents to the respective departments. Moreover, an AIE can be tracked and also the amount of an AIE can be viewed before raising it, which compared to the previous system, one can view all these details.

### 1.1 Accessing the system

All participants in this process require an account to access the system which in this case are already set up. To access the system (for all users):

1. Visit page <https://uonbi.ac.ke/aie/> which takes you to the login page then key in your payroll number and password to access the system. (See Fig. 1.1).
2. Once logged in, one can click on his/her name on the far right to drop a new menu. (See Fig. 1.2).
3. Click Logout link to sign out of the system.

The subsequent chapters are presented in the context of their different roles that they play in the approval process as depicted in the AIE workflow diagram.

1. Applicant.
2. Head of Department (HoD).
3. Finance Officer (FO).
4. Final Approver.

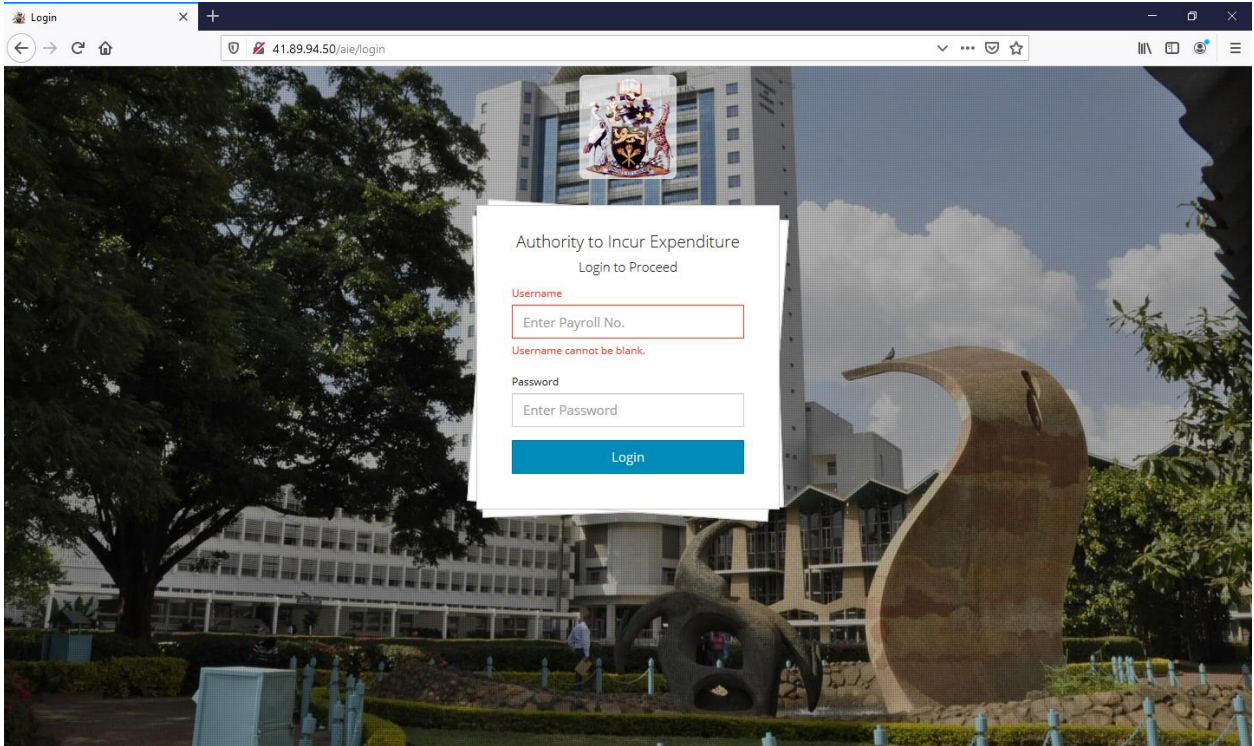


Figure 1.1 – Login page for the AIE system.

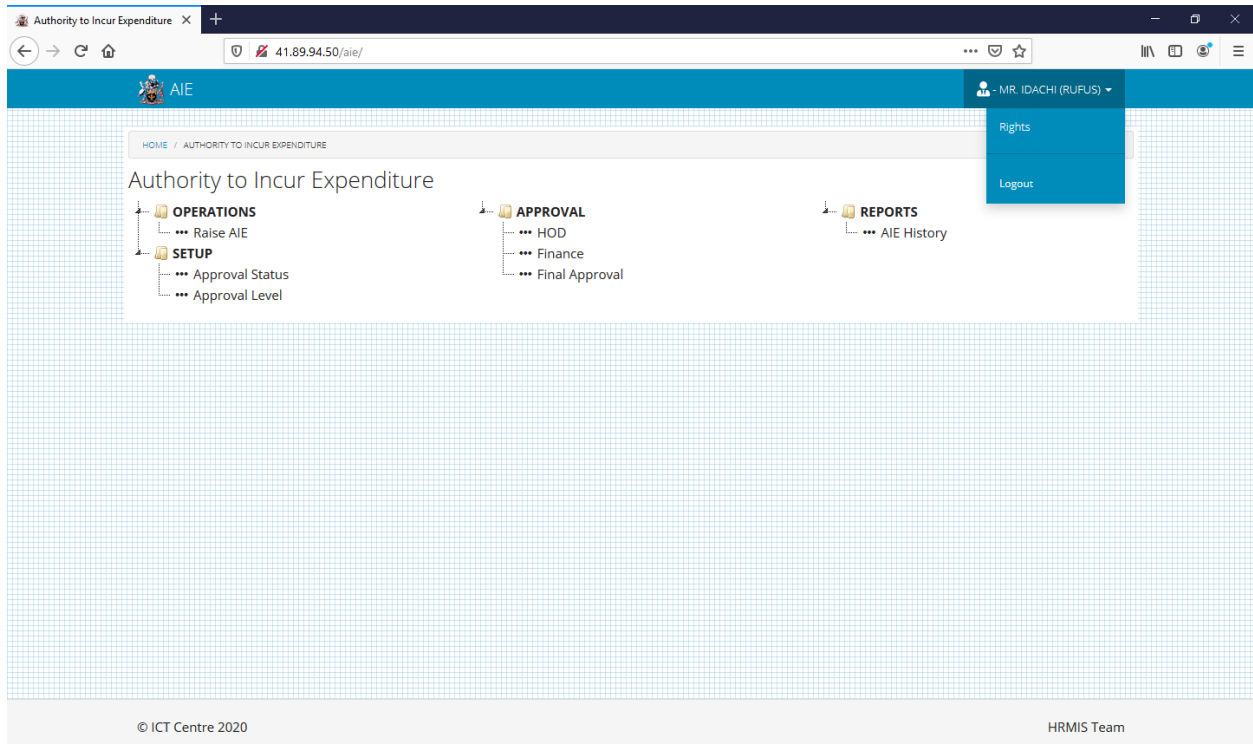
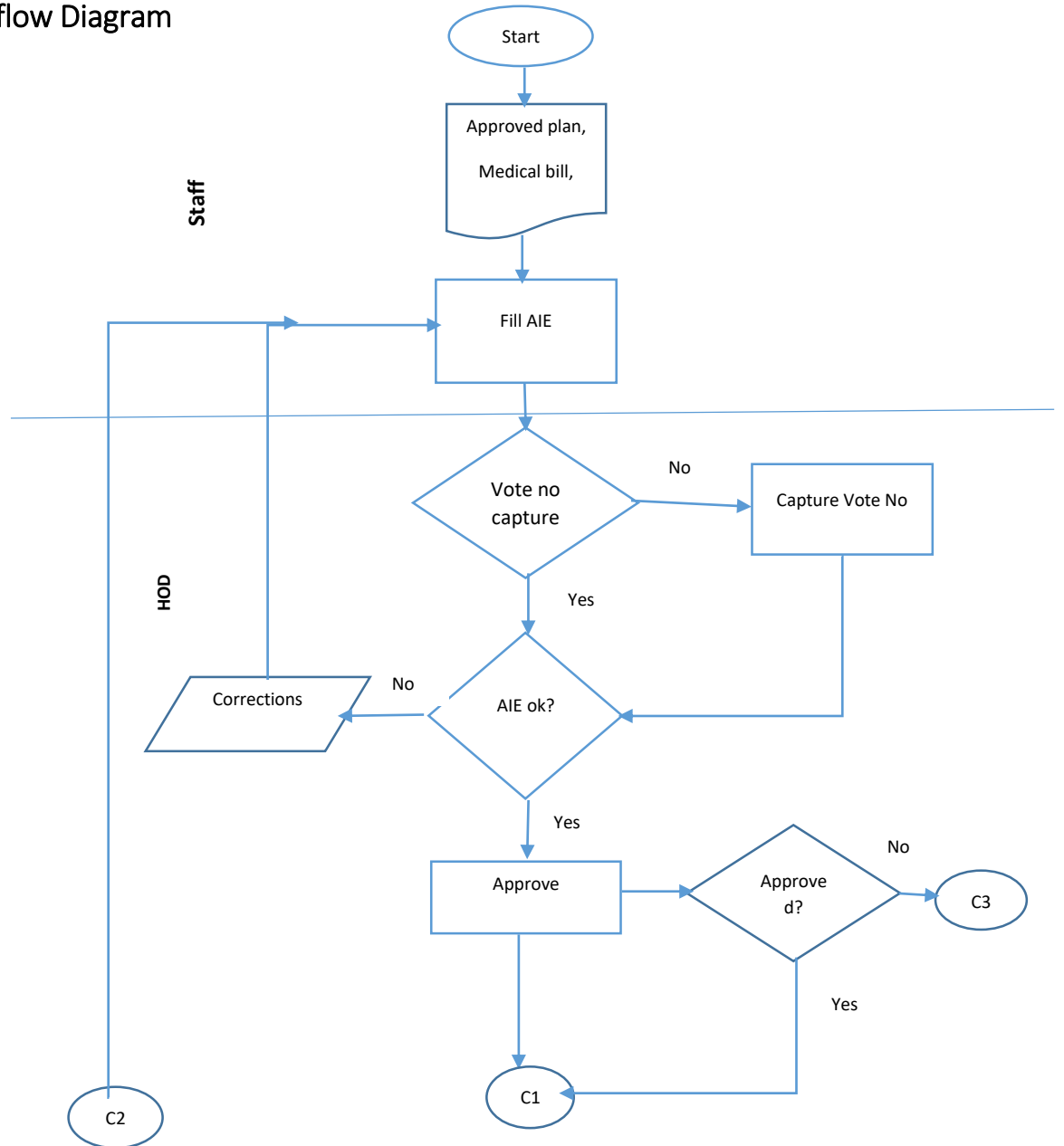
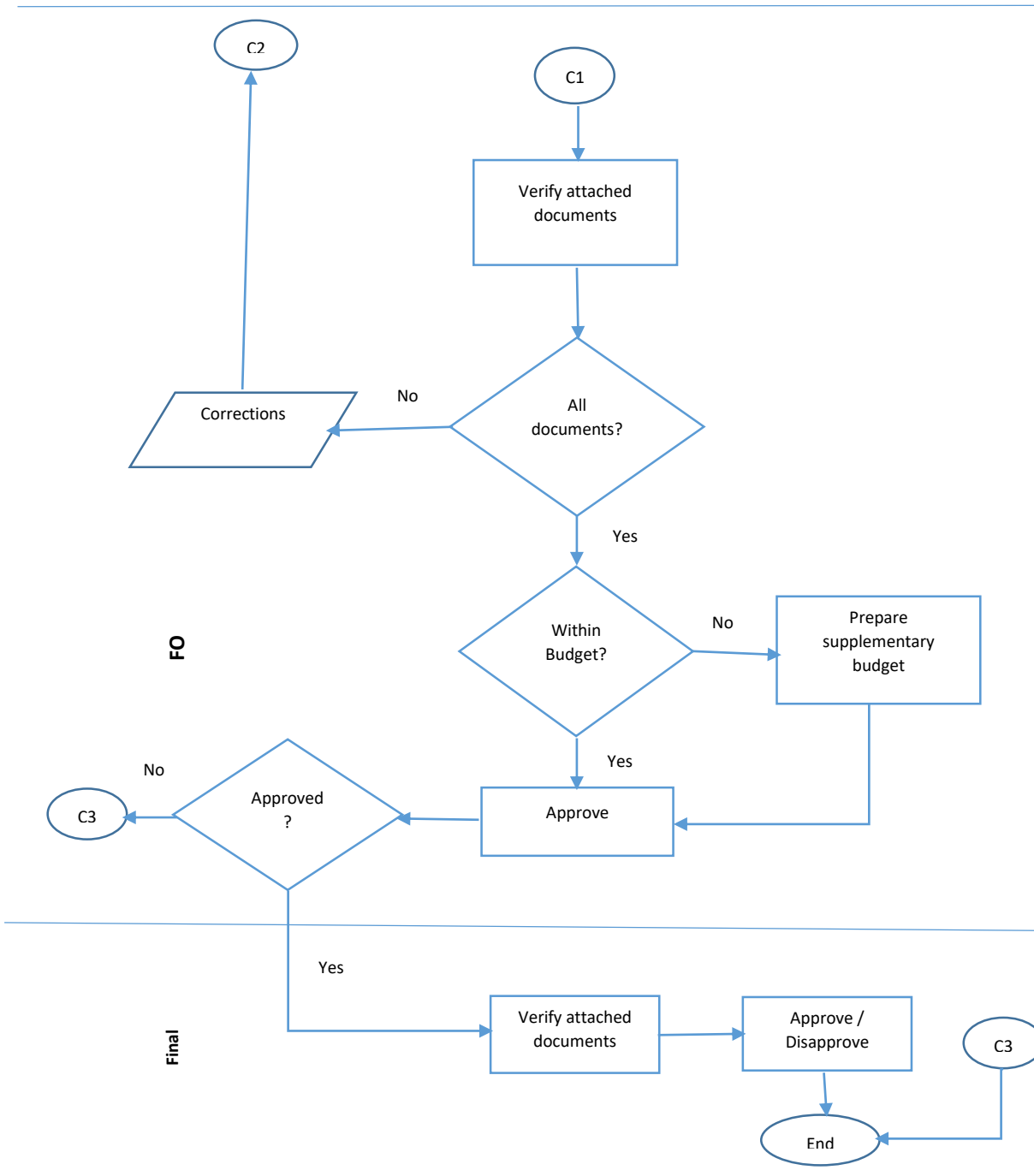


Figure 1.2 – Log out Menu

## 1.2 AIE Workflow Diagram





# CHAPTER 2

## Applicant

The applicant must personally initiate the whole AIE approval process. Submitting the request online catches the applicant's details automatically from the login session hence responsibility of the AIE weighs on the applicant of the process.

1. Once logged on, click on the Raise AIE under operations (See fig. 2.1)
2. It displays other entries already made by other applicants, then click the green button (Raise AIE). (See fig.2.2)
3. It brings up all the entries found on the paper version therefore fill in all the required sections(See fig.2.3)
4. Attach the necessary documents that accompany the AIE. **This should be submitted in pdf format ONLY.**
5. The **Vote Code** section should be left empty if it is not known.
6. After submission of the AIE, click on the submit button after ensuring everything is okay or if there are documents to be submitted then click the docs button or if you want to change anything do it on the update button. (See fig. 2.4)

You can view status of all your AIE requests at any time by visiting Raise AIE as shown in fig 2.1 which is a searchable list of all AIEs submitted and their current status. For example (see fig.2.4), the AIE submitted is shown as Serial No.6, with the status Pending, and at the HoD

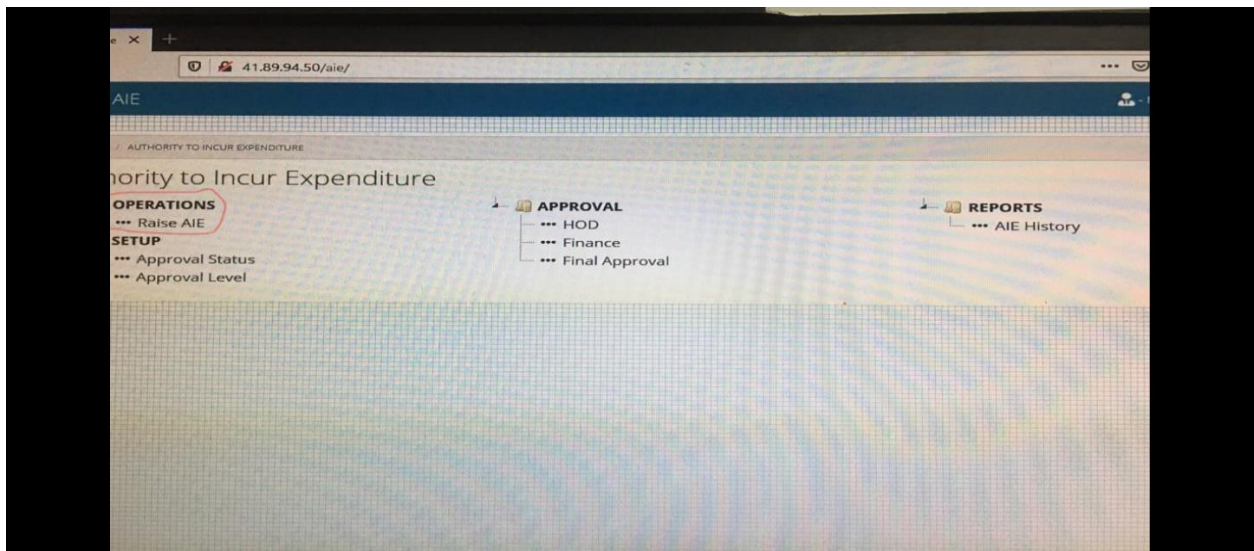


Fig 2.1 -

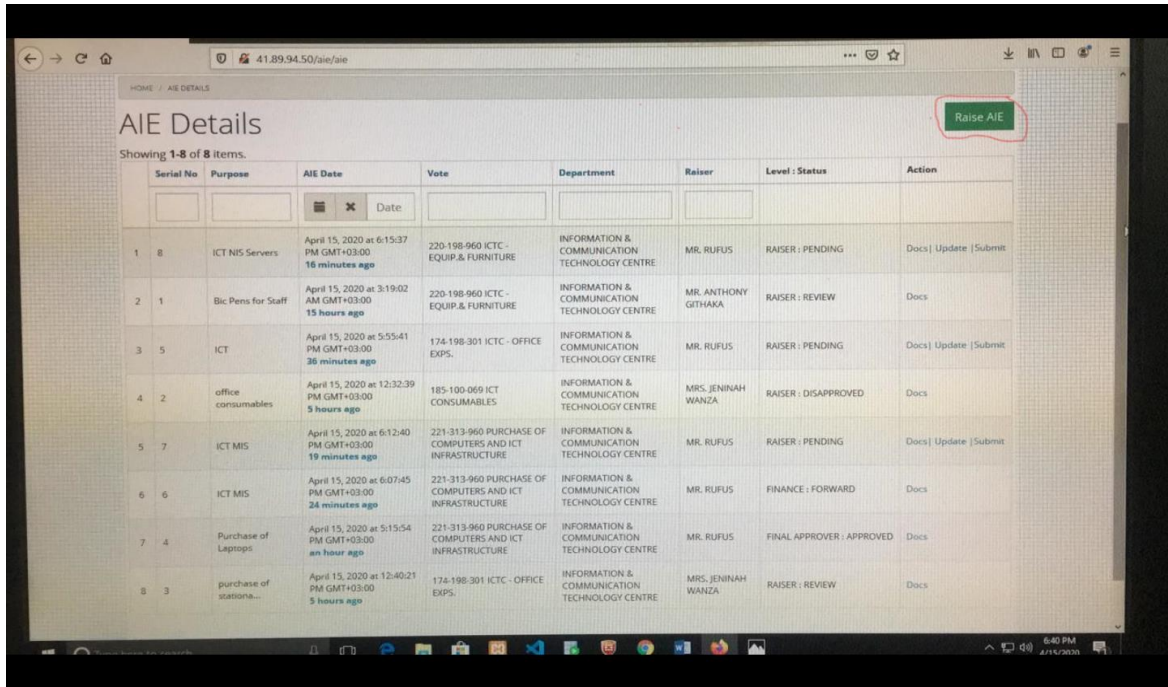


Fig 2.2 -

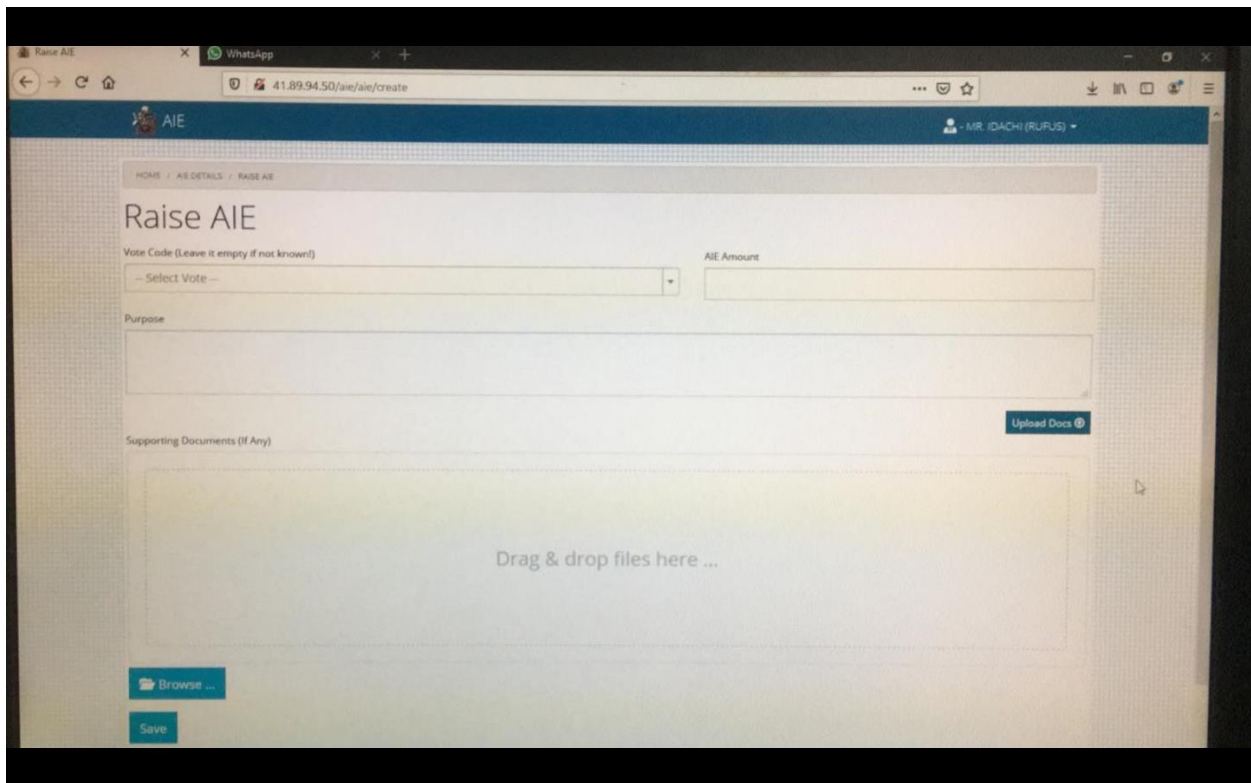


Fig 2.3 -

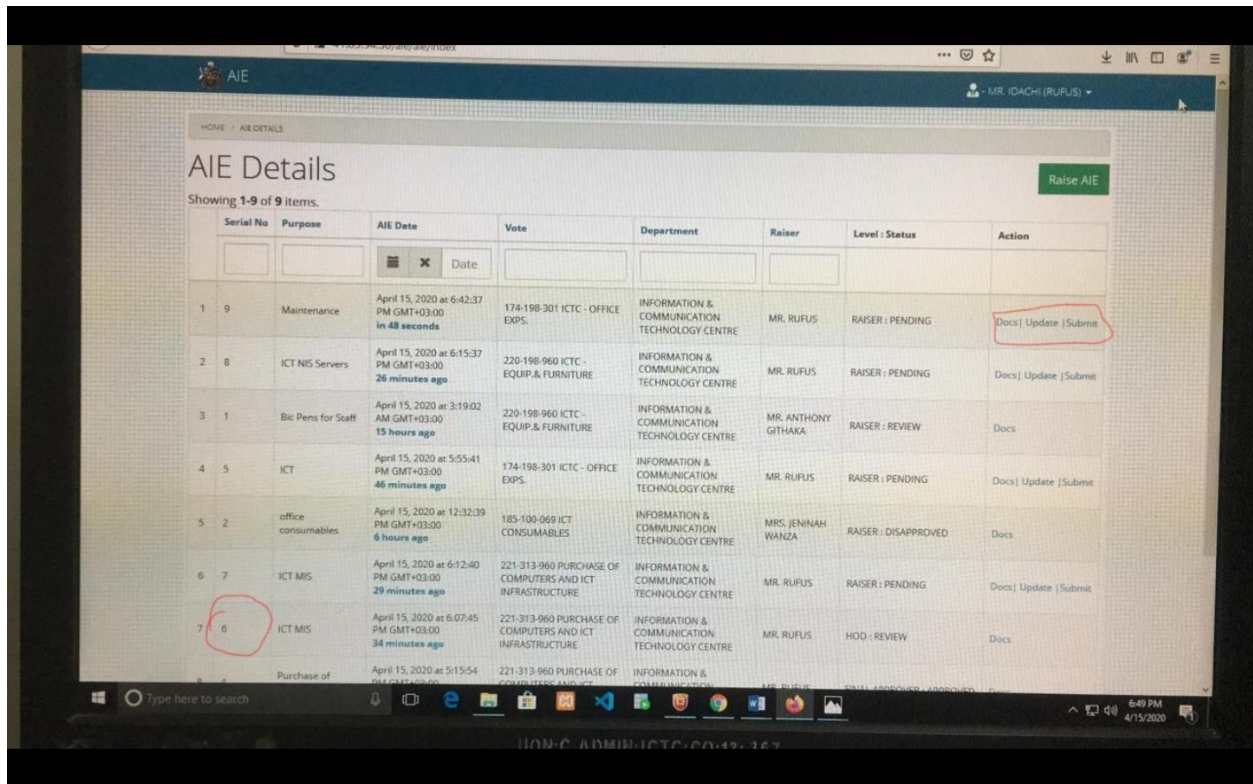


Fig 2.4 –

**Please note that a submitted AIE cannot be changed.** This means that if there are errors or adjustments to be made to the AIE, a new AIE must be raised. This eliminates the threat of changes being made to the AIE during and after approval stages.

When an AIE process is fully complete it will appear in the status section as Final Approver: approved in the AIE list (See fig. 2.5).

Showing 1-9 of 9 items.

Serial No	Purpose	AIE Date	Vote	Department	Raiser	Level : Status	Action	
1	9	Maintenance	April 15, 2020 at 6:42:37 PM GMT+03:00 13 minutes ago	174-198-301 ICTC - OFFICE EXPS.	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : PENDING	Docs   Update   Submit
2	8	ICT NIS Servers	April 15, 2020 at 6:15:37 PM GMT+03:00 40 minutes ago	220-198-960 ICTC - EQUIP.& FURNITURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : PENDING	Docs   Update   Submit
3	1	Bic Pens for Staff	April 15, 2020 at 3:19:02 AM GMT+03:00 15 hours ago	220-198-960 ICTC - EQUIP.& FURNITURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. ANTHONY GITHAKA	RAISER : REVIEW	Docs
4	5	ICT	April 15, 2020 at 5:55:41 PM GMT+03:00 an hour ago	174-198-301 ICTC - OFFICE EXPS.	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : PENDING	Docs   Update   Submit
5	2	office consumables	April 15, 2020 at 12:32:39 PM GMT+03:00 6 hours ago	185-100-069 ICT CONSUMABLES	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MRS. JENINAH WANZA	RAISER : DISAPPROVED	Docs
6	7	ICT MIS	April 15, 2020 at 6:12:40 PM GMT+03:00 43 minutes ago	221-313-960 PURCHASE OF COMPUTERS AND ICT INFRASTRUCTURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : PENDING	Docs   Update   Submit
7	6	ICT MIS	April 15, 2020 at 6:07:45 PM GMT+03:00 48 minutes ago	221-313-960 PURCHASE OF COMPUTERS AND ICT INFRASTRUCTURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	HOD : REVIEW	Docs
8	4	Purchase of Laptops	April 15, 2020 at 5:15:54 PM GMT+03:00 an hour ago	221-313-960 PURCHASE OF COMPUTERS AND ICT INFRASTRUCTURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	FINAL APPROVER : APPROVED	Docs
9	3	purchase of stationa...	April 15, 2020 at 12:40:21 PM GMT+03:00 6 hours ago	174-198-301 ICTC - OFFICE EXPS.	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MRS. JENINAH WANZA	RAISER : REVIEW	Docs

Fig 2.5 -

# CHAPTER 3

## Head of Department

The head of department should get alerts of AIEs raised by staff members for approval. Once one is logged in:

1. Click on the HoD link under the Approval menu. (See Fig. 3.1).
2. View all alerts of AIEs raised by staff. (See fig. 3.2).
3. Click the update button to view and review an individual AIE i.e. to approve, disapprove or returned back to the applicant for revision with comments.(See Fig. 3.3)
4. If the AIE is okay to be approved, then the HoD can set the vote if it was not set initially by the applicant. (See Fig 3.4).

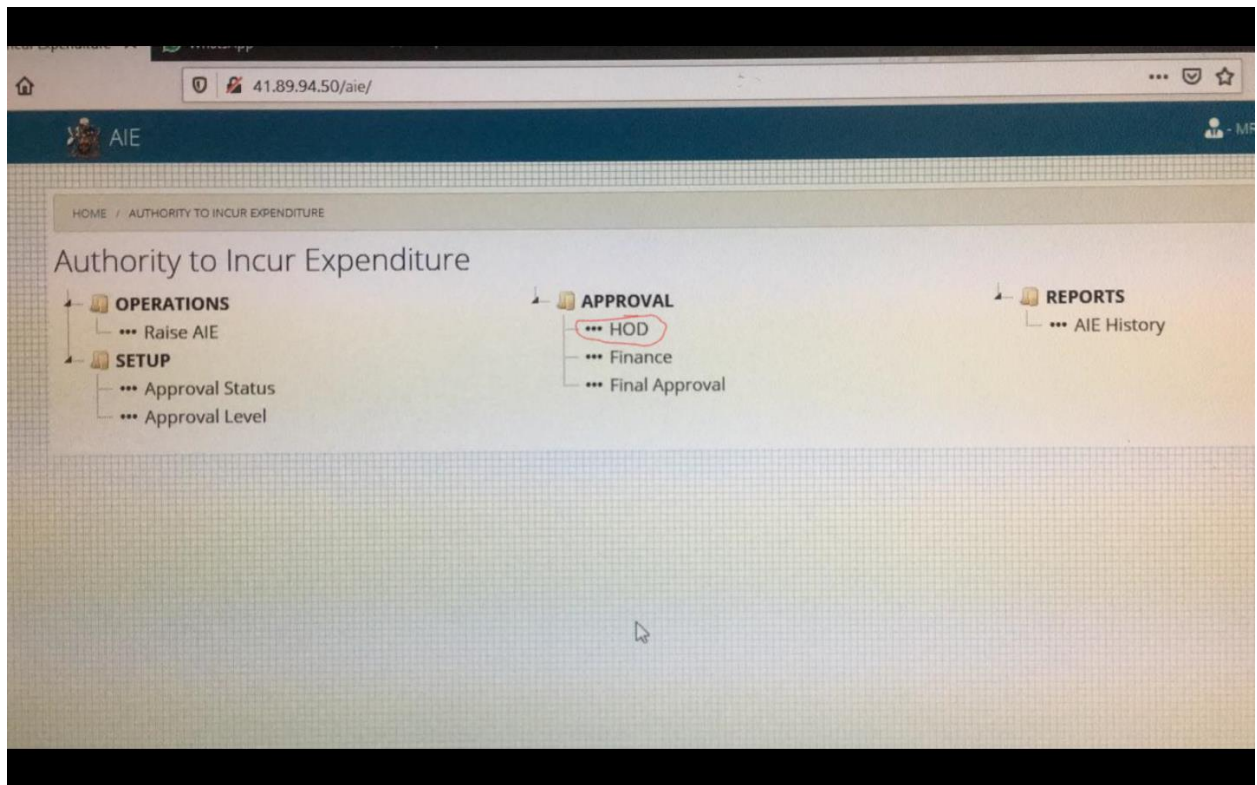


Fig 3.1 -

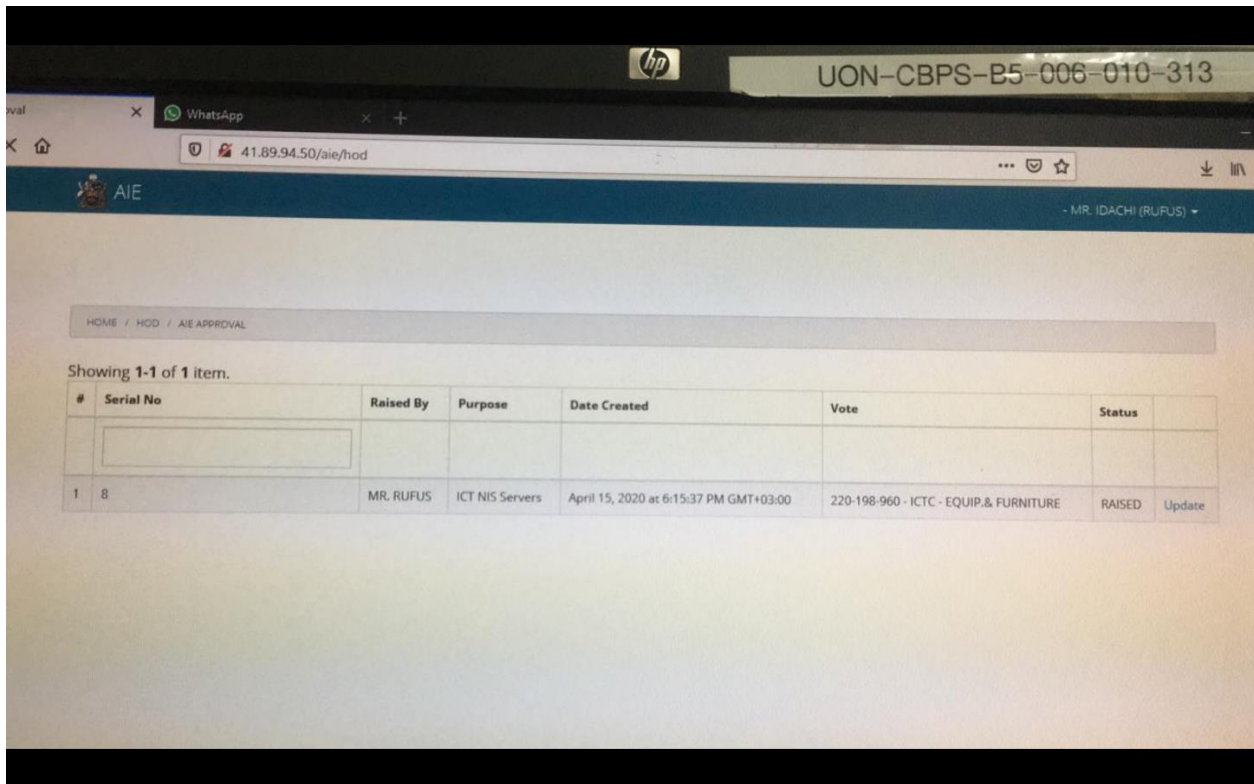


Fig 3.2 –

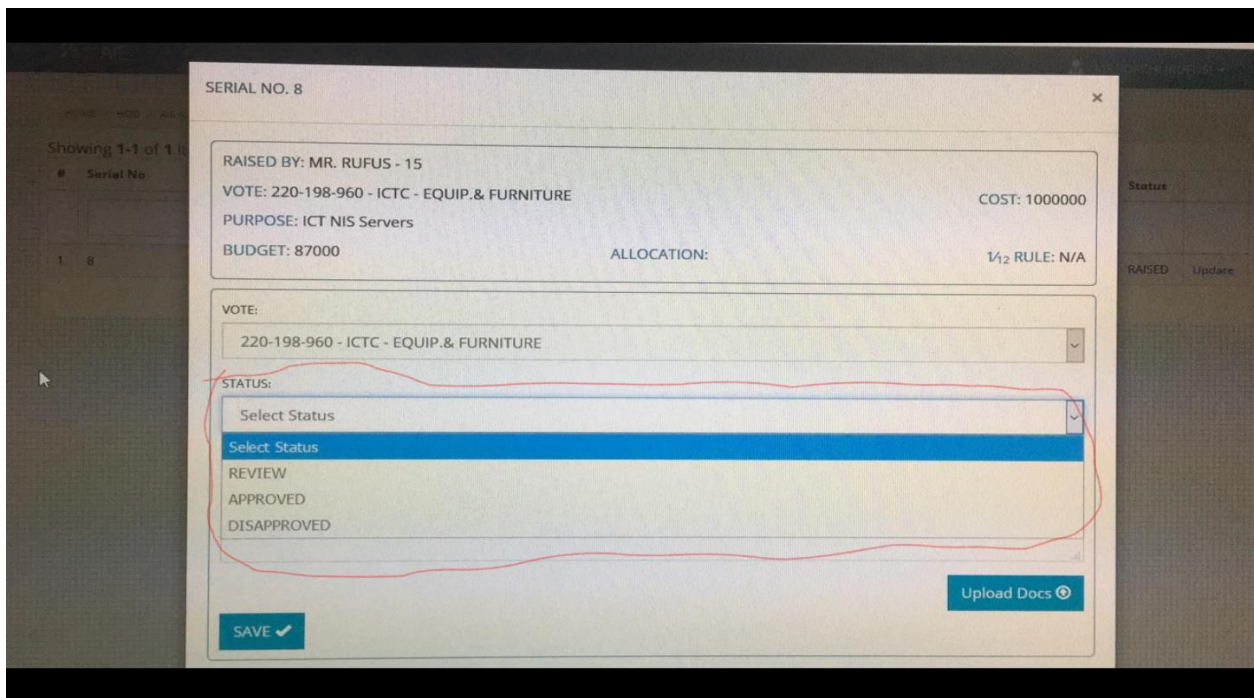


Fig 3.3 -

SERIAL NO. 8

RAISED BY: MR. RUFUS - 15  
VOTE: 220-198-960 - ICTC - EQUIP.& FURNITURE  
PURPOSE: ICT NIS Servers  
BUDGET: 87000

COST: 1000000  
ALLOCATION:  
1/2 RULE: N/A

VOTE:  
220-198-960 - ICTC - EQUIP.& FURNITURE

STATUS:  
Select Status

REMARK:  
Submitted for Approval

SAVE ✓

Upload Docs 📎

Fig 3.4 -

# CHAPTER 4

## Finance Officer

The finance should get alerts of AIEs raised for approval. This includes email alerts from HoDs to approve some AIEs which are urgent. These are the steps:

1. Once logged on, click on the Finance under operations (See fig. 4.1)
2. It displays other entries already made by other HoDs, then click the update button (See fig. 4.2)
3. If the AIE amount is more than the balance or allocation then the finance officer should disapprove the AIE. (See fig 4.3)
4. If the AIE parameters are okay, then the AIE should be approved. (See fig.4.4)

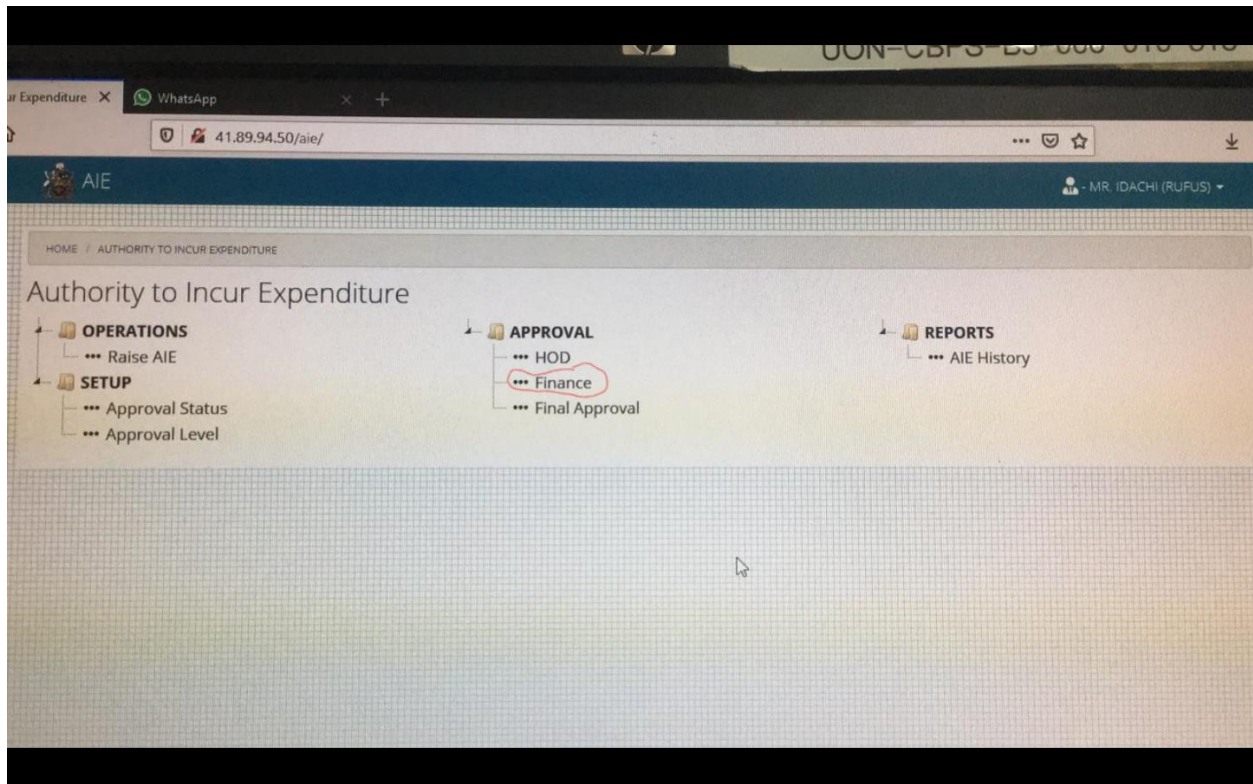


Fig 4.1 –

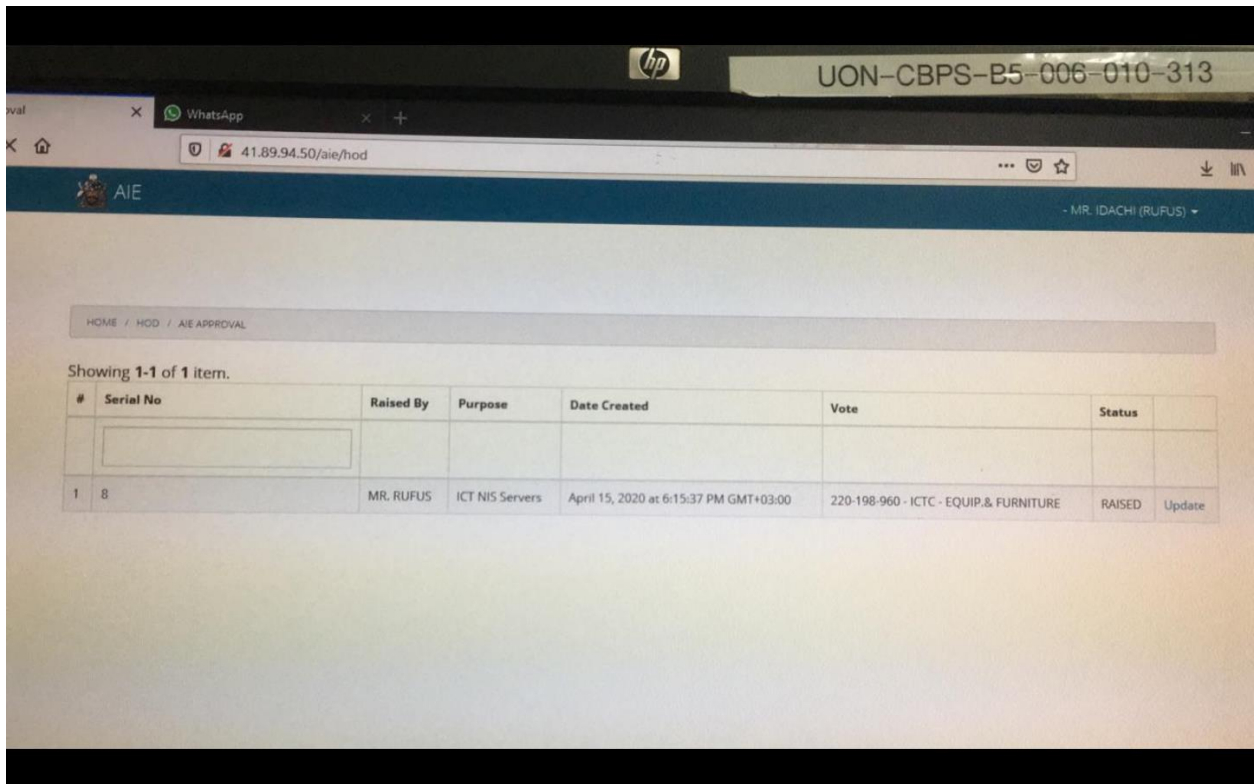


Fig 4.2 -

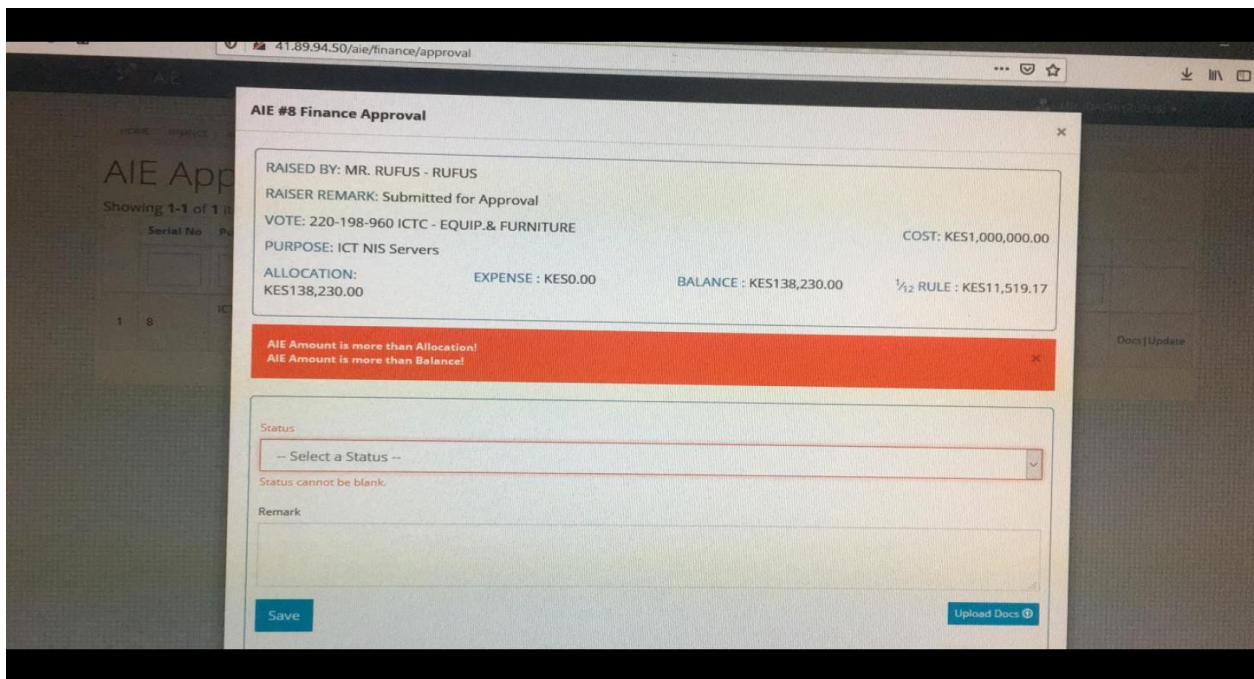


Fig 4.3-

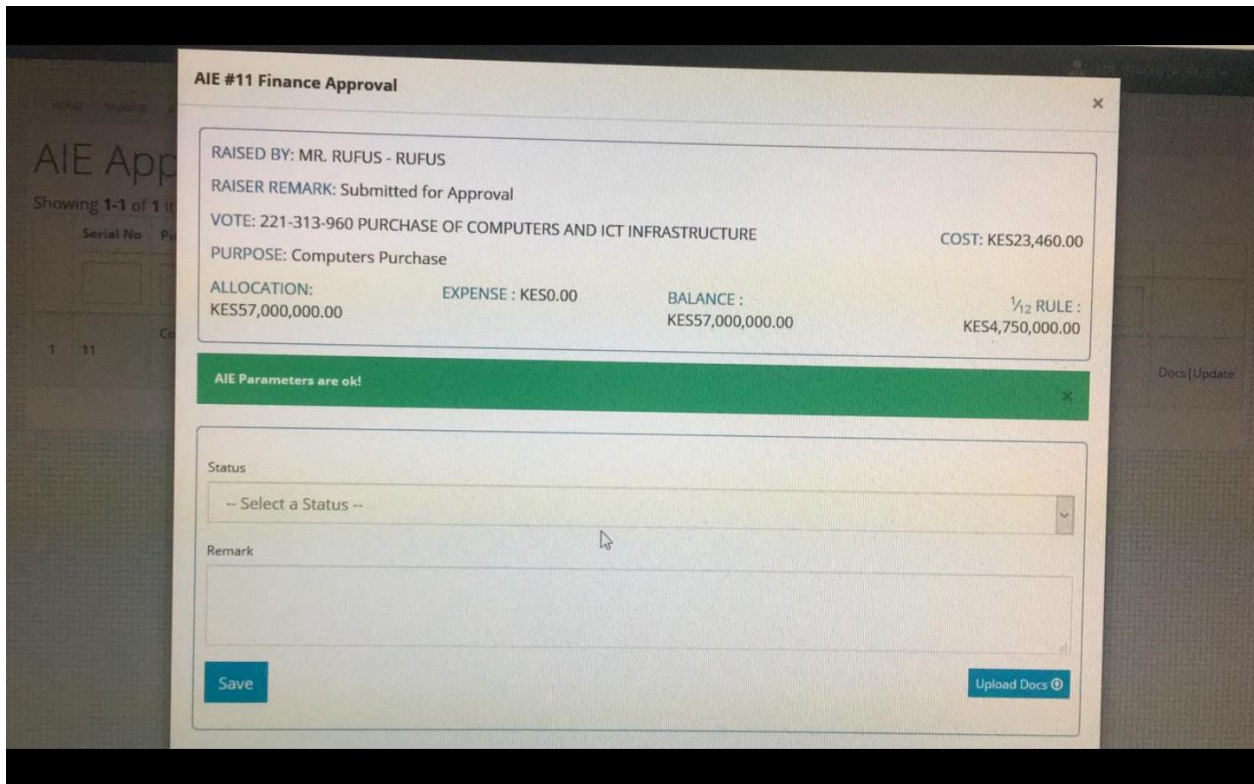


Fig 4.4-

# CHAPTER 5

## Final Approver

The final approver should get alerts of AIEs awaiting to be acted upon. AIEs more than one sh.100, 000 are approved by the final approver i.e. DVC or VC. These are the steps involved in final approval of an AIE:

1. Once logged on, click on the final approver link under approval. (See Fig 5.1)
2. A list of AIEs ready to be acted upon is displayed.(See fig. 5.2)
3. Click on the update button to act on the AIE i.e. to change the status of the AIE. (See fig.5.3).
4. If AIE is disapproved, the status on the list of AIEs on applicant's side changes to disapproved. (See fig 5.4).
5. If the AIE is approved, the status on the list of AIEs on the applicant's side changes to approved. (See fig. 5.5).

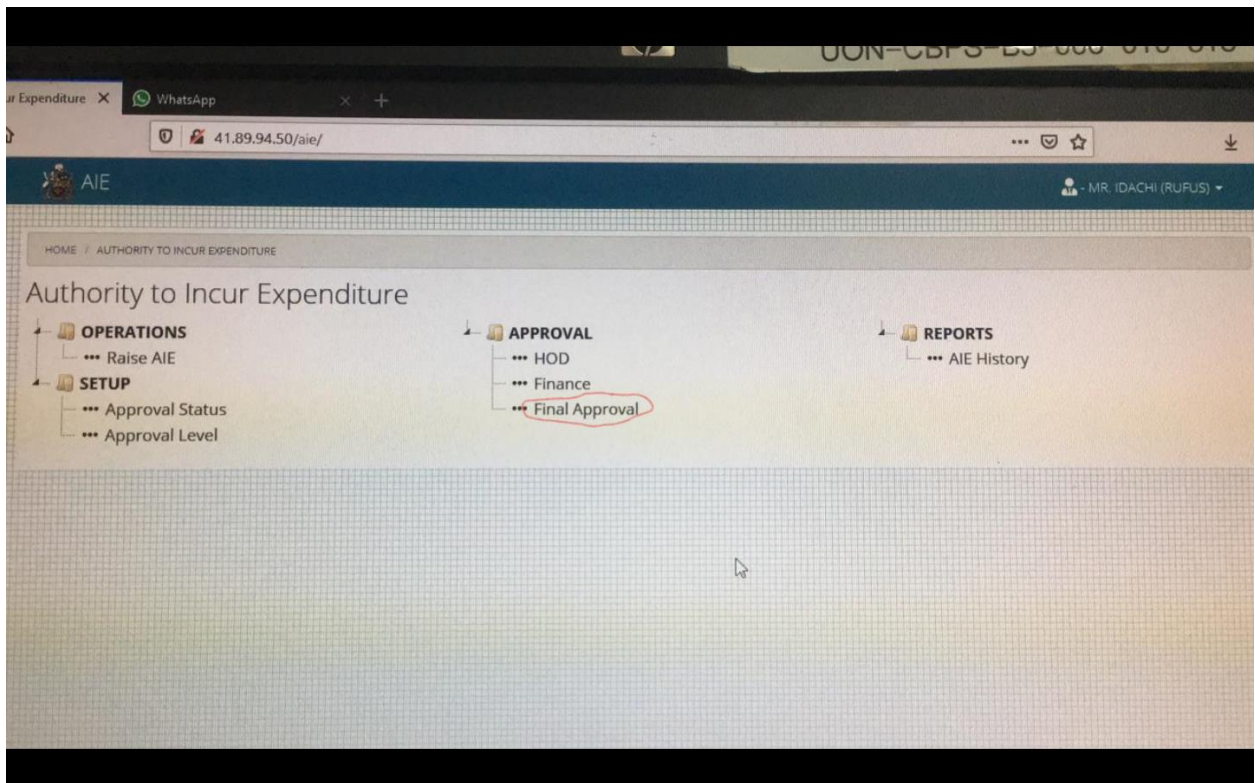


Fig 5.1 -

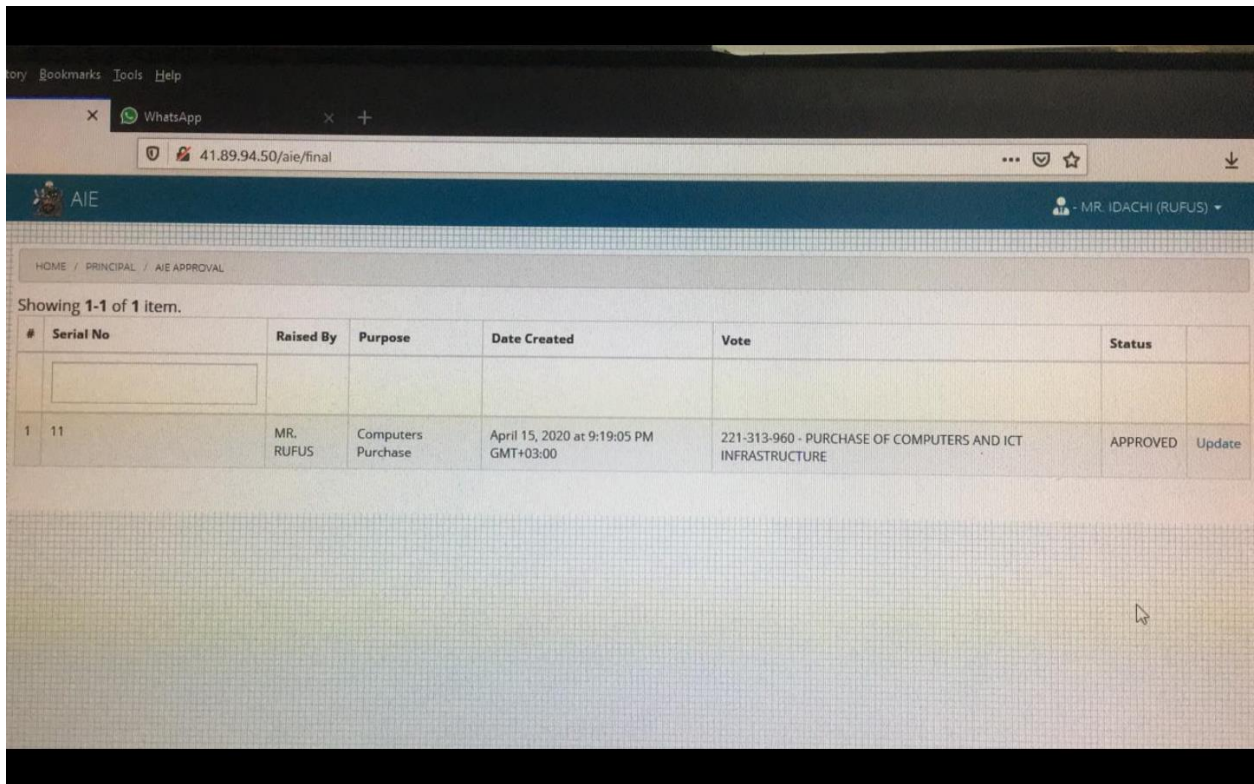


Fig 5.2 –

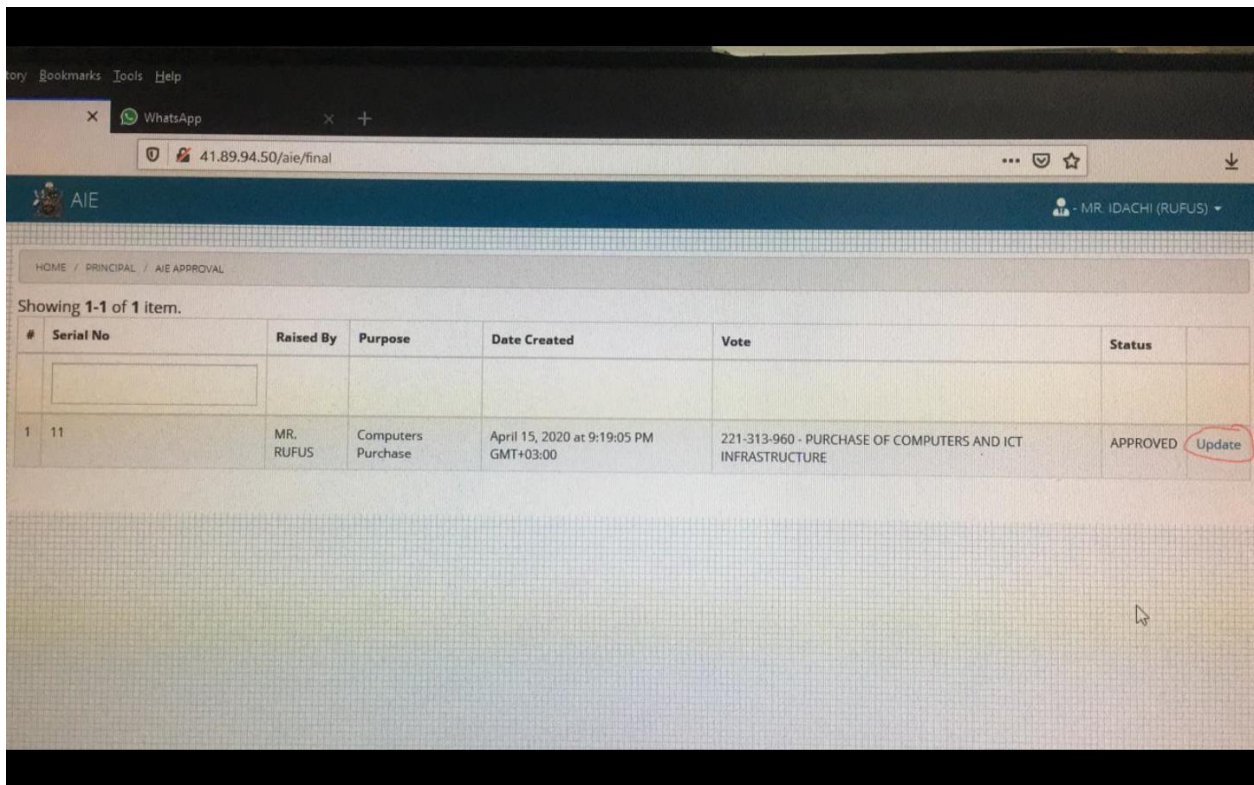


Fig 5.3 -

AIE Details								Raise AIE
Showing 1-14 of 14 items.								
Serial No	Purpose	AIE Date	Vote	Department	Raiser	Level : Status	Action	
		Date						
1	9	Maintenance	April 15, 2020 at 6:42:37 PM GMT+03:00 3 hours ago	174-198-301 ICTC - OFFICE EXPS.	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : PENDING	Docs   Update   Submit
2	8	ICT NIS Servers	April 15, 2020 at 6:15:37 PM GMT+03:00 3 hours ago	220-198-960 ICTC - EQUIP.& FURNITURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	FINANCE : DISAPPROVED	Docs
3	1	Bic Pens for Staff	April 15, 2020 at 3:19:02 AM GMT+03:00 18 hours ago	220-198-960 ICTC - EQUIP.& FURNITURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. ANTHONY GITHAKA	FINANCE : APPROVED	Docs
4	5	ICT	April 15, 2020 at 5:55:41 PM GMT+03:00 4 hours ago	174-198-301 ICTC - OFFICE EXPS.	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : PENDING	Docs   Update   Submit
5	2	office consumables	April 15, 2020 at 12:32:39 PM GMT+03:00 9 hours ago	185-100-069 ICT CONSUMABLES	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MRS. JENINAH WANZA	FINANCE : FORWARD	Docs
6	14	wewe	April 15, 2020 at 10:11:35 PM GMT+03:00 13 seconds ago	221-313-960 PURCHASE OF COMPUTERS AND ICT INFRASTRUCTURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : DISAPPROVED	Docs
7	13	www	April 15, 2020 at 10:10:19 PM GMT+03:00 a minute ago	221-313-960 PURCHASE OF COMPUTERS AND ICT INFRASTRUCTURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : APPROVED	Docs
8	12	Computers for MIS	April 15, 2020 at 9:55:56 PM GMT+03:00 15 minutes ago	221-313-960 PURCHASE OF COMPUTERS AND ICT INFRASTRUCTURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : APPROVED	Docs

Fig 5.4 –

AIE Details								Raise AIE
Showing 1-14 of 14 items.								
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2	8	ICT NIS Servers	April 15, 2020 at 6:15:37 PM GMT+03:00 3 hours ago	220-198-960 ICTC - EQUIP.& FURNITURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	FINANCE : DISAPPROVED	Docs
3	1	Bic Pens for Staff	April 15, 2020 at 3:19:02 AM GMT+03:00 18 hours ago	220-198-960 ICTC - EQUIP.& FURNITURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. ANTHONY GITHAKA	FINANCE : APPROVED	Docs
4	5	ICT	April 15, 2020 at 5:55:41 PM GMT+03:00 4 hours ago	174-198-301 ICTC - OFFICE EXPS.	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : PENDING	Docs   Update   Submit
5	2	office consumables	April 15, 2020 at 12:32:39 PM GMT+03:00 9 hours ago	185-100-069 ICT CONSUMABLES	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MRS. JENINAH WANZA	FINANCE : FORWARD	Docs
6	14	wewe	April 15, 2020 at 10:11:35 PM GMT+03:00 13 seconds ago	221-313-960 PURCHASE OF COMPUTERS AND ICT INFRASTRUCTURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : DISAPPROVED	Docs
7	13	www	April 15, 2020 at 10:10:19 PM GMT+03:00 a minute ago	221-313-960 PURCHASE OF COMPUTERS AND ICT INFRASTRUCTURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : APPROVED	Docs
8	12	Computers for MIS	April 15, 2020 at 9:55:56 PM GMT+03:00 15 minutes ago	221-313-960 PURCHASE OF COMPUTERS AND ICT INFRASTRUCTURE	INFORMATION & COMMUNICATION TECHNOLOGY CENTRE	MR. RUFUS	RAISER : APPROVED	Docs

Fig 5.5 -







