

R&M TOOL– STORE WISE MONITORING & APPROVAL TOOL

Purpose:

- Real-time tracking of R&M expenses
- Clear visibility for leadership and stakeholders
- Timely and transparent approval process
- Improved cost control and savings

How It Works:

Step 1: FM enters store-level data using Terotam Ticket ID

Step 2: Data automatically saved in Google Sheet

Step 3: Tool sends approval email based on amount category

Approval Workflow:

≤ ₹5,000 → **CLM Approval**

₹5,001 – ₹10,000 → **Zonal Head Approval**

> ₹10,000 → Multi-Level Approval:

- **Zonal Head**
- **Business Finance Team**
- **Procurement Team**

Notifications Alert:

- Email alerts sent to each approver based on the amount
- Timestamp recorded at every approval stage after updating the status
- Automated status update email sent to requester after approval

Key Benefits:

- 100% transparency
- Automated workflow
- Eliminates manual follow-ups
- Faster approvals
- Accurate cost utilization reporting

Benefits:

- Enhanced visibility
- Automated audit trail
- Reduction in approval turnaround time
- Improved cost controls

Website / Tool Description

R&M Tool – Smarter Cost Monitoring for Facilities

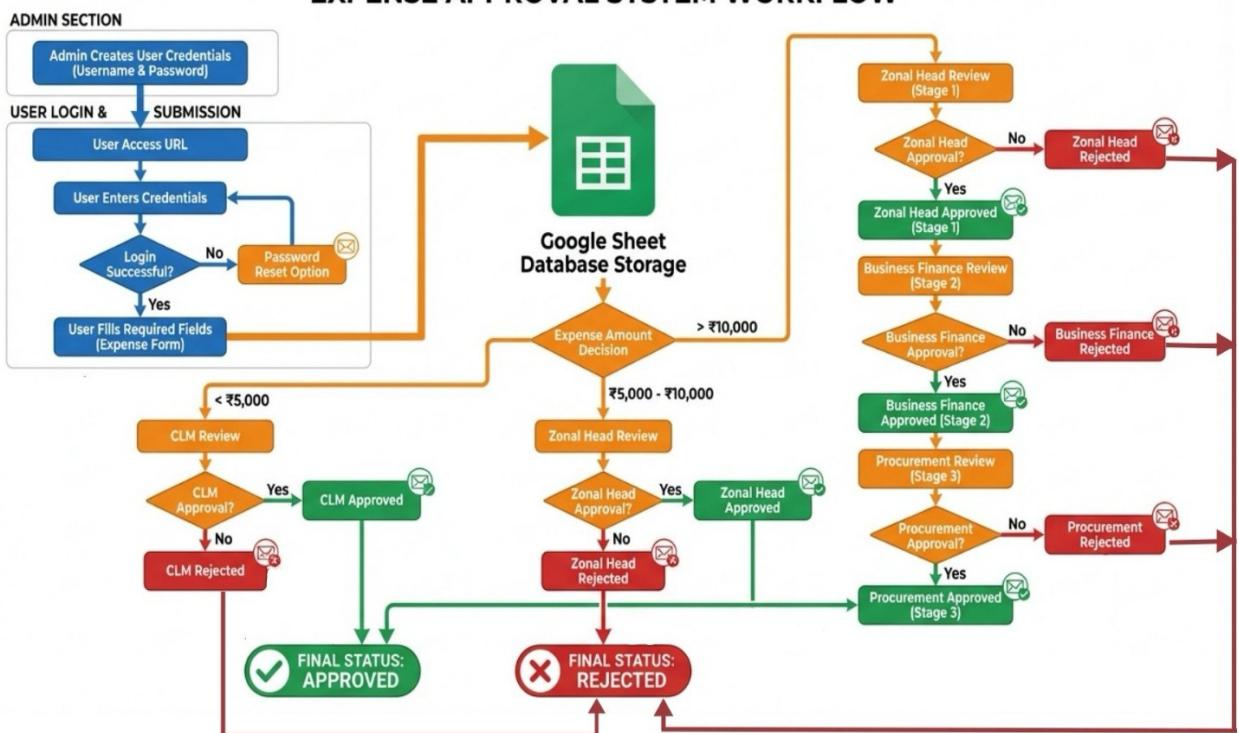
The R&M Tool is a smart, automated system built to simplify daily R&M cost tracking for ground works. It ensures complete transparency, faster approvals, and accurate financial monitoring.

From input ticket-level data which is instantly recorded and routed for approval based on predefined amount slabs. Each approval step is timestamped and communicated through automated mail updates to ensure full visibility.

With its tiered approval structure CLM, Zonal Head, Finance, and Procurement the tool guarantees compliance and eliminates delays, resulting in precise cost utilization and improved operational efficiency.

R&M TOOL WORKFLOW

EXPENSE APPROVAL SYSTEM WORKFLOW



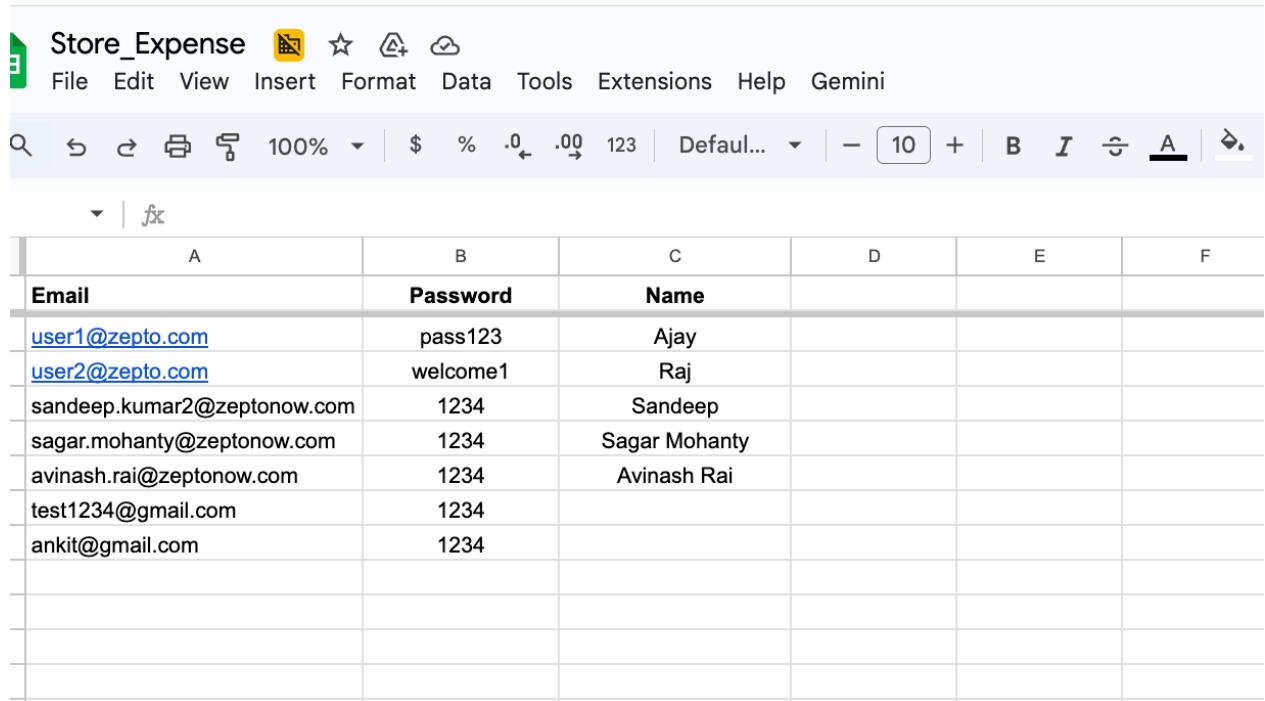
Why This Tool Matters

- Designed for high-velocity operations:
- Instant visibility across stores, zones, and leadership
- Seamless approvals with zero manual follow-ups
- Accurate cost utilization for better decisions and savings
- End-to-end transparency from ticket to closure
- Faster issue resolution, improving store uptime and customer experience
- Dashboard Labels & Real time Monitoring

R&M Tool – Step-by-Step Operating Procedure

Step 1 - User Account Creation

Admin will create user credentials (username & password)

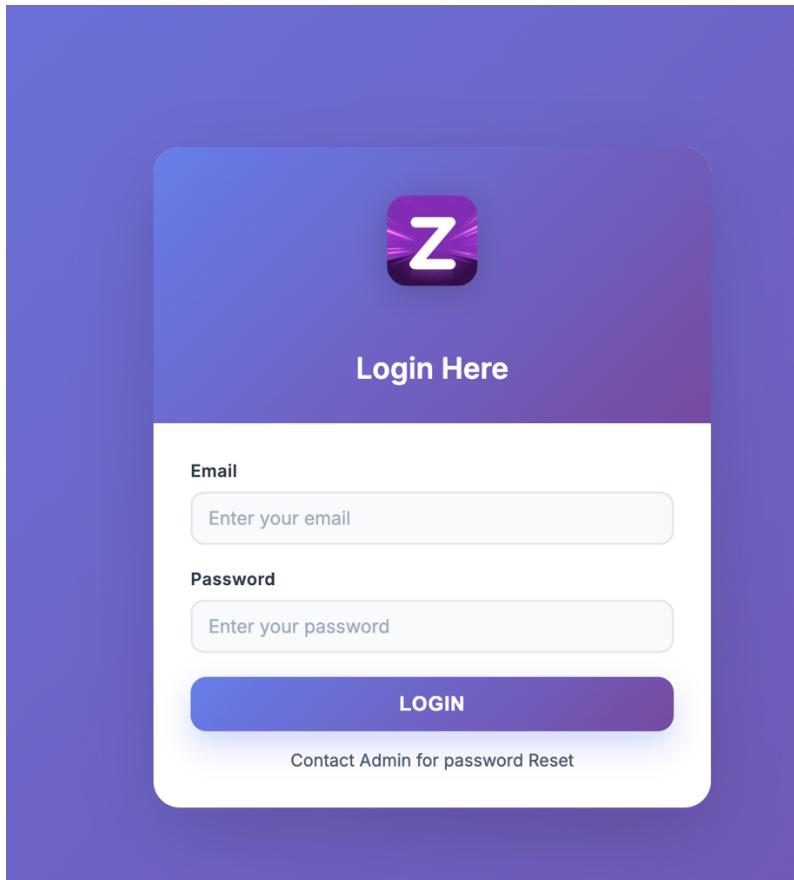


The screenshot shows a spreadsheet application window titled "Store_Expense". The menu bar includes File, Edit, View, Insert, Format, Data, Tools, Extensions, Help, and Gemini. The toolbar below the menu contains various icons for file operations like Open, Save, Print, and zoom levels (100%, .0, .00, 123). The formula bar has dropdowns for "Default..." and a cell reference "10". The ribbon bar includes font styles (B, I, U) and size controls (A).

A	B	C	D	E	F
Email	Password	Name			
user1@zepto.com	pass123	Ajay			
user2@zepto.com	welcome1	Raj			
sandeep.kumar2@zeptonow.com	1234	Sandeep			
sagar.mohanty@zeptonow.com	1234	Sagar Mohanty			
avinash.rai@zeptonow.com	1234	Avinash Rai			
test1234@gmail.com	1234				
ankit@gmail.com	1234				

Step 2 – User Login

- Logs in using credentials
- If password is forgotten → user contacts Admin for reset.



Step 3 – After login FM will Submit his Issue by filling all the required details

- User fills all required input fields.
- User submits the expense form.

Step 4 – Data Storage

Submitted form data is automatically stored in the linked

Google sheet

14	12/10/2025 16:34:33	test1234@gmail.com	Uttar Pradesh	Agra	AGR-Jaipur House	AGR_JPRHSE_P01ROCC	North	Cafe/Infra	AC Repairing	Capex	8785 ikjhgfklkjhgfx	ohgfd	REPAIR & MAIN ZONAL HEAD	1234 ["https://drive.google.com/file/d/1Yn03AXX
15	12/10/2025 16:38:50	test1234@gmail.com	Uttar Pradesh	Agra	AGR-Taiganj	AGR_TAIGNU_P01ROCC	North	DH	Cold room	Capex	10001 qwerty	dfghj	REPAIR & MAIN BU HEAD	12345 ["https://drive.google.com/file/d/1XuxT-mgS
16	12/10/2025 17:14:09	ankit@gmail.com	Karnataka	Bengaluru	BLR-HSR-2	BLR_HSRLYT_N01ROCC	South	DH	AC Repairing	Opex	10000 ac cooling not w/test		REPAIR & MAIN ZONAL HEAD	test1234 ["https://drive.google.com/file/d/1Qxejn9b7
17	12/10/2025 17:19:31	ankit@gmail.com	Karnataka	Bengaluru	BLR-HSR-2	BLR_HSRLYT_N01ROCC	South	DH	Cold room	Capex	10001 test	test	REPAIR & MAIN BU HEAD	test1234 ["https://drive.google.com/file/d/1Axqu9E06

Step 5 – Auto-Approval (Based on Expense Amount)

Google Sheet automatically updates "Approval Required From" using this logic:

Expense Value Approval Required From

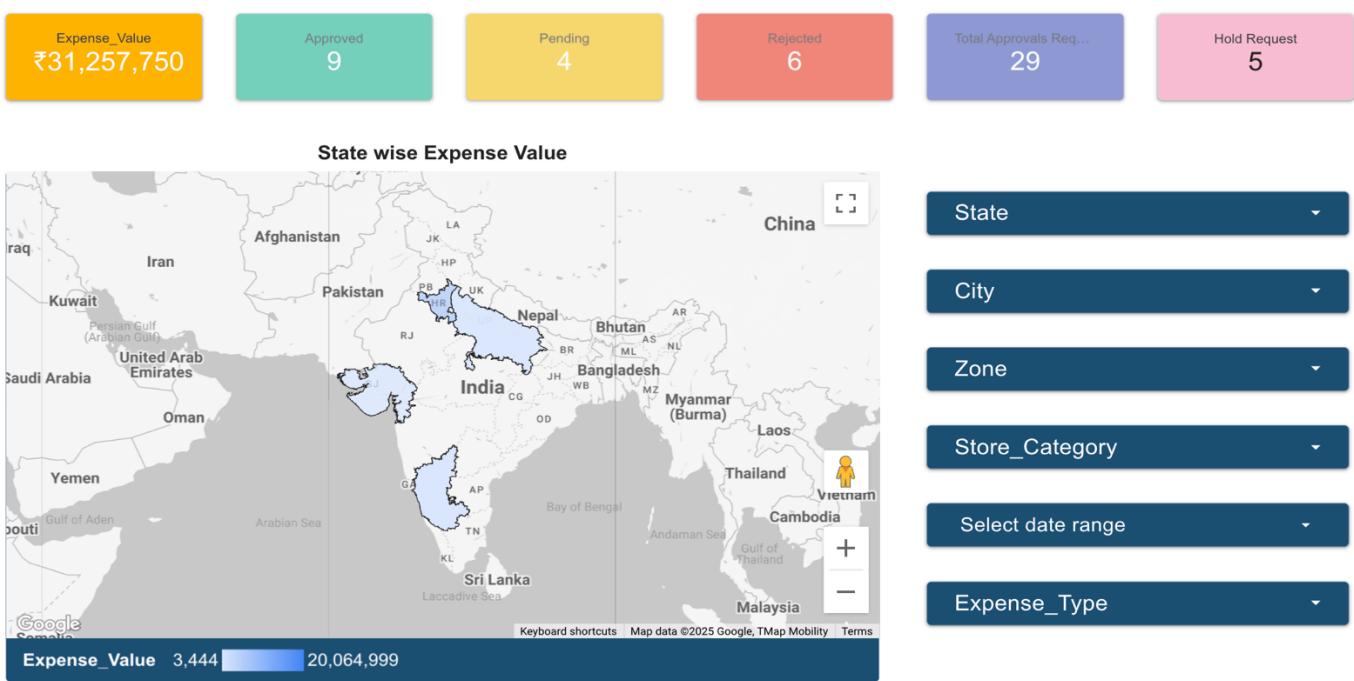
< ₹5,000 → **CLM**

> ₹5,000 – ₹10,000 → **Zonal Head**

> ₹10,001 → **Zonal Head** → **Business Finance** → **Procurement (in sequence)**

R&M Dashboard

Geographical Overview



R&M Facility AutoMailer Table

	State	City	Store_Name	Store_Category	Ticket_ID	Expense_Value	Approved	Pending	Rejected
1.	Karnataka	Bengaluru	BLR-HSR-2	SS	2	20,004,998	0	0	0
2.	Uttar Pradesh	Agra	AGR-Jaipur House	DH	1	21,000	1	0	1
3.	Uttar Pradesh	Agra	AGR-Jaipur House	Cafe/Infra	1	8,765	1	0	0
4.	Uttar Pradesh	Agra	AGR-Tajganj	DH	1	10,001	0	0	0
5.	Karnataka	Bengaluru	BLR-BROOKEFIELD	SS	1	10,000	1	0	0
6.	Uttar Pradesh	Agra	AGR-Sikandara	SS	1	8,970	0	0	1
7.	Karnataka	Bengaluru	BLR-HeadOffice-Cafe	Cafe/Equipment	1	3,444	1	0	0
8.	Karnataka	Bengaluru	BLR-Agrahara Road	Cafe/Equipment	1	77,788	0	0	0
9.	Uttar Pradesh	Agra	AGR-Sikandara	DH	1	105,006	1	1	1
10.	Gujarat	Ahmedabad	AHM-Gandhinagar	SS	1	777,777	0	0	1
11.	Haryana	Ambala	AMB-Arya Nagar	DH	1	10,000,000	0	1	0
12.	Delhi	Delhi	DEL-ANAND VIHAR	Cafe/Equipment	1	20,000	0	0	0
13.	Karnataka	Bengaluru	BLR-Nehru Nagar	DH	1	9,000	0	0	1
14.	Karnataka	Bengaluru	BLR-HSR-2	DH	0	20,001	2	0	0
15.	Karnataka	Rennalur	RI R-Electronic City New	DH	0	9,000	0	0	0

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