



# **User Procedure Manual (UPM)**

## **For**

### **Global Capex System**

#### **Version 2.0, Release 01**

**User Facility/Location:** Sun Pharmaceutical Industries Ltd.

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### **Sun Pharmaceutical Industries Ltd.**

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Goregaon (E), Mumbai 400063



## Signatures

By signing this section, the individuals listed below acknowledge that they have reviewed and approved the scope of the effort described in this User Procedure Manual (UPM) for *Global Capex System, Version 1.0, Release 02*. The signatures below represent the approval for execution of this UPM and acceptance by SPIL management.

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\* AS SYSTEM IS CLASSIFIED AS NON-GXP

## Revision History

This document has been revised as follows:

Document Version	Date (Date of last Signature)	Revised By	Description/Reason for Revision
00	03-Dec-2015	Rohit Kumar	New Document
01	01-Feb-2017	Rohit Kumar	Updated as per changes in CCR# 245114

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## 1 Introduction

### 1.1 Purpose

This User Procedure Manual (UPM) aims to describe the procedure to operate the **Global Capex System, Version 2.0 and Release 01** to be deployed for the authorized users at **Sun Pharma**, in all **Mfg. locations**. It includes the application menu paths, features, and functionalities, various screens, documents upload, view, and exporting of the information where required.

### 1.2 Objectives

This UPM aims to describe in detail the system operations for **Global Capex System, Version 2.0, and Release 01**.

## 2 System Overview

### 2.1 Background

The **Version 2.0, Release 01** system is classified as **Non-GxP**.

The system/software is developed by the **IT** team, located in **Mumbai, Maharashtra**. It is designed to perform the following business functions:

- a. The system will be easily accessible to authorized users across all locations/departments at any time.
- b. Electronic initiation & approval of Capex based on budget availability & predefined approval workflow.
- c. Initiation & approval of Capex in case of special approval without the availability of a pre-approved budget in the system.
- d. Provision to upload & attach documents to the Capex.
- e. Send email notifications on Capex submission & approval.
- f. Search & view the Capex detail online.
- g. Generate different reports like PreBudget Status, Budget Summary, Capex Summary, Budget Status, Capex Status, Pre-Budget Workflow Status, and CER Workflow Status.
- h. The System can be even accessible for Business Users to review & take appropriate action from their Mobile, IPAD, etc.

### 2.2 Expected Business-Related Benefits

The system is to implement harmonized Electronic Capex Approval System in all the business Processes or functions for Sun Pharma locations such as mentioned below:

- a. Manufacturing
- b. Quality
- c. R&D
- d. IT & Infrastructure
- e. Administration, etc.

## **3 Scope**

### **3.1 Assumptions**

The following assumptions apply to this UPM:

- a. The business users selected to participate in the development of requirements are subject matter experts (SMEs) in the business area.
- b. The business users selected to participate in the development of requirements have an appropriate level of computer and functional literacy.
- c. The selected users involved in the requirement session are representatives of the department, which will be using the system.

### **3.2 Exclusions**

There are currently no exclusions identified for this phase.

### **3.3 Limitations**

There are no limitations that apply to this UPM.

## 4 Glossary

These are the abbreviations, acronyms, and terms that are specific to this UPM:

Abbreviation, Acronym, and Term	Definition
API	Active Pharmaceutical Ingredient
CCR	Change Control Request
CFR	Code of Federal Regulations
IS/TS	Information Services/Technical Services
SME	Subject Matter Expert
SOP	Standard Operating Procedures
URS	User Requirements Specification
UPM	User Procedure Manual



## 5 Reference Documents

The following reference documents were used during the development of this UPM:

Document Number/Version	Document Title	Document Type
233502 (Trackwise)	Change Control Request (CCR) for Global Capex System (Responsive Design)	Change Control Request
245114 (Trackwise)	Change Control Request (CCR) for Global Capex System (Responsive Design)	Change Control Request
SPILIS-GCPXS-00UFRS-01	User & Functional Requirements Specification (UFRS)	Project Deliverable
SPIL-GBL-GCPXS1-URS-002	User Requirements Specification (URS)	Project Deliverable
SPIL-GBL-GCPXS1-SRS-002	System Requirement Specification (SRS)	Project Deliverable
OP006245	IS Change Management Procedure	SOP
OP006559	Computer System Life Cycle	SOP
OP006558	Document Control and Management Procedure	SOP

## 6 Global Capex System Operating Procedure

### 6.1 Login & Security

The system needs your WindowsNTLoginId to login into the application. As per the access rights, the system will display the menu options as mentioned below:

1. My Dashboard
2. My Task
3. My Budget
4. New Request
5. Reports
6. Training videos
7. Capex Docs

Global Capex System VERSION 1.0

### TRACK AND MANAGE YOUR CAPEXES

Reaching People and Touching Lives Globally as a Leading Provider of Valued Medicines

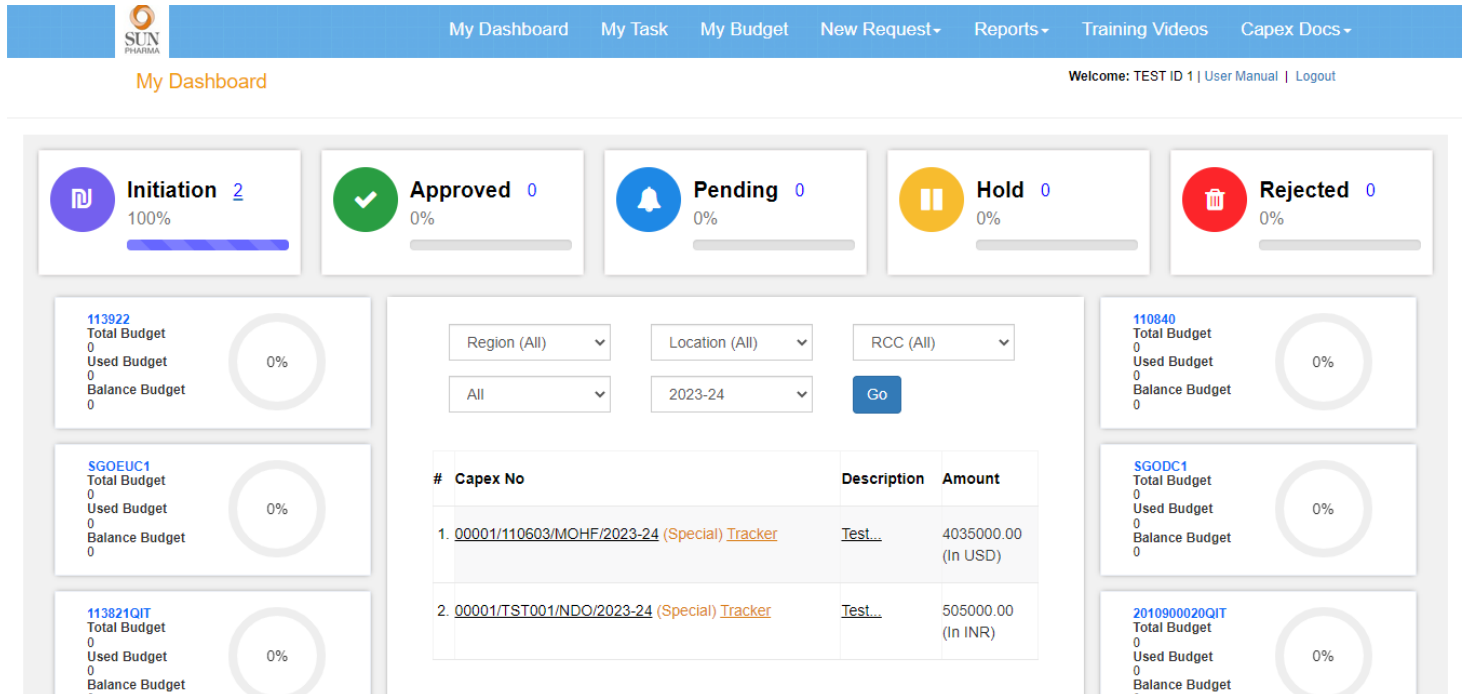
#### Login

Login

[Forgot Username or Password](#)

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## 6.2 My Dashboard



My Dashboard will show overall visual details of the application.

### ➤ Initiation

This will show how many Capex are initiated in the system with counts and percentage.

### ➤ Approved

This will show how many Capex are Approved in the system with counts and percentage.

### ➤ Pending

This will show how many Capex are Pending in the system with counts and percentage.

### ➤ Hold

This will show how many Capex are Hold in the system with counts and percentage.


### ➤ Rejected

This will show how many Capex are Rejected in the system with counts and percentage.

## 6.3 My Task

User with Approver access can view Capex detail and Status as per the below parameters:

- Region
- Division
- Location
- RCC
- Project Status
- Capex Type
- Years
- Capex No
- Status



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request](#)
[Reports](#)
[Training Videos](#)
[Capex Docs](#)

Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

**My Task** (0 Record's)

Region: 
RCC: 
Year:

Division: 
Project Status: 
Capex No:

Location: 
Capex Type: 
Status:

[More Filters..](#)

[Show](#)
[Reset](#)
[Export to Excel](#)
[Detail](#)

Capex Request(s)							
Capex No	Location	Description	Initiated By	Amount	Project	Last Action	Current Status
No Record found							

Budget Approval Request(s)							
Request No Location/RCC	Description	Amount / Currency (Basic + Tax)	Initiated By	Last Action	Current Status	Action	
No Record found							

- Select the Required Parameters and Click on Show Button.
- The List of Capexes and their details will be displayed below as per the below screenshot.

**User Procedure Manual (UPM)**  
**Global Capex System**  
**Version 2.0, Release 01**



My Task (9 records)

Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

Region:

Division:

Location:

RCC:

Project Status:

Capex Type:

Year:

Capex No:

Status:

[More Filters..](#)

[Show](#) [Reset](#) [Export to Excel](#) [Detail](#)

Capex Request(s)

Capex No	Location	Description	Initiated By	Amount	Project	Last Action	Current Status
<a href="#">00002/TST001/NDO/2023-24</a>	TEST-NA-NDO TST001(TESTING)	<a href="#">Demo...</a>	TEST ID 1 On 08 May 2023	108000.00 (In INR) Special	<a href="#">Project Date</a>	Capex Approved by TEST ID 5 On 09 May 2023	Capex Approved by TEST ID 3 Since 09 May 2023

Budget Approval Request(s)

Request No	Location	Amount / Currency (Basic + Tax)	Initiated By	Last Action	Current Status	Action
No Record Found						

- Click on the Capex No or Description to see the complete details of the Capex as shown in the below screenshots.

Special Capex Action (Currency: INR)

Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

Capex Control No: 00002/TST001/NDO/2023-24      Classification: IT hardware & Softwares      Capex Amount: 108000.00 (In INR)  
Raised Location: TEST-NA-NDO      Cost Center: TST001 (TESTING)      Capex Category: Normal  
Project Start Date: 09 May 2023      Project End Date: 22 May 2023      Ready for Operational Use Date : 31 May 2023  
Description: Demo  
Justification: Demo

Item Name	Qty	Amount (Per Item)	Tax (Per Item)	Total Amount
Laptop	1	100000	8000	108000
Total Amount (Excl Tax) (IN INR): 100000.00 , Total Amount (Incl Tax) (IN INR)				108000.00
Calculate your Amount into : <input type="radio"/> Thousand <input checked="" type="radio"/> Lakhs <input type="radio"/> Million				1.080

[Attachments](#) [Benefit Realization](#)

☒ Show Other Details

- Click on Show Other Details to see the other details of the Capex as shown in the Below Screenshots.

ENERGY SAVINGS - Quantity & cost savings of energy (KWH), CO2e (tonnes): Demo		
Manpower Reduction SAVINGS - Departwise Existing Headcount and Projected Headcount and Reduction plan: Demo		
Capex S.No: 20664	Budget Year: 2023-24	Project Manager: Demo
Capex Type: IT	IT Budget Category: RUN	Requestor Department: AD
Plant/Site Code: Demo	Capex Department: Account	Company Code: Demo
Amount previously approved(Exc Rec Tax): Demo	Total Project Amount: Demo	Non-Capitalizable Expense: Demo
Non-Capitalizable Recoverable Taxes: Demo	ROI(annual)%: Demo	Payback Period(Excl Constr. period): Demo
Payback Period(Incl Constr. period): Demo	Internal Rate of Return(IRR)%: Demo	Net Present Value (NPV): Demo
Book Value (NFA) of Existing Assets: Demo	Realisable value of Existing Assets: Demo	Asset No: Demo
ASSET LIFE Useful Life (years): Demo	Estimated Realisable Value(USD):	Manpower Nos: Demo
Power Saving-Lac/KWH: Demo	Steam Savings-Ton: Demo	Maintenance cost-Value: Demo
Lab Expenses-Increase in Batch Size: Demo	Rejection/Yield improvement-Value: Demo	Reduction in Material Cost: Demo
Increase in Volumes-mn units: Demo	Increase in GC: Demo	Improvement in Mfg.Cycle Time/Batch-Hrs: Demo
If being retained: N	Alternate use:	If being scrapped/sold: N
Project Status: P	Raised On: 08 May 2023	G/L Account No.
Existing Assets:	Being Retained:	Being Scrapped/Sold: N

- Scroll Down – To See the Complete Capex Details.

Action Description	Comments	Action Date ^
Capex Initiated by TEST ID 1	Test	May 4 2023 4:31PM
Capex Approved by TEST ID 2	Test	May 4 2023 4:32PM
Capex Approved by TEST ID 3	Test	May 4 2023 5:07PM
Capex Approved by TEST ID 4	Test	May 4 2023 5:44PM
Capex Approved by TEST ID 5	Test	May 4 2023 5:55PM
Capex Sent Back for review by TEST ID 3	Test	May 5 2023 11:20AM
Capex Rejected by TEST ID 5	Test	May 5 2023 11:24AM
Capex Awaiting for Approver with TEST ID 3	Awaiting	-

Notify				
Date	From	To	CC	Subject
No Record found				


- Users having Approver access can view the list and details of all Capexes as per the status selected from the dropdown.
- Approver can view capex No., Location, Description of Capex, initiated by, Amount, project status last action, and current action for any particular capex.

## 7 My Budget

By Default user who has Approver access in the System and approver in any workflow will be able to view the budget of that Particular RCC (Cost Center) in My Budget. Rest the view budget access will be provided additionally.

Users having Approver access can view budget status as per the below parameter:

- Region
- Division
- Location
- RCC
- Report Export
- Capex Type
- From Date
- To Date
- Budget Year



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request](#)
[Reports](#)
[Training Videos](#)
[Capex Docs](#)

**Report Budget Status** (5 records)

Welcome: TEST ID 1 | User Manual | Logout

Region: 
RCC: 
From Date:

Division: 
Report Export: 
To Date:

Location: 
Capex Type: 
Budget Year:

[Show](#)
[Reset](#)
[Export to Excel](#)

Entity	Total Budget /(Left)	Released Budget	Under Approval/Draft (Budgeted)	Total Consumed	Special Budget	Contingency Budget	Under Approval/Draft (Special)	Total Item (Left)
TEST-NA-NDO (In INR)	964207.00	0.00	980088.00	980088	0.00	0.00	3600.00	111
TST001 (TESTING)	125719.00	( 0% )	5120.00				0.00	7
Testing Item	864000.00	0.00	777600.00	777600	0.00	0.00	0.00	100
	86400.00	( 0% )	0.00				0.00	0

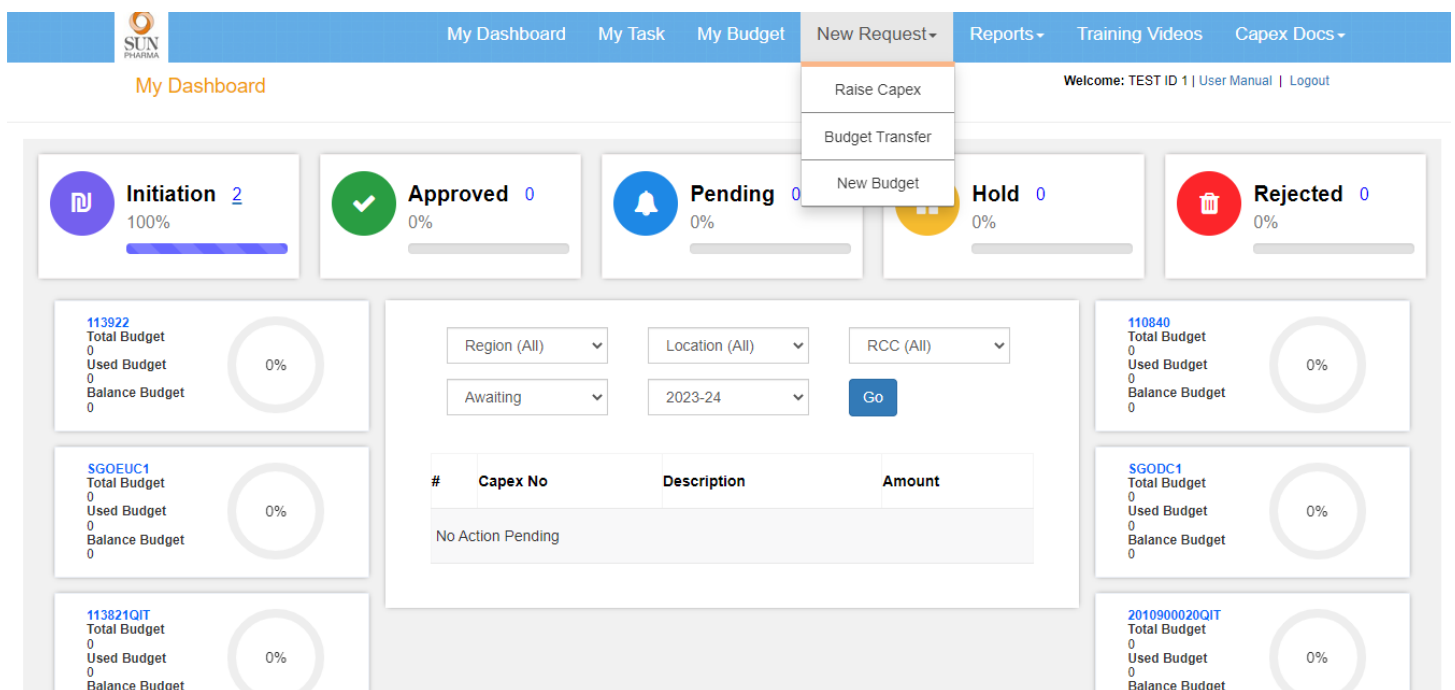
- Select the Required Parameters and Click on Show Button.
- The List of Budgets and their details will be displayed below as per the above screenshot.

Users can view entity, total budget and left budget amount, Released and left budget, Under approval and draft (Budgeted), total Consumed, Special Budget Contingency Budget, under Approval and Draft (Special), and Total item/ Left of all capexes as per user access. Approver can view the overall line items as per the Cost center description.

## 8 New Request

This section allows the user to raise/initiate a new request. Such as:

- Raise Capex
- Budget Transfer
- New Budget



My Dashboard My Task My Budget New Request Reports Training Videos Capex Docs

Welcome: TEST ID 1 | User Manual | Logout

My Dashboard

Initiation 2 100%

Approved 0 0%

Pending 0 0%

Hold 0 0%

Rejected 0 0%

113922  
Total Budget 0  
Used Budget 0  
Balance Budget 0

SGOEUC1  
Total Budget 0  
Used Budget 0  
Balance Budget 0

113821QIT  
Total Budget 0  
Used Budget 0  
Balance Budget 0

Region (All) Location (All) RCC (All)

Awaiting 2023-24 Go

#	Capex No	Description	Amount
No Action Pending			

110840  
Total Budget 0  
Used Budget 0  
Balance Budget 0

SGODC1  
Total Budget 0  
Used Budget 0  
Balance Budget 0

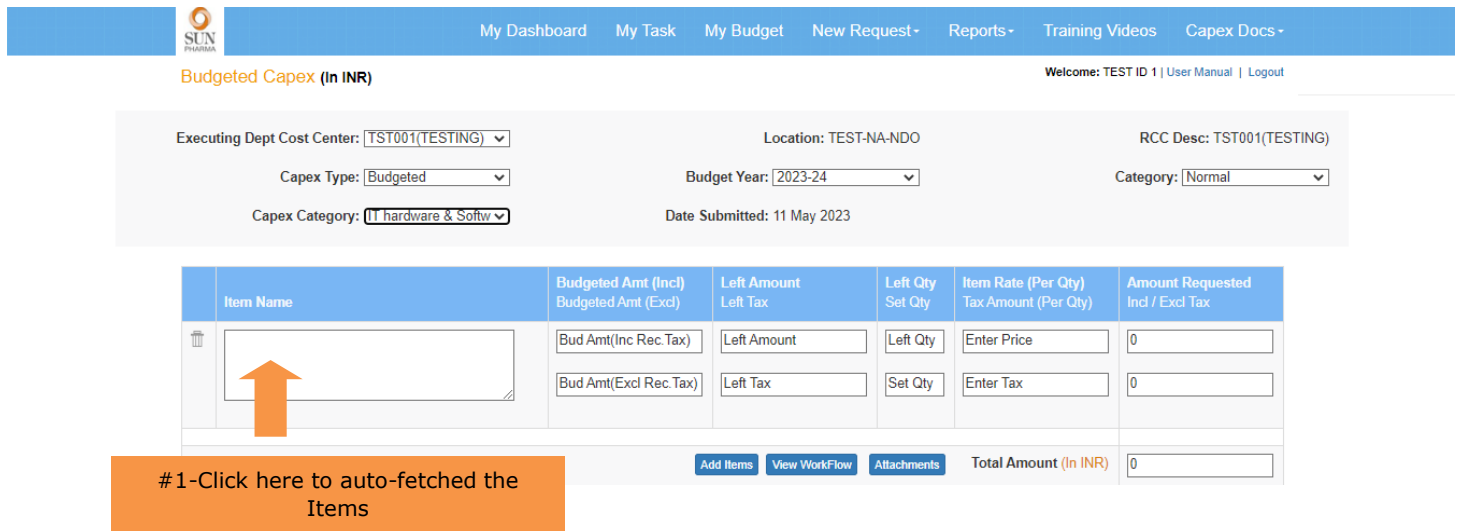
2010900020QIT  
Total Budget 0  
Used Budget 0  
Balance Budget 0



## 8.1 Raise Capex

This section allows the user to initiate a Capex specifying new requirements. Users with an Initiator role and for authorized Cost Center can raise/initiate a Capex through this option for Budgeted as well as for Special Approval Type & submit the same for approval.

- Budgeted Capex**



**Budgeted Capex (In INR)**

Executing Dept Cost Center: TST001(TESTING) Location: TEST-NA-NDO RCC Desc: TST001(TESTING)

Capex Type: Budgeted Budget Year: 2023-24 Category: Normal

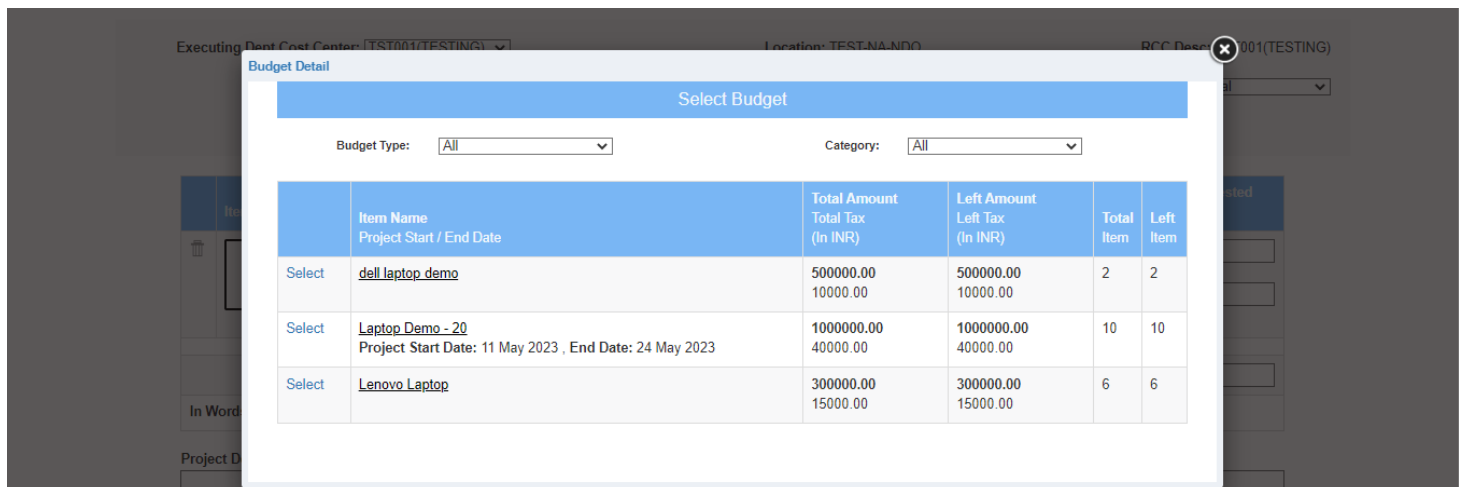
Capex Category: IT hardware & Softw Date Submitted: 11 May 2023

Item Name	Budgeted Amt (Incl)	Budgeted Amt (Excl)	Left Amount	Left Tax	Left Qty	Item Rate (Per Qty)	Tax Amount (Per Qty)	Amount Requested Incl / Excl Tax
	Bud Amt(Incl Rec.Tax)		Left Amount		Left Qty	Enter Price		0
	Bud Amt(Excl Rec.Tax)		Left Tax		Set Qty	Enter Tax		0

#1-Click here to auto-fetched the Items

Add Items View Workflow Attachments Total Amount (In INR) 0

The user clicked on the Item name multiline textbox field Budget detail screen will be displayed need to select the Item name. Once added successfully. Budgeted Amt (Incl), Budgeted Amt (Excl), Left Amount, Left Tax, and Left Qty are auto-fetched. Users can see the selected Item in the below screen.



**Budget Detail**

Select Budget

Budget Type: All Category: All

Item Name	Total Amount	Left Amount	Total	Left
dell laptop demo	500000.00	500000.00	2	2
Laptop Demo - 20	1000000.00	1000000.00	10	10
Lenovo Laptop	300000.00	300000.00	6	6

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**Version 2.0, Release 01**



**Budgeted Capex (In INR)**

Executing Dept Cost Center: TST001(TESTING) Location: TEST-NA-NDO RCC Desc: TST001(TESTING)  
 Capex Type: Budgeted Budget Year: 2023-24 Category: Normal  
 Capex Category: IT hardware & Softw Date Submitted: 18 May 2023

Item Name	Budgeted Amt (Incl) Budgeted Amt (Excl)	Left Amount Left Tax	Left Qty Set Qty	Item Rate (Per Qty) Tax Amount (Per Qty)	Amount Requested Incl / Excl Tax
Laptop Demo - 20	1040000	1000000	10 (10)	100000	510000
	1000000	40000	5	2000	500000

#1-Click here to Delete Selected Item

Add Items View Workflow Attachments Total Amount (In INR) 510000

In Words : Five Lakhs Ten Thousand Only

#2-Click here to View workflow

Users can view the capex workflow as per the below screenshot.

**Global Capex**

Workflow Detail: TST001 (TESTING)

Budgeted			Special		
Level	Name	Role	Level	Name	Role
0	TEST ID 1	Initiator	0	TEST ID 1	Initiator
0	Kanuj Agarwal	Initiator	0	Kanuj Agarwal	Initiator
1	TEST ID 2	Approver	1	TEST ID 2	Approver
2	Deepak Mehta	Approver	2	Imran Khan	Approver
3	Kanuj Agarwal	Approver	3	TEST ID 4	Approver
4	Imran Khan If Total Amount > 50000000.00	Approver	4	TEST ID 5	Approver
5	TEST ID 5	Finance User	5	Imran Khan	Approver
			6	TEST ID 6 If Total Amount > 1000000.00	Approver

Users can Add and Delete new Items from the Budgeted Capex. Also, need to fill in the required details in the Capex form before submitting for approval.

**User Procedure Manual (UPM)**  
**Global Capex System**  
**Version 2.0, Release 01**



Project Description: (495 characters left)

DEMO

Project Justification:

FOR TRAINING PURPOSE

ENERGY SAVINGS- if applicable, please provide the following information: Quantity & cost savings of energy (KWH), CO2e (tonnes):

NA

Manpower Reduction SAVINGS- if applicable, please provide the following information: Departwise Existing Headcount and Projected Headcount and Reduction plan:

NA

**General Information:**

Company Code:\* 001

Capex Type:\* IT

IT Budget Category: RUN

Requestor Department:\* Infotech

Plant/Site Code:\* 0075

Department:\* Infotech

Project Manager:\* Demd

**Financial Information:**

Amount previously  
approved(Exc Rec Tax): 0

Non-Capitalizable  
Expense: 0

Non-Capitalizable  
Recoverable Taxes: 0

Total Project Amount: 510000

ROI(annual%): 0

Payback Period  
(Excl Constr. period): 0

Payback Period  
(Incl Constr. period): 10

Internal Rate of  
Return (IRR) % : 0

Net Present  
Value (NPV): 0

**Project Schedule:**

Project Start Date:\* 31 May, 23

Project End Date:\* 31 July, 23

Operational Use Date: 31 December, 23

**Assest Life & Replacements:**

Book Value (NFA)  
of existing Assets:\* NA

Realisable value  
of Existing Assets:\* NA

Asset No:\* NA

Useful Life (years):\* 10

**Type of Savings:**

Manpower Nos: <input type="text" value="0"/>	Power Saving-Lac/KWH <input type="text" value="0"/>	Steam Savings-Ton* <input type="text" value="0"/>
Maintenance cost-Value* <input type="text" value="0"/>	Lab Expenses- Increase in Batch Size* <input type="text" value="0"/>	Rejection/Yield improvement-Value* <input type="text" value="0"/>
Reduction in Material Cost* <input type="text" value="0"/>	Increase in Volumes -mn units* <input type="text" value="0"/>	Increase in GC* <input type="text" value="0"/>
Improvement in Mfg .Cycle Time/Batch-Hrs* <input type="text" value="0"/>		

Your Remarks:

CAPEX REQUEST FOR APPROVAL

Kindly view workflow before you initiate capex.

[Save Draft](#) [Submit](#)




Fill in the following fields for creating a new capex request & submit it for approval.

- i **Executing Dept Cost Center:** This is a dropdown with the information of the authorized Cost Center to which the initiator has access and can raise the capex.
- ii **Capex Type:** This is a dropdown that shows the Capex Type options as **Budgeted** and **Special**.
- iii **Budget Year:** This is a dropdown that shows the Current Financial year.
- iv **Category:** This is a dropdown that shows the category options as **Normal** and **Cost Escalation**.
- v **Capex Category:** This is a dropdown having a list of categories. Users can select any one option from the dropdown.
- vi **Project Description:** This is a multiline textbox that requires a Description regarding the raised item or equipment.
- vii **Item Name:** This is a textbox in which the Item Name is required only in Case of Special Approval. For Budgeted Capex type we need to select the Budget from the Budget Details.
- viii **Budgeted Amt (Incl):** This is the Autofill textbox in which the item's Budgeted Amt (Incl Recoverable Taxes) is fetched for the Budgeted Capex.
- ix **Budgeted Amt (Excl):** This is the Autofill textbox in which the item's Budgeted Amt (Excl Recoverable Taxes) is fetched for the Budgeted Capex.
- x **Left Amount:** This is an Autofill textbox in which the Left Amount of the item is fetched for the Budgeted Capex.

- xi **Left Tax:** This is the Autofill textbox in which the Left Tax of the item is fetched for the Budgeted Capex.
- xii **Left Qty:** This is an Autofill textbox in which the Left quantity is fetched for the Budgeted Capex.
- xiii **Set Qty:** This is a textbox in which the Set quantity is required.
- xiv **Item Rate (Per Qty):** This is a textbox in which the Item Rate (Per Qty) is required.
- xv **Tax Amount (Per Qty):** This is a textbox in which the Tax Amount (Per Qty) is required.
- xvi **Amount Requested Incl Tax:** This is a textbox in which the Amount Requested Incl Tax is required.
- xvii **Amount Requested Excl Tax:** This is a textbox in which the Amount Requested Excl Tax is required.
- xviii **Project Description:** This is a multiline textbox in which Project Description is required.
- xix **Project Justification:** This is a multiline textbox in which reason for the benefit of request/justification is required.
- xx **Energy Savings:** This is a multiline textbox if applicable, and provides the Quantity & cost savings of energy (KWH), and CO2e (tonnes).
- xxi **Manpower Reduction Savings-** This is a multiline textbox if applicable, Depart wise Existing Headcount and Projected Headcount and Reduction plan.

- **Special Capex**

The system allows the user to initiate a Special Capex specifying new requirements. Users with an Initiator role and for authorized Cost Centres can raise/initiate a Special Capex through this option & submit the same for approval as shown below. The User needs to select the Capex Type as Special & fill in the Item Name details in case of Special Approval and the rest all the fields are the same for budgeted as well Special Capex.



My DashboardMy TaskMy BudgetNew Request -Reports -Training VideosCapex Docs -

Special Capex (In INR)Welcome: TEST ID 1 | User Manual | Logout

Executing Dept Cost Center: TST001(TESTING)Location: TEST-NA-NDO RCC Desc: TST001(TESTING)  
Capex Type: SpecialBudget Year: 2023-24Category: Normal  
Capex Category: IT hardware & SoftwDate Submitted: 18 May 2023

Item Name	Set Qty	Item Rate (Per Qty) Tax Amount (Per Qty)	Amount Requested Ind / Excl Tax
Laptop - Demo	5	100000 1000	505000 500000
View WorkFlowAttachmentsTotal Amount (In INR)			505000
In Words : Five Lakhs Five Thousand Only			
Project Description: (495 characters left) DEMO			
Project Justification: FOR TRAINING PURPOSE			
ENERGY SAVINGS- if applicable, please provide the following information: Quantity & cost savings of energy (KWH), CO2e (tonnes): NA			
Manpower Reduction SAVINGS- if applicable, please provide the following information: Departwise Existing Headcount and Projected Headcount and Reduction plan: NA			
General Information:			
Company Code: 001	Capex Type: IT	IT Budget Category: RUN	
Requestor Department: Infotech	Plant/Site Code: 0075	Department: Infotech	
Project Manager: Demd			

**Financial Information:**

Amount previously approved(Exc Rec Tax): <input type="text" value="0"/>	Non-Capitalizable Expense: <input type="text" value="0"/>	Non-Capitalizable Recoverable Taxes: <input type="text" value="0"/>
Total Project Amount: <input type="text" value="510000"/>	ROI(annual)%: <input type="text" value="0"/>	Payback Period (Excl Constr. period): <input type="text" value="0"/>
Payback Period (Incl Constr. period): <input type="text" value="10"/>	Internal Rate of Return (IRR) %: <input type="text" value="0"/>	Net Present Value (NPV): <input type="text" value="0"/>

**Project Schedule:**

Project Start Date: <input type="text" value="31 May, 23"/>	Project End Date: <input type="text" value="31 July, 23"/>	Operational Use Date: <input type="text" value="31 December, 23"/>
---	--	--

**Assess Life & Replacements:**

Book Value (NFA) of existing Assets: <input type="text" value="NA"/>	Realisable value of Existing Assets: <input type="text" value="NA"/>	Asset No: <input type="text" value="NA"/>
Useful Life (years): <input type="text" value="10"/>		

**Type of Savings:**

Manpower Nos: <input type="text" value="0"/>	Power Saving-Lac/KWH <input type="text" value="0"/>	Steam Savings-Ton* <input type="text" value="0"/>
Maintenance cost-Value* <input type="text" value="0"/>	Lab Expenses-Increase in Batch Size* <input type="text" value="0"/>	Rejection/Yield improvement-Value* <input type="text" value="0"/>
Reduction in Material Cost* <input type="text" value="0"/>	Increase in Volumes -mn units* <input type="text" value="0"/>	Increase in GC* <input type="text" value="0"/>
Improvement in Mfg .Cycle Time/Batch-Hrs* <input type="text" value="0"/>		

**Your Remarks:**

Kindly view workflow before you initiate capex.

[Save Draft](#) [Submit](#)



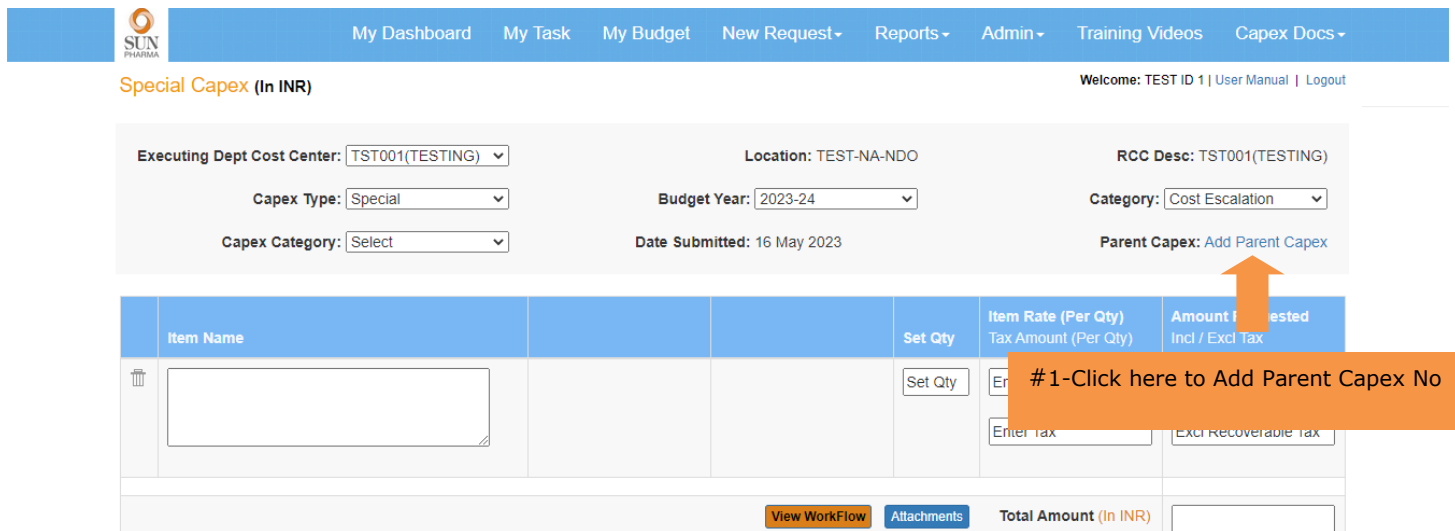
## • Cost Escalation

Cost escalation can be defined as changes in the cost or price of specific goods or services in a given period. It can be budgeted or special. In order to raise cost escalation user need to attach parent capex. The workflow will be the same as normal budgeted workflow or special workflow.

Users with an Initiator role and for authorized Cost Centres can raise/initiate a Special Capex through this option & submit the same for approval as shown below. The User needs to select the Capex Type as Special, Category as Cost Escalation, Add parent capex details, fill in the Item Name details, Set Qty, Escalated Item rate/Tax in case of Special Approval and rest all the fields are the same for budgeted as well Special Capex.

### Cost Escalation conditions:

- Cost escalation up to 25% of the approved budget (including special capex that is duly approved) or INR 25,00,000/-, whichever is lower, can be approved by the relevant CMT member and relevant Finance Controller of the Function / Region.
- If the cost escalation value is more than 25% or INR 25,00,000/- of the approved budget (including special capex that is duly approved), whichever is lower, then such cost escalation requires approval from the relevant CMT Member, relevant Financial Controller, and Group CFO.
- Cost Escalation can be raised for the Current year only.



**Special Capex (In INR)**

Welcome: TEST ID 1 | User Manual | Logout

Executing Dept Cost Center: TST001(TESTING) Location: TEST-NA-NDO RCC Desc: TST001(TESTING)

Capex Type: Special Budget Year: 2023-24 Category: Cost Escalation

Capex Category: Select Date Submitted: 16 May 2023 Parent Capex: [Add Parent Capex](#)

Item Name	Set Qty	Item Rate (Per Qty) Tax Amount (Per Qty)	Amount Requested Incl / Excl Tax
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

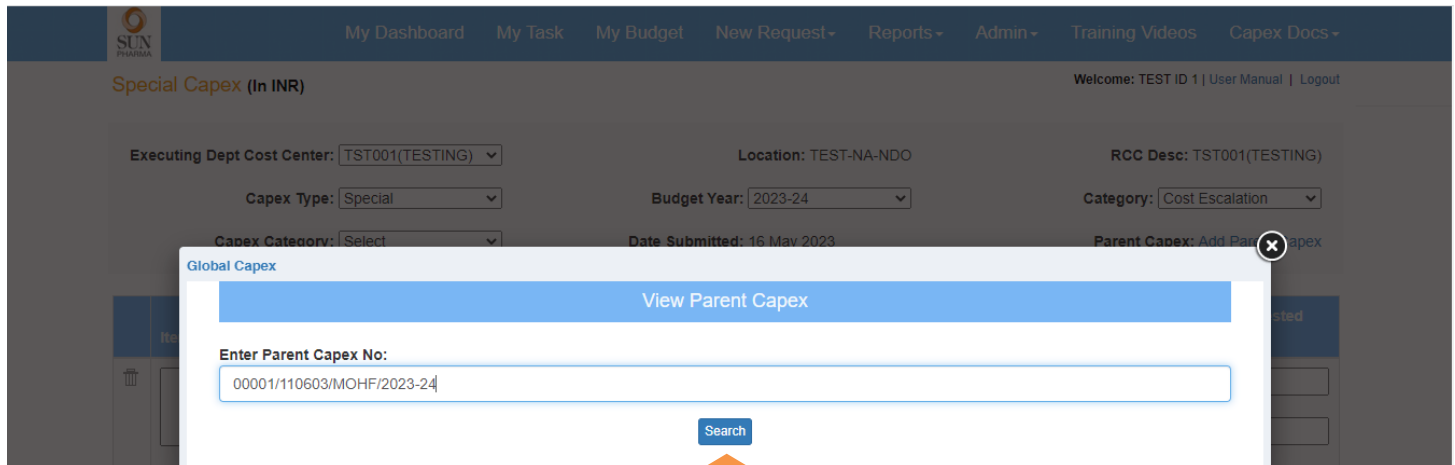
**#1-Click here to Add Parent Capex No**

[View Workflow](#) [Attachments](#) Total Amount (In INR)

Users need to enter Parent capex no. and click on the search button. Parent capex details can be viewed.



Click on the select button – Pop-up shows as Parent Capex Select successfully as shown in the below screen.



Global Capex

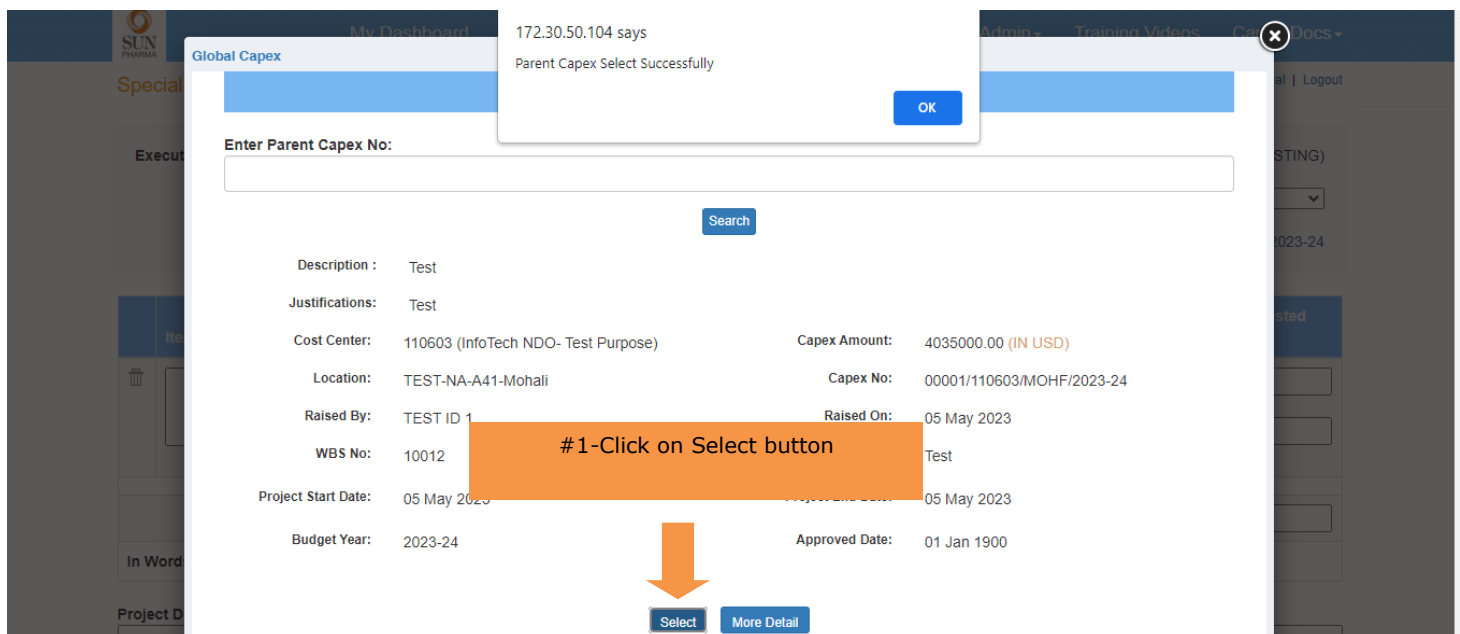
View Parent Capex

Enter Parent Capex No:

00001/110603/MOHF/2023-24

Search

#1-Click on search button



Global Capex

Parent Capex Select Successfully

OK

Enter Parent Capex No:

Search

Description : Test

Justifications: Test

Cost Center: 110603 (InfoTech NDO- Test Purpose) Capex Amount: 4035000.00 (IN USD)

Location: TEST-NA-A41-Mohali Capex No: 00001/110603/MOHF/2023-24

Raised By: TEST ID 1 Raised On: 05 May 2023

WBS No: 10012

Project Start Date: 05 May 2023


Budget Year: 2023-24

Approved Date: 01 Jan 1900

Select More Detail

#1-Click on Select button

Users can view the selected parent capex no and click on the Select button. Parent Capex no gets displayed in the below screenshot



[My Dashboard](#)
[My Task](#)
[My Budget](#)
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[Training Videos](#)
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Special Capex (In INR)
Welcome: Kanuj Agarwal | User Manual | Logout

Executing Dept Cost Center: TST001(TESTING)

Capex Type: Special

Capex Category: Select

Location: TEST-NA-NDO

Budget Year: 2023-24

Date Submitted: 16 May 2023

RCC Desc: TST001(TESTING)

Category: Cost Escalation


Parent Capex: 00001/110603/MOHF/2023-24

Item Name	Set Qty	Item Rate (Per Qty) Tax Amount (Per Qty)	Amount Requested Incl / Excl Tax
Laptop	2	200000	420000
		10000	400000
<a href="#">View Workflow</a> <a href="#">Attachments</a>			<b>Total Amount (In INR)</b> 420000

In Words : Four Lakhs Twenty Thousand Only

- **Save as Draft**

After filling in the required details in the Capex form the user has the option to save the Capex in draft mode which can be submitted later on and can be re-edited or updated before submitting for approval.



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[My Budget](#)
[New Request](#)
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[Training Videos](#)
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Budgeted Capex (In INR)

Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

Executing Dept Cost Center: TST001(TESTING)

Location: TEST-NA-NDO

RCC Desc: TST001(TESTING)

Capex Type: Budgeted

Budget Year: 2023-24

Category: Normal

Capex Category: IT hardware & Softw

Date Submitted: 18 May 2023

	Item Name	Budgeted Amt (Incl) Budgeted Amt (Excl)	Left Amount Left Tax	Left Qty Set Qty	Item Rate (Per Qty) Tax Amount (Per Qty)	Amount Requested Incl / Excl Tax
	Laptop Demo - 20	1040000	1000000	10 (10)	100000	510000
		1000000	40000	5	2000	500000
		<div> <a href="#">Add Items</a> <a href="#">View Workflow</a> <a href="#">Attachments</a> </div>				Total Amount (In INR) <span>510000</span>

In Words : Five Lakhs Ten Thousand Only

**Financial Information:**

Amount previously approved(Exc Rec Tax): 00

Non-Capitalizable Expense: 00

Non-Capitalizable Recoverable Taxes: 00

Total Project Amount: 00

ROI(annual)%: 00

Payback Period (Excl Constr. period): 00

Payback Period (Incl Constr. period): 00

Internal Rate of Return (IRR) % : 00

Net Present Value (NPV): 00

**Project Justification:**

Demo

**ENERGY SAVINGS-** if applicable, please provide the following information: Quantity & cost savings of energy (KWH), CO2e (tonnes):

Demo

**Manpower Reduction SAVINGS-** if applicable, please provide the following information: Departwise Existing Headcount and Projected Headcount and Reduction plan:

Demo

**General Information:**

Company Code: Demo

Capex Type: IT

IT Budget Category: RUN

Requestor Department: Infotech

Plant/Site Code: Demo

Department: Infotech

Project Manager: Demo

**Financial Information:**

Amount previously approved(Exc Rec Tax): <input type="text" value="00"/>	Non-Capitalizable Expense: <input type="text" value="00"/>	Non-Capitalizable Recoverable Taxes: <input type="text" value="00"/>
Total Project Amount: <input type="text" value="00"/>	ROI(annual)%: <input type="text" value="00"/>	Payback Period (Excl Constr. period): <input type="text" value="00"/>
Payback Period (Incl Constr. period): <input type="text" value="00"/>	Internal Rate of Return (IRR) % : <input type="text" value="00"/>	Net Present Value (NPV): <input type="text" value="00"/>

**Project Schedule:**

Project Start Date*: <input type="text" value="8 May, 23"/>	Project End Date*: <input type="text" value="24 May, 23"/>	Operational Use Date: <input type="text" value="31 May, 23"/>
---	--	---

**Assest Life & Replacements:**

Book Value (NFA) of existing Assets*: <input type="text" value="00"/>	Realisable value of Existing Assets*: <input type="text" value="00"/>	Asset No*: <input type="text" value="00"/>
Useful Life (years)*: <input type="text" value="00"/>		

**Type of Savings:**

Manpower Nos: <input type="text" value="0"/>	Power Saving-Lac/KWH <input type="text" value="0"/>	Steam Savings-Ton* <input type="text" value="0"/>
Maintenance cost-Value* <input type="text" value="0"/>	Lab Expenses-Increase in Batch Size* <input type="text" value="0"/>	Rejection/Yield improvement-Value* <input type="text" value="0"/>
Reduction in Material Cost* <input type="text" value="0"/>	Increase in Volumes -mn units* <input type="text" value="0"/>	Increase in GC* <input type="text" value="0"/>
Improvement in Mfg .Cycle Time/Batch-Hrs* <input type="text" value="0"/>		

Your Remarks:

CAPEX REQUEST FOR APPROVAL

Kindly view workflow before you initiate capex.

[Save Draft](#) [Submit](#)



#1-Click here to save as Draft



My Task (1 Record's)

Welcome: TEST ID 1 | User Manual | Logout

Region: All

Division: All

Location: All

RCC: All

Project Status: All

Capex Type: All

Year: 2023-24

Capex No:

Status: Draft

More Filters..

Show Reset Export to Excel Detail

Capex Request(s)

Capex No	Location	Description	Initiated By	Amount	Project	Last Action	Current Status
<a href="#">00002/110603/MOHF/2023-24</a>	TEST-NA-A41-Mohali 110603(InfoTech NDO- Test Purpose)	<a href="#">Demo...</a>	TEST ID 1 On 08 May 2023	216000.00 (In USD) Special	<a href="#">Project</a> <a href="#">Date</a>	Capex Initiated by TEST ID 1 On 08 May 2023	Capex under Draft with TEST ID 1 Since 08 May 2023

The above screen will show the Capex is saved as a draft. This can be checked in the My Task tab. Click on the My Task tab – select the Status as a draft. The Capexes which are under Draft will be displayed. Click on the particular Capex and Capex will get opened and the user can update or submit the Capex for approval.


## 8.2 Budget Transfer

Budget Transfer can be done from one cost center to another cost center. It can be the same cost center as well as a different cost center. The Capex budget can be transferred from the current year's capex approved budget only.

Approved budgets may be transferred in respect of one capex line item to another capex line item only if the entire capex is unutilized at the time of transfer request. In other words, capex budget can be transferred only if execution has not commenced and no project code / WBS / Internal Order has been assigned for that capex.

All budget transfer requests should be approved by the respective CMT Member along with the respective Financial Controller.

Users need to select the Cost center (From) and cost center (To).



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[New Request +](#)
[Reports +](#)
[Training Videos](#)
[Capex Docs +](#)

[Budget Transferred Request](#)
Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

Cost Center (From): 
Location: TEST-NA-ND0
RCC Desc: TST001(TESTING)

Cost Center (To): 
Budget Year: 
Raise Date: 11 May 2023

Item Name (From)	Total Amount Left Amount (In INR)	Total Tax Left Tax (In INR)	Total QTY Left QTY	Item Name (To)	Transferred Amount	Transferred Tax	Transferred QTY
Laptop Demo - 20	300000.00 300000.00	20000.00 20000.00	6 6	<input type="text" value="Same Transferred"/>	<input type="text" value="200000"/>	<input type="text" value="10000"/>	<input type="text" value="4"/>

Description (463 characters left)


Justification:

Your Remarks:

### 8.3 New Budget

Users with Approver access can raise the new budget request. There are two possible ways to upload the budget into the system. As to fill the form column by column based on the item wise or to upload an Excel template (for multiple items). Need to select the below parameters:

- Region
- Division
- Location
- Budget Years



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[My Task](#)
[My Budget](#)
[New Request](#)
[Reports](#)
[Training Videos](#)
[Capex Docs](#)

Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

Region:

Division:

Location:

Budget Year:

Raise Date: 09 May 2023

[Choose File](#) No file chosen
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New Budget Proposal

S.No	RCC Desc	Item Name / Description	Amount / Quantity		Financial Benefits
1.	RCC Desc: <input type="text" value="TST001 (TESTING)"/> Capex Proposal: <input type="text" value="Laptop - DEMO1"/> Item Status: <input type="text" value="Approved"/> Approver Remarks: <input type="text"/> Capex Category: <input type="text" value="IT hardware &amp; Softwares"/> Basis of Cost Estimates: <input type="text" value="NA"/>	Item Name: <input type="text" value="Laptop - DEMO1"/> Justification/Description: <input type="text" value="DEMO1"/> Present Situation: <input type="text" value="DEMO1"/> Remarks: <input type="text" value="DEMO1"/> OtherInfo (If any): <input type="text" value="DEMO1"/> Portfolio Manager: <input type="text" value="DEMO1"/>	Budget Amount (Gross): <input type="text" value="212000"/> Budget Amount (Net): <input type="text" value="200000"/> Budget Type: <input type="text" value="IT"/> IT Budget Category: <input type="text" value="RUN"/> Priority: <input type="text" value="High"/> Capex Type: <input type="text" value="Strategic"/>	Total Quantity: <input type="text" value="4"/> Taxes(VAT/GST): <input type="text" value="12000"/> Capex Start Date: <input type="text" value="25 May, 23"/> Capex End Date: <input type="text" value="31 May, 23"/> Operation Use Date: <input type="text" value="30 June, 23"/> Useful Life (Years): <input type="text" value="10"/>	Payback Period (Incl Construction Period): <input type="text" value="0"/> Payback Period (excl Construction Period): <input type="text" value="0"/> Internal Rate of Return (IRR)%: <input type="text" value="0"/> Net Present Value (NPV): <input type="text" value="0"/> ROI (annual)%: <input type="text" value="0"/> Treatment of old Assets: <input type="text" value="NA"/>
<div style="display: flex; justify-content: space-between;"> <div>                     Rates Negotiated: <input type="text" value="Yes"/>                      Utilisation Status of Existing Equipment: <input type="text" value="NA"/>                      New Capex Budget Net (2023-24): <input type="text" value="0"/> </div> <div>                     Project Manager: <input type="text" value="DEMO1"/>                      Capex Spend Net (2023-24): <input type="text"/>                      Capex Spend Net (2024-25): <input type="text"/> </div> <div>                     Non Capitalizable-Expense: <input type="text" value="0"/>                      Cash Flow Gross (2023-24): <input type="text"/>                      Cash Flow Gross (2024-25): <input type="text"/> </div> <div>                     Book Value (NFA) of Existing Assets: <input type="text" value="0"/>                      Reliasable Value (NFA) of Existing Assets: <input type="text" value="0"/> </div> </div>					

**User Procedure Manual (UPM)**  
**Global Capex System**  
**Version 2.0, Release 01**



New Capex Budget Net (2024-25): <input type="text" value="0"/>			JUL: <input type="text" value="0"/> AUG: <input type="text" value="0"/> SEP: <input type="text" value="0"/>			OCT: <input type="text" value="0"/> NOV: <input type="text" value="200000"/> DEC: <input type="text" value="0"/> JAN: <input type="text" value="0"/>			FEB: <input type="text" value="0"/> MAR: <input type="text" value="0"/> Total: <input type="text" value="200000"/>		
<a href="#">New Budgeted Capex Net - Excluding Tax (2023-24) ➔</a>			JUL: <input type="text" value="0"/> AUG: <input type="text" value="0"/> SEP: <input type="text" value="0"/>			OCT: <input type="text" value="0"/> NOV: <input type="text" value="0"/> DEC: <input type="text" value="200000"/> JAN: <input type="text" value="0"/>			FEB: <input type="text" value="0"/> MAR: <input type="text" value="0"/> Total: <input type="text" value="200000"/>		
APR: <input type="text" value="0"/> MAY: <input type="text" value="0"/> JUN: <input type="text" value="0"/>			JUL: <input type="text" value="0"/> AUG: <input type="text" value="0"/> SEP: <input type="text" value="0"/>			OCT: <input type="text" value="0"/> NOV: <input type="text" value="0"/> DEC: <input type="text" value="201200"/> JAN: <input type="text" value="0"/>			FEB: <input type="text" value="0"/> MAR: <input type="text" value="0"/> Total: <input type="text" value="201200"/>		
<a href="#">New Capex Spend Net - Excluding Tax (2023-24) ➔</a>			JUL: <input type="text" value="0"/> AUG: <input type="text" value="0"/> SEP: <input type="text" value="0"/>			OCT: <input type="text" value="0"/> NOV: <input type="text" value="0"/> DEC: <input type="text" value="201200"/> JAN: <input type="text" value="0"/>			FEB: <input type="text" value="0"/> MAR: <input type="text" value="0"/> Total: <input type="text" value="201200"/>		
APR: <input type="text" value="0"/> MAY: <input type="text" value="0"/> JUN: <input type="text" value="0"/>			Manpower Nos: <input type="text" value="0"/>			Power Saving - Lac /KWH: <input type="text" value="0"/>			Increase in Volumes-Mn units: <input type="text" value="0"/>		
<a href="#">New Cash flow - Including Tax (2023-24) ➔</a>											
APR: <input type="text" value="0"/> MAY: <input type="text" value="0"/> JUN: <input type="text" value="0"/>											
<a href="#">Annualised Planned Benefit</a>											

Steam Savings- Ion(Units): <input type="text" value="0"/>	Manpower Cost (Value): <input type="text" value="0"/>	Power Saving - Value: <input type="text" value="0"/>	Increase in GC (Value): <input type="text" value="0"/>
Steam Savings-(Value): <input type="text" value="0"/>	Lab Expn-Incr.in Batch Size(Value): <input type="text" value="0"/>	Impr. in Mfg. Cycle Time/Batch-Hrs: <input type="text" value="0"/>	Impr. in Mfg. Cycle Time/Batch (Value): <input type="text" value="0"/>
Maintenance cost- (Value): <input type="text" value="0"/>	Rejection/Yield improvement-(Value): <input type="text" value="0"/>	Any Other (Value): <input type="text" value="0"/>	Total Planned Benefit annualised: <input type="text" value="0"/>
Reduction in Material Cost (Value): <input type="text" value="0"/>	Imported / Indigenous : <input type="text" value="Indigenous"/>	Assets Class: <input type="text" value="NA"/>	Make / Model: <input type="text" value="DELL"/>
<a href="#">Other Info</a>			
Project / Product /General: <input type="text" value="General"/>			

+ Add More



DEM01

[Submit](#) [Save Draft](#) [Attachments](#)



#1-Click on Add more button. To add new Items


Select Workflow:

Request Status	Remarks / Comments	Action On
Request <span>Awaiting</span> by TEST ID 1 (Initiator)		
Request <span>Awaiting</span> by (Initiator)		
Request <span>Awaiting</span> by TEST ID 2 (Capex Coordinator)		
Request <span>Awaiting</span> by TEST ID 4 (Plant Head)		
Request <span>Awaiting</span> by TEST ID 3 (Capex Coordinator)		
Request <span>Awaiting</span> by TEST ID 5 (MD Office)		
Request <span>Awaiting</span> by TEST ID 6 (Managing Director)		



- **Save as Draft**

After filling in the required details in the Budget form the user has the option to save the Budget in draft mode which can be submitted later on and can be re-edited or updated before submitting for approval.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request](#)
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My Task (2 Record's)

Region: 
RCC: 
Year:

Division: 
Project Status: 
Capex No:

Location: 
Capex Type: 
Status:

[More Filters...](#)

[Show](#)
[Reset](#)
[Export to Excel](#)
[Detail](#)


Capex Request(s)							
Capex No	Location	Description	Initiated By	Amount	Project	Last Action	Current Status
00002/TST001/NDO/2023-24	TEST-NA-NDO TST001(TESTING)	Demo...	TEST ID 1 On 08 May 2023	108000.00 (In INR) Special	<a href="#">Project</a> <a href="#">Date</a>	Capex Initiated by TEST ID 1 On 08 May 2023	Capex under Draft with TEST ID 1 Since 08 May 2023
00002/110603/MOHF/2023-24	TEST-NA-A41-Mohali 110603(InfoTech NDO-Test Purpose)	Demo...	TEST ID 1 On 08 May 2023	216000.00 (In USD) Special	<a href="#">Project</a> <a href="#">Date</a>	Capex Initiated by TEST ID 1 On 08 May 2023	Capex under Draft with TEST ID 1 Since 08 May 2023

[Export to Excel](#)

Budget Approval Request(s)							
	Request No Location/RCC	Description	Amount / Currency (Basic + Tax)	Initiated By	Last Action	Current Status	Action
<input checked="" type="checkbox"/>	00000014/NDO/2023-24 (TEST-NDO) RCC: TST001 (TESTING)	Laptop Demo -2	315000 (IN INR) ( 300000 + 15000 ) (Qty: 6) 3888.89 (IN USD)	TEST ID 1 On May 9 2023 11:35AM	Request by (0) on	Request by (0) on	<div>Processed</div> <a href="#">View Detail</a>

The above screen will show the Budget is saved as a draft. This can be checked in the My Task tab. Click on the My Task tab – select the Status as draft. The Budget which is under Draft will be displayed. Click on the particular Capex and the Budget will get opened and the user can update or submit the Budget for approval.

Users can upload a Budget by downloading the standard format and uploading it.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request](#)
[Reports](#)
[Training Videos](#)
[Capex Docs](#)

New Budget Request

Region: 
Budget Year:

Division: 
Raise Date: 09 May 2023

Location:

[Choose File](#)
No file chosen


[Upload To Excel](#)
[Download Standard Format](#)

## 9 Action

The Approver can take the below-mentioned actions on the Capex which has come for their approvals.

### 9.1 Approve

By specifying the remarks in the Your Remarks section approver can approve the Capex pending for approval by clicking on the Approve button.

My Dashboard My Task My Budget New Request - Reports - Training Videos Capex Docs -

Special Capex Action (Currency: INR)Welcome: TEST ID 2 | User Manual | Logout

Capex Control No: 00002/TST001/NDO/2023-24

Classification: IT hardware & Softwares

Capex Amount: 108000.00 (In INR)

Raised Location: TEST-NA-NDO

Cost Center: TST001 (TESTING)

Capex Category: Normal

Project Start Date: 09 May 2023

Project End Date: 22 May 2023

Ready for Operational Use Date : 31 May 2023

Description: Demo

Justification: Demo

Item Name	Qty	Amount (Per Item)	Tax (Per Item)	Total Amount
Laptop	1	100000	8000	108000
Total Amount (Excl Tax) (IN INR): 100000.00 , Total Amount (Incl Tax) (IN INR)				108000.00
In Words : One Lakhs Eight Thousand Only				
Calculate Total Amount Into :		<input type="radio"/> Thousand <input checked="" type="radio"/> Lakhs <input type="radio"/> Million		1.080

Your Remarks:

Approve Disapprove Send Back Send Back Users

Hold Attachments Delegate To Enter Delegate User Name View Workflow


Show Other Details

#1-Enter the Remarks

#2-Click here to Approve

## 9.2 Disapprove

By specifying the remarks in the Your Remarks section approver can disapprove the Capex pending approval by clicking on the disapprove button.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request +](#)
[Reports +](#)
[Training Videos](#)
[Capex Docs -](#)

Special Capex Action (Currency: INR)
Welcome: TEST ID 2 | User Manual | Logout

Capex Control No: 00002/TST001/NDO/2023-24  
Raised Location: TEST-NA-NDO  
Project Start Date: 09 May 2023  
Description: Demo  
Justification: Demo

Classification: IT hardware & Softwares  
Cost Center: TST001 (TESTING)  
Project End Date: 22 May 2023

Capex Amount: 108000.00 (In INR)  
Capex Category: Normal  
Ready for Operational Use Date : 31 May 2023

Item Name	Qty	Amount (Per Item)	Tax (Per Item)	Total Amount
Laptop	1	100000	8000	108000
Total Amount (Excl Tax) (IN INR): 100000.00 , Total Amount (Incl Tax) (IN INR)				108000.00
In Words : One Lakhs Eight Thousand Only				
Calculate Total Amount Into :		<input type="radio"/> Thousand <input checked="" type="radio"/> Lakhs <input type="radio"/> Million		1.080

Your Remarks:

# 1 –Enter the Remarks

Approve
Disapprove
Send Back
Send Back Users


Hold
Attachments
Delegate To
Enter Delegate User Name
View Workflow

Show Other Details

#2-Click here to Disapprove

### 9.3 Send Back

By specifying the remarks in the Your Remarks section approver can Send Back the Capex to Initiator to the Previous approver from the Dropdown list as per the below screen.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request -](#)
[Reports -](#)
[Training Videos](#)
[Capex Docs -](#)

Special Capex Action (Currency: INR)
Welcome: TEST ID 2 | [User Manual](#) | [Logout](#)

Capex Control No: 00002/TST001/NDO/2023-24

Raised Location: TEST-NA-NDO

Project Start Date: 09 May 2023

Description: Demo

Justification: Demo

Classification: IT hardware & Softwares

Cost Center: TST001 (TESTING)

Project End Date: 22 May 2023

Capex Amount: 108000.00 (In INR)

Capex Category: Normal

Ready for Operational Use Date : 31 May 2023

Item Name	Qty	Amount (Per Item)	Tax (Per Item)	Total Amount
Laptop	1	100000	8000	108000
Total Amount (Excl Tax) (IN INR): 100000.00 , Total Amount (Incl Tax) (IN INR)				108000.00
In Words : One Lakhs Eight Thousand Only				
Calculate Total Amount Into :			<input type="radio"/> Thousand <input checked="" type="radio"/> Lakhs <input type="radio"/> Million	1.080

Your Remarks

Approve
Disapprove
Send Back

TEST ID 1 (00001)

Send Back Users

TEST ID 1 (00001)

User Name
[View Workflow](#)

Show Other Details


#1-Enter the Remarks

#2-Click here to Send Back

#3- Select the person's Name from the Dropdown menu for whom the Capex is to Send Back.

## 9.4 Hold

By specifying the remarks in the Your Remarks section approver can put the Capex On Hold by clicking the On Hold Button as per the below screen.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request -](#)
[Reports -](#)
[Training Videos](#)
[Capex Docs -](#)

Special Capex Action (Currency: INR)
Welcome: TEST ID 2 | [User Manual](#) | [Logout](#)

Capex Control No: 00002/TST001/NDO/2023-24

Raised Location: TEST-NA-NDO

Project Start Date: 09 May 2023

Description: Demo

Justification: Demo

Classification: IT hardware & Softwares

Cost Center: TST001 (TESTING)

Project End Date: 22 May 2023

Capex Amount: 108000.00 (In INR)

Capex Category: Normal

Ready for Operational Use Date : 31 May 2023

Item Name	Qty	Amount (Per Item)	Tax (Per Item)	Total Amount
Laptop	1	100000	8000	108000
Total Amount (Excl Tax) (IN INR): 100000.00 , Total Amount (Incl Tax) (IN INR)				108000.00
In Words : One Lakhs Eight Thousand Only				
Calculate Total Amount Into :		<input type="radio"/> Thousand <input checked="" type="radio"/> Lakhs <input type="radio"/> Million		1.080

Your Remarks:

[Approve](#)
[Disapprove](#)
[Send Back](#)

TEST ID 1 (00001)  
 Send Back Users  
 TEST ID 1 (00001)

[Hold](#)
[Attachments](#)
[Delegate To](#)

[View Workflow](#)

☒ Show Other Details

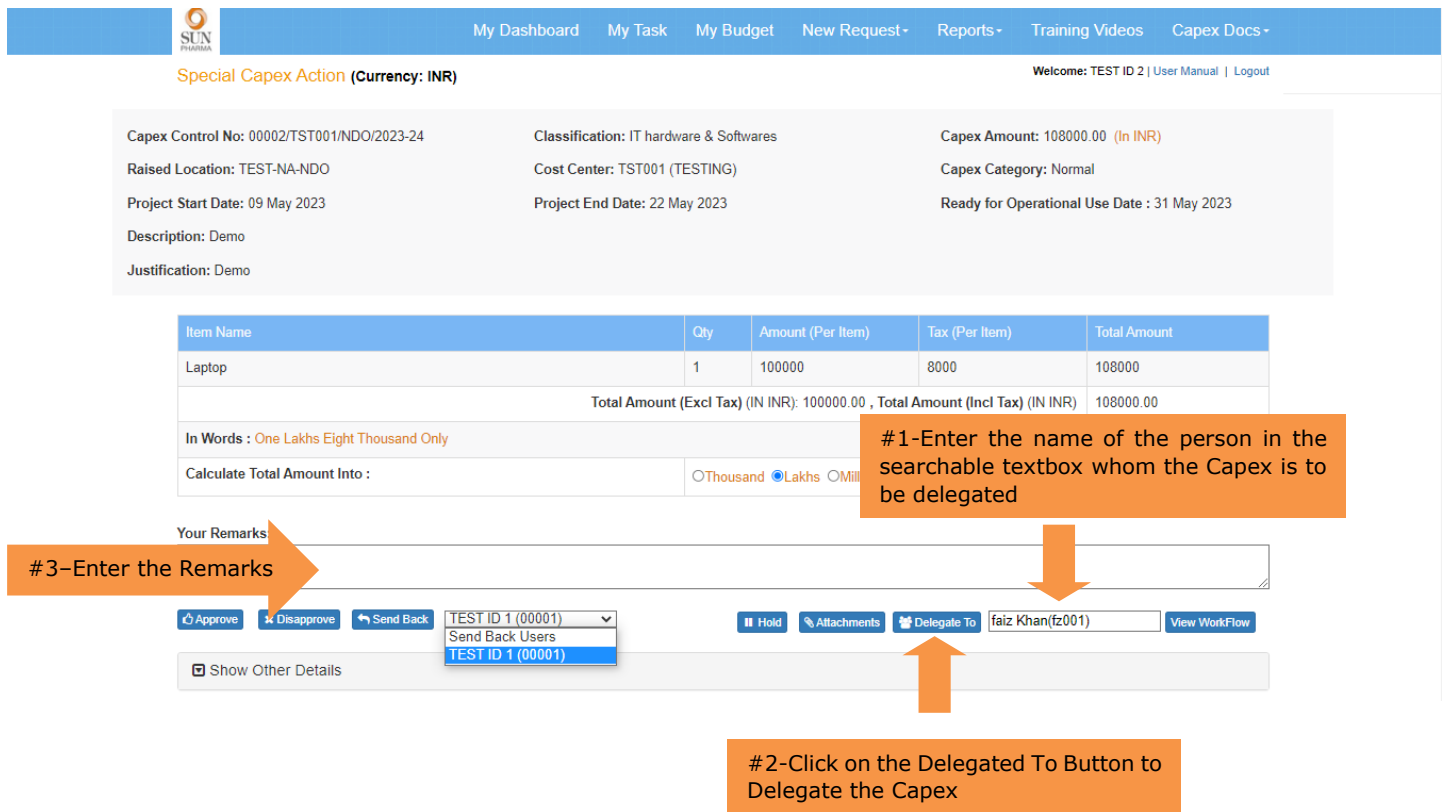
# 1 -Enter the Remarks

# 2-Click on hold Button

## 9.5 Delegate To

Approver can forward (delegate) the Capex to a person other than defined in the workflow to seek approval & comments.

Search the name of the Person in the searchable textbox and Click on the “Delegate To” button to delegate the Capex and will open a pop-up window for confirmation as shown below:



**Special Capex Action (Currency: INR)** Welcome: TEST ID 2 | User Manual | Logout

Capex Control No: 00002/TST001/NDO/2023-24      Classification: IT hardware & Softwares      Capex Amount: 108000.00 (In INR)  
 Raised Location: TEST-NA-NDO      Cost Center: TST001 (TESTING)      Capex Category: Normal  
 Project Start Date: 09 May 2023      Project End Date: 22 May 2023      Ready for Operational Use Date : 31 May 2023  
 Description: Demo  
 Justification: Demo

Item Name	Qty	Amount (Per Item)	Tax (Per Item)	Total Amount
Laptop	1	100000	8000	108000
Total Amount (Excl Tax) (IN INR): 100000.00 , Total Amount (Incl Tax) (IN INR)				108000.00

In Words : One Lakhs Eight Thousand Only

Calculate Total Amount Into : ☐ Thousand ☒ Lakhs ☐ Mill

**#1-Enter the name of the person in the searchable textbox whom the Capex is to be delegated**

Your Remarks **#3-Enter the Remarks**


☐ Show Other Details
 

TEST ID 1 (00001)  
 Send Back Users  
 TEST ID 1 (00001)

**#2-Click on the Delegated To Button to Delegate the Capex**

## 9.6. Attachments

User Can View/Upload Documents attached with Capex as shown below screenshots.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request +](#)
[Reports +](#)
[Training Videos](#)
[Capex Docs +](#)

Special Capex Action (Currency: INR)
Welcome: TEST ID 2 | [User Manual](#) | [Logout](#)

Capex Control No: 00002/TST001/NDO/2023-24

Classification: IT hardware & Softwares

Capex Amount: 108000.00 (In INR)

Raised Location: TEST-NA-NDO

Cost Center: TST001 (TESTING)

Capex Category: Normal

Project Start Date: 09 May 2023

Project End Date: 22 May 2023

Ready for Operational Use Date : 31 May 2023

Description: Demo

Justification: Demo

Item Name	Qty	Amount (Per Item)	Tax (Per Item)	Total Amount
Laptop	1	100000	8000	108000
Total Amount (Excl Tax) (IN INR): 100000.00 , Total Amount (Incl Tax) (IN INR)				108000.00
In Words : One Lakhs Eight Thousand Only				
Calculate Total Amount Into :		# 1-Click Attachment Button		1.080

Your Remarks:

Approve

Disapprove

Send Back

Send Back Users

Hold

Attachments

Delegate To

Enter Delegate User Name

View Workflow

Show Other Details

After Clicking on the Attachment Button, a new pop-up window opens displaying the attached e-documents as shown in the below screenshots.

Attachments for Capex No : 00002/TST001/NDO/2023-24

### Attachments

Add New File:

No file chosen

#1-Choose File from file dialog box

Any Remark:

#2-Enter the Remarks

S.No	File Name	Remark	Uploaded By	Date	Action
1	<a href="#">Site_Regular_Capex_Proposal_Template.xlsx</a>		TEST ID 2	May 9 2023 3:28PM	<a href="#">View</a> <a href="#">Delete</a>

#3-Click Submit Button


#4- Click on View button to view the Attached documents

Click on the Filename and user will be able to open/save the attached e-document.



## 9.7 Contingency/Integration Capex Approval

The system has the provision to provide suggestion authority to suggest the Contingency/Integration Budget Owner Approver Approve the Special Budget Approval Case Capex from Contingency/Integration budget.


My Dashboard My Task My Budget New Request - Reports - Training Videos Capex Docs -

Description: TEst  
 Justification: TEst

Item Name	Qty	Amount (Per Item)	Tax (Per Item)	Total Amount
	1	1082000	194760	1276760
Total Amount (Excl Tax) (IN INR): 1082000.00 , Total Amount (Incl Tax) (IN INR)				1276760.00
Sixty Only				
		<input type="radio"/> Thousand <input checked="" type="radio"/> Lakhs <input type="radio"/> Million		12.768

#1- User Can Suggest the Approver Approve the Budget of the Capex from Below Contingency/Integration or Special Approval. By selecting from the dropdown control.

Your Remark

Approved as Special  
 Approved as Special  
 Contingency Approved (Jila Breeze )

Please select for Contingency/Integration Approval  
 Send Back Users

Hold Attachments Delegate To Enter Delegate User Name View Workflow

Show Other Details

Action Description	Comments	Action Date ^
Capex Initiated by Dhamendra singh Vishwakarma	Contingency testing	May 18 2023 1:10PM

#2-Enter the Remarks

Systems have the provision to authorize a particular user to approve the Capex from the contingency/Integration budget which is independent of the Actual Budget or Special Approval Budget Case. After the contingency/Integration approval, the Budget amount will get deducted from Contingency amount and Further Workflow get disabled and it will directly move for WBS (Work Breakdown System) /Project Code generation.

**User Procedure Manual (UPM)**  
**Global Capex System**  
**Version 2.0, Release 01**



My Dashboard My Task My Budget New Request - Reports - Training Videos Capex Docs -

Description: TEst

Justification: TEst

#1-Being suggested by the authorized users, the budget owner still has the option to change the approval mode by selecting the approval node from the below dropdown

Item Name	Qty	Amount (Per Item)	Tax (Per Item)	Total Amount
	1	1082000	194760	1276760
Total Amount (Excl Tax) (IN INR): 1082000.00 , Total Amount (Incl Tax) (IN INR)				1276760.00
d Sixty Only				
		<input type="radio"/> Thousand <input checked="" type="radio"/> Lakhs <input type="radio"/> Million		12.768

Your Remarks:

#1-Enter the Remarks

Approved as Special  
 Approved as Special  
 Contingency Approved (Jila Breeze )

Please select for Contingency/Integration Approval

Send Back Users

Hold

Attachments

Delegate To

Enter Delegate User Name

View Workflow

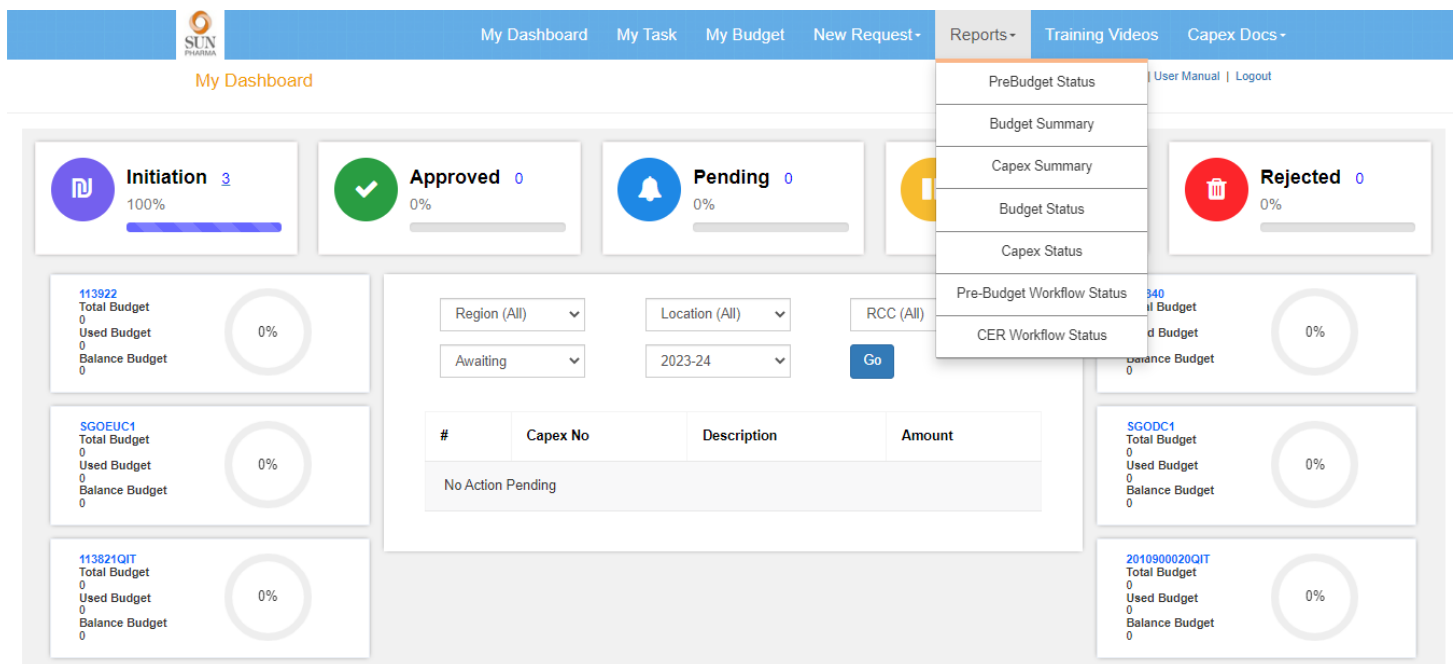
☒ Show Other Details

Action Description	Comments	Action Date ^
Capex Initiated by Dharmendra singh Vishwakarma	Contingency testing	May 18 2023 1:10PM

## 10 Reports

Capex system provides the user to view reports and generate output via the system for assisting the users in performing their daily business activities: Authorized Users having Reports Access Rights shall be able to view and Generate output from the system. Various Reports which can be viewed or generated from the system are mentioned below:


1. PreBudget Status
2. Budget Summary
3. Capex Summary
4. Budget Status
5. Capex Status
6. Pre-Budget Workflow Status
7. CER Workflow Status



The screenshot displays the SUN PHARMA Global Capex System dashboard. The top navigation bar includes links for My Dashboard, My Task, My Budget, New Request, Reports, Training Videos, and Capex Docs. The Reports dropdown menu is open, showing options: PreBudget Status, Budget Summary, Capex Summary, Budget Status, Capex Status, Pre-Budget Workflow Status, and CER Workflow Status. The dashboard features several status indicators: Initiation (3 items, 100%), Approved (0 items, 0%), Pending (0 items, 0%), and Rejected (0 items, 0%). Below these are six budget summary cards, each showing Total Budget, Used Budget, and Balance Budget. A central table displays a list of budget items with columns for #, Capex No, Description, and Amount. The table currently shows 'No Action Pending'. A search filter is visible with dropdowns for Region (All), Location (All), and RCC (All), along with a date range (Awaiting, 2023-24) and a Go button.

## 10.1 PreBudget Status

The PreBudget Status reports displays details of PreBudget as per Region, Division, and Location, RCC wise, Budget Type, Item Status, From Date, To Date, Description on the Item, Amount / Currency (Basic + Tax), Initiated By, Last Action, Current Status, Action as shown in below screen.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request -](#)
[Reports -](#)
[Training Videos](#)
[Capex Docs -](#)

**Report Pre Budget Status** Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

Region: 
RCC: 
From Date: 
Year:

Division: 
Budget Type: 
To Date: 
Request No:

Location: 
Item Status: 
UserID: 
Status:

[Show](#)
[Reset](#)
[Export to Excel](#)

	Request No Location/RCC	Description	Amount / Currency (Basic + Tax)	Initiated By	Last Action	Current Status	Action
1.	00000015/NDO/2023-24 (TEST-NDO) RCC: TST001 (TESTING)	Laptop Demo - 10 NA	210000 (IN INR) ( 200000 + 10000 ) (Qty: 4)	TEST ID 1 On May 10 2023 1:09PM	Request <b>Approved</b> by TEST ID 2 (Capex Coordinator) on May 10 2023 3:06PM	Request <b>Pending</b> with TEST ID 4 (Plant Head) Since May 10 2023 3:06PM	Approved <a href="#">View Detail</a>
2.	00000016/NDO/2023-24 (TEST-NDO) RCC: TST001 (TESTING)	Laptop Demo - 20 Demo -20	320000 (IN INR) ( 300000 + 20000 ) (Qty: 6)	TEST ID 1 On May 10 2023 1:21PM	Request <b>Approved</b> by TEST ID 6 (Managing Director) on May 10 2023 3:55PM	Request <b>Approved</b> by TEST ID 6 (Managing Director) on May 10 2023 3:55PM	Approved <a href="#">View Detail</a>
Total			530000 (IN INR),				

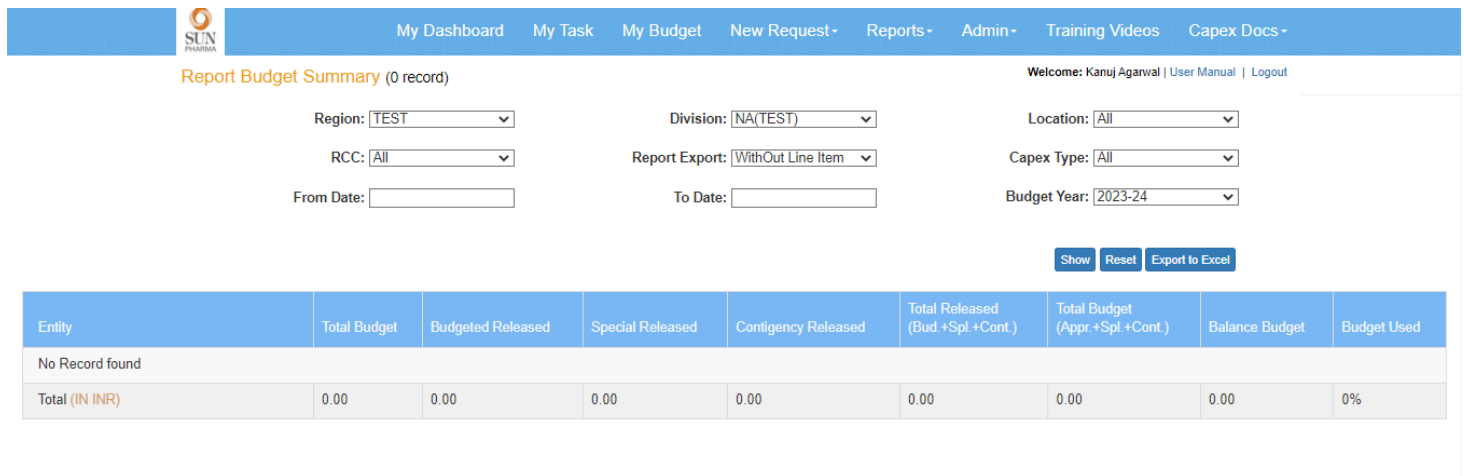
- Select the Required Parameters and Click on Show Button.
- The List of Pre Budgets and their details will be displayed below as per the above screenshot.

Users can also export the system-generated report in Excel format as shown in Screen Below

Sun Pharmaceutical Industries Ltd														
BudgetStatus														
Budget Year: 2023-24					Report Genrated By: TEST ID 1 on May 11, 2023 03:33 PM									
SNo	Budget Year	Region	Division	Location	Cost Center	Capex Proposal	Item Name	Qty	Budget 2023-24 New Capex Basic (Net)	Taxes (VAT/GST)	Budget 2023-24 New Capex (Gross)	Currency (INR/USD etc)	New Capex (Gross) (In USD)	Non Capita
1	2023-24	TEST	NA	NDO	TST001	Laptop Demo - 10	Laptop Demo - 10	4	200000	10000	210000	INR	2592.59	0
2	2023-24	TEST	NA	NDO	TST001	Laptop Demo - 20	Laptop Demo - 20	6	300000	20000	320000	INR	3950.62	0

## 10.2 Budget Summary

The Budget Summary reports displays details of the Total Budget, Budget Released, Special Released, Contingency Released, Total Released, Total Budget, Balance Budget, and Budget Used as per selected filters like Region, Division, Location, RCC wise, Report Export with line items or without line items, Capex Type, From Date To Date and Budget Year as shown in below screen.




Entity	Total Budget	Budgeted Released	Special Released	Contingency Released	Total Released (Bud.+Spl.+Cont.)	Total Budget (Appr.+Spl.+Cont.)	Balance Budget	Budget Used
No Record found								
Total (IN INR)	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0%

- Select the Required Parameters and Click on Show Button.
- The List of Pre Budgets and their details will be displayed below as per the above screenshot.

Users can also export the system-generated report in Excel format as shown in Screen Below

## 10.3 Capex Summary

The Capex Summary reports provides complete details regarding the total no. of capex raised, Budgeted Capex Approved, Budgeted Capex Pending, Budgeted Capex Draft, Special Capex Approved, Special Capex under Draft and Contingency Capex Approved as per selected filters like Region, Division, Budgeting location, RCC, Report Export with line items or without line Items, Capex Type, From Date To Date and Budget Year. Enter desired filters and click on the show button, the below screen appears.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request](#)
[Reports](#)
[Training Videos](#)
[Capex Docs](#)

Report Capex Summary (137 records) Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

Region: 
RCC: 
From Date:

Division: 
Report Export: 
To Date:

Location: 
Capex Type: 
Budget Year:

[Show](#)
[Reset](#)
[Export to Excel](#)

Entity	Total Capex	Budgeted Capex (Approved)	Budgeted Capex (Pending)	Budgeted Capex (Draft)	Special Capex (Approved)	Special Capex (Pending)	Special Capex (Draft)	Contingency Capex (Approved)
Quality-Cluster 1-Paonta Sahib (In INR) 113821 (Paonta Sahib - QC)	3	3 (1200000.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)
Quality-Cluster 1-Paonta Sahib (In INR) 113821 (Paonta Sahib - QC)	33	32 (20561500.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	1 (1400000.00)
Quality-Cluster 1-Paonta Sahib (In INR) 113821 (Paonta Sahib - QC)	22	20 (8787997.00)	1 (1000000.00)	0 (0.00)	0 (0.00)	0 (0.00)	0 (0.00)	1 (581256.00)


- Select the Required Parameters and Click on Show Button.
- The List of Capex and their details will be displayed below as per the above screenshot.

Users can also export the system-generated report in Excel format as shown in Screen Below

Sun Pharmaceutical Industries Ltd									
Report Capex Summary									
Budget Year: 2023-24					Report Genrated By: TEST ID 1 on May 12, 2023 03:59 PM				
Region	Location	Division	RCC	Entity	Total Capex	Budgeted Capex(Approved)	Budgeted Capex(Under Approval)	Budgeted	
Quality	Cluster 1	Paonta Sahib	113821 (Paonta Sahib - QC)	Quality-Cluster 1-Paonta Sahib (In INR)	3	3	0		0
Quality	Cluster 1	Paonta Sahib	113821 (Paonta Sahib - QC)	Quality-Cluster 1-Paonta Sahib (In INR)	33	32	0		0
Quality	Cluster 1	Paonta Sahib	113821 (Paonta Sahib - QC)	Quality-Cluster 1-Paonta Sahib (In INR)	22	20	1		0
Quality	Cluster 1	Paonta Sahib	117651 (Paonta Sahib - Stability)	Quality-Cluster 1-Paonta Sahib (In INR)	6	6	0		0

## 10.4 Budget Status

The budget status report provides complete budget detail. The User has to select the Region, Division, Location, RCC, Report Export with line items or without line items, Capex Type, From Date To Date, and Budget Year for which the budget detail is required as shown in the below screen.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request](#)
[Reports](#)
[Training Videos](#)
[Capex Docs](#)

**Report Budget Status** (4 records)

Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

Region: 
RCC: 
From Date:

Division: 
Report Export: 
To Date:

Location: 
Capex Type: 
Budget Year:

[Show](#)
[Reset](#)
[Export to Excel](#)

Entity	Total Budget /(Left)	Released Budget	Under Approval/Draft (Budgeted)	Total Consumed	Special Budget	Contingency Budget	Under Approval/Draft (Special)	Total Item (Left)
<b>TEST-NA-NDO (In INR)</b> TST001 (TESTING)	1700000.00 1700000.00	0.00 ( 0% )	0.00 0.00	0	0.00	0.00	108000.00 0.00	16 16
Laptop Demo - 20	1000000.00 1000000.00	0.00 ( 0% )	0.00 0.00	0	0.00	0.00	0.00 0.00	10 10
Lenovo Laptop	200000.00 200000.00	0.00 ( 0% )	0.00 0.00	0	0.00	0.00	0.00 0.00	4 4
dell laptop demo	500000.00 500000.00	0.00 ( 0% )	0.00 0.00	0	0.00	0.00	0.00 0.00	2 2


- Select the Required Parameters and Click on Show Button.
- The List of Capex and their details will be displayed below as per the above screenshot.

Users can also export the system-generated report in Excel format as shown in Screen Below

Sun Pharmaceutical Industries Ltd											
Report Budget Status											
Budget Year: 2023-24				Report Genrated By: TEST ID 1 on May 16, 2023 03:38 PM							
Region	Location	Division	RCC	Entity	Total Budget	Left Budget	Released Budget	Released Budget(%)	Under Approval(Budgeted)	Under Draft(Budgeted)	Total Consumed
TEST	NA	NDO	TST001 (TESTING)	TEST-NA-NDO (In INR)	1700000	1700000	0	0%	0	0	0

## 10.5 Capex Status

The Capex Status report provides detailed status information regarding the capexes according to their status like Initiated, Draft, Hold, Rejected, Awaiting, Send back, By Passed, Waiting for WBS Order, Approved, WBS Order Finalized, Technically Closed and Delegated as per selected filters like Region, Division, Location, RCC, Project Status, Capex Type, From Date To Date, User ID, Year and Capex No as shown in below screen.



[My Dashboard](#)
[My Task](#)
[My Budget](#)
[New Request](#)
[Reports](#)
[Training Videos](#)
[Capex Docs](#)

Report Capex Status (21 records) Welcome: TEST ID 1 | [User Manual](#) | [Logout](#)

Region: 
RCC: 
From Date: 
Year:

Division: 
Project Status: 
To Date: 
Capex No:

Location: 
Capex Type: 
UserID: 
Status:

[Show](#)
[Reset](#)
[Export to Excel](#)

Capex No	Location	Description	Initiated By	Amount	Current Status
<a href="#">00002/TST001/NDO/2023-24</a>	TEST-NDO-NA TST001(TESTING)	<a href="#">Demo...</a>	TEST ID 1 On 08 May 2023	108000.00 (IN INR) (Special)	Capex Approved by TEST ID 3 Since 09 May 2023
<a href="#">00002/TST001/NDO/2023-24</a>	TEST-NDO-NA TST001(TESTING)	<a href="#">Demo...</a>	TEST ID 1 On 08 May 2023	108000.00 (IN INR) (Special)	Capex Approved by TEST ID 3 Since 09 May 2023

- Select the Required Parameters and Click on Show Button.
- The List of Capex and their details will be displayed below as per the above screenshot.

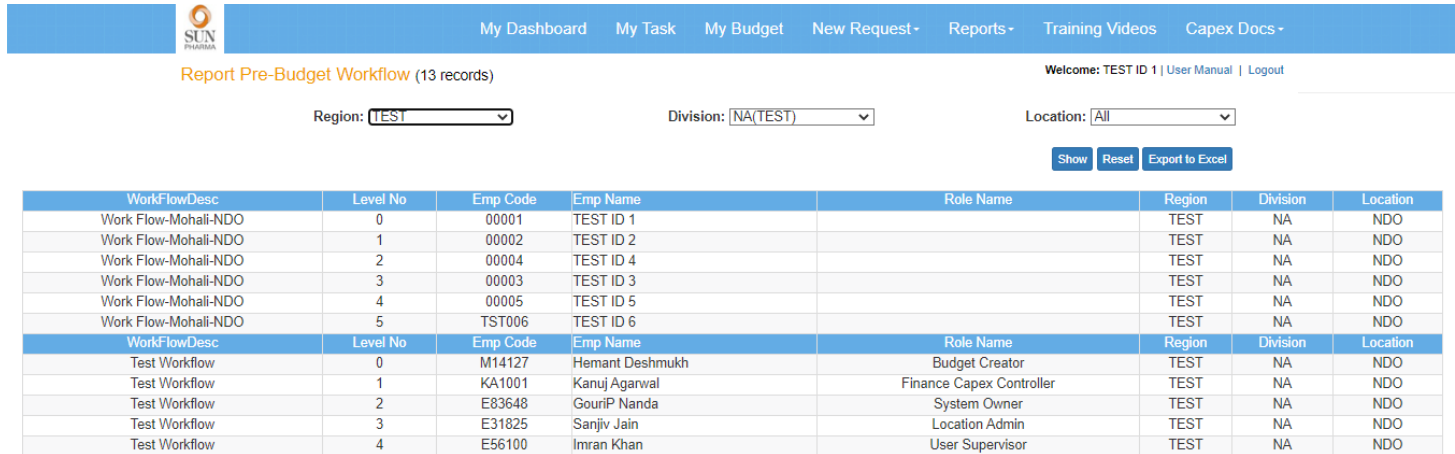
Users can also export the system-generated report in Excel format as shown in Screen Below

<b>Sun Pharmaceutical Industries Ltd</b> Report Capex Status  Budget Year: 2023-24 <span>Report Genrated By: TEST ID 1 on May 12, 2023 03:53 PM</span>											
Capex No	Region	Location	Division	RCC	Description	Initiated By	Initiated Date	Total Amount	Capex Type	Currency	Cur
<a href="#">00002/TST001/NDO/2023-24</a>	TEST	NDO	NA	TST001 (TESTING)	<a href="#">Demo...</a>	TEST ID 1	08-May-23	108000	Special	INR	Cap
<a href="#">00002/TST001/NDO/2023-24</a>	TEST	NDO	NA	TST001 (TESTING)	<a href="#">Demo...</a>	TEST ID 1	08-May-23	108000	Special	INR	Cap
<a href="#">00002/TST001/NDO/2023-24</a>	TEST	NDO	NA	TST001 (TESTING)	<a href="#">Demo...</a>	TEST ID 1	08-May-23	108000	Special	INR	Cap
<a href="#">00002/TST001/NDO/2023-24</a>	TEST	NDO	NA	TST001 (TESTING)	<a href="#">Demo...</a>	TEST ID 1	08-May-23	108000	Special	INR	Cap



## 10.6 Pre-Budget Workflow Status

The Pre-Budget Workflow Status reports display details of Pre-Budget Workflow as per Region, Division, and Location as shown in the below screen.



WorkflowDesc	Level No	Emp Code	Emp Name	Role Name	Region	Division	Location
Work Flow-Mohali-NDO	0	00001	TEST ID 1		TEST	NA	NDO
Work Flow-Mohali-NDO	1	00002	TEST ID 2		TEST	NA	NDO
Work Flow-Mohali-NDO	2	00004	TEST ID 4		TEST	NA	NDO
Work Flow-Mohali-NDO	3	00003	TEST ID 3		TEST	NA	NDO
Work Flow-Mohali-NDO	4	00005	TEST ID 5		TEST	NA	NDO
Work Flow-Mohali-NDO	5	TST006	TEST ID 6		TEST	NA	NDO

WorkflowDesc	Level No	Emp Code	Emp Name	Role Name	Region	Division	Location
Test Workflow	0	M14127	Hemant Deshmukh	Budget Creator	TEST	NA	NDO
Test Workflow	1	KA1001	Kanuj Agarwal	Finance Capex Controller	TEST	NA	NDO
Test Workflow	2	E83648	GouriP Nanda	System Owner	TEST	NA	NDO
Test Workflow	3	E31825	Sanjiv Jain	Location Admin	TEST	NA	NDO
Test Workflow	4	E56100	Imran Khan	User Supervisor	TEST	NA	NDO

- Select the Required Parameters and Click on Show Button.
- The List of Capex and their details will be displayed below as per the above screenshot.

Users can also export the system-generated report in Excel format as shown in Screen Below

### Sun Pharmaceutical Industries Ltd

#### Report Pre-Budget Workflow

Budget Year: 2023

Report Genrated By: TEST ID 1 on May 11, 2023 03:54 PM

WorkflowDesc	Level No	Emp Code	Emp Name	Role Name	Region	Division	Location
Work Flow-Mohali-NDO	0	1	TEST ID 1		TEST	NA	NDO
Work Flow-Mohali-NDO	1	2	TEST ID 2		TEST	NA	NDO
Work Flow-Mohali-NDO	2	4	TEST ID 4		TEST	NA	NDO
Work Flow-Mohali-NDO	3	3	TEST ID 3		TEST	NA	NDO
Work Flow-Mohali-NDO	4	5	TEST ID 5		TEST	NA	NDO
Work Flow-Mohali-NDO	5	TST006	TEST ID 6		TEST	NA	NDO
WorkflowDesc	Level No	Emp Code	Emp Name	Role Name	Region	Division	Location
Test Workflow	0	M14127	Hemant Deshmukh	Budget Creator	TEST	NA	NDO

## 10.7 CER Workflow Status

The CER Workflow Status reports display details of CER Workflow as per Region, Division, Location, and Cost center as shown in the below screen.

- Select the Required Parameters and Click on Show Button.
- The List of Capex and their details will be displayed below as per the above screenshot.

Users can also export the system-generated report in Excel format as shown in Screen Below

### Sun Pharmaceutical Industries Ltd

#### Report CER Workflow

Budget Year: 2023

Report Genrated By: Kanuj Agarwal on May 11, 2023 04:45 PM

WorkflowDesc	WorkflowID	LevelNo	EmpCode	LowCriteria	FullName	SAPRCC	RCCDesc	RegionID	DivisionID	Location	WorkflowType	ApplicationRole
110603	0	0	1	0	TEST ID 1	110603	InfoTech NDO- Test Purpose	TEST	NA	A41-Mohali	Budgeted	Initiator
InfoTech NDO Budgeted	1192	1	2	0	TEST ID 2	110603	InfoTech NDO- Test Purpose	TEST	NA	A41-Mohali	Budgeted	
InfoTech NDO Budgeted	1192	2	5	0	TEST ID 5	110603	InfoTech NDO- Test Purpose	TEST	NA	A41-Mohali	Budgeted	
InfoTech NDO Budgeted	1192	3	4	0	TEST ID 4	110603	InfoTech NDO- Test Purpose	TEST	NA	A41-Mohali	Budgeted	
WorkflowDesc	WorkflowID	Level No	EmpCode	LowCriteria	FullName	SAPRCC	RCCDesc	RegionID	DivisionID	Location	WorkflowType	ApplicationRole
110603	0	0	1	0	TEST ID 1	110603	InfoTech NDO- Test Purpose	TEST	NA	A41-Mohali	Special	Initiator
InfoTech NDO Special	1193	1	2	0	TEST ID 2	110603	InfoTech NDO- Test Purpose	TEST	NA	A41-Mohali	Special	
InfoTech NDO Special	1193	2	3	0	TEST ID 3	110603	InfoTech NDO- Test Purpose	TEST	NA	A41-Mohali	Special	
InfoTech NDO Special	1193	3	4	0	TEST ID 4	110603	InfoTech NDO- Test Purpose	TEST	NA	A41-Mohali	Special	
WorkflowDesc	WorkflowID	Level No	EmpCode	LowCriteria	FullName	SAPRCC	RCCDesc	RegionID	DivisionID	Location	WorkflowType	ApplicationRole
326006	0	0	E63938	0	TonBronkhorst	326006	KJ-Common-HR&GA	TEST	NA	Japan	Budgeted	Initiator
326006	3115	1	E40592	0	Avadh Garg	326006	KJ-Common-HR&GA	TEST	NA	Japan	Budgeted	
326006	3115	2	BA34469	13333	Sachin Gupta	326006	KJ-Common-HR&GA	TEST	NA	Japan	Budgeted	
326006	3115	3	300787	13158	Jila Breeze	326006	KJ-Common-HR&GA	TEST	NA	Japan	Budgeted	