
PremiumTrust Bank

Finance Operations

**BUSINESS REQUIREMENT DOCUMENT –
[Automation of Cash Advance Request and Retirement
Processing]**

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1. Background

The existing process for Cash Advance treatment is manual which consumes time and resources.

Furthermore, mails of approvals are sent to FINOPS for processing. Retrieval of such documents after processing will become an insurmountable and cumbersome task as time goes on and results in clogging of mailboxes and possibly loss of such mails.

The purpose of this request is to ensure automation of the Cash Advance processing end to end. Posting into the CBA is the last task on the Cash Advance Approval Process. This will ensure completeness of the process flow. It will also eliminate time wasting with enormous benefits of processing efficiency. The attachment of relevant source documents for Finance Operations final process and retrieval of stored documents online will reduce the clogging of mailboxes.

2. Scope

The scope of this solution is:

Automation of Cash Advance process via workflow portal, to ensure process efficiency and Straight-Through Processing flow.

3. Expected Benefit

- Enhanced process efficiency.
- Ensuring data retrieval as at when the need arises
- Monitoring of Service Level Agreement and compliance made easy.
- Document retrieval for internal and external review made easier.
- Elimination of time wasted in searching mailboxes.
- Generation of report by various stakeholders will be seamless.
- Elimination of clogging of mailboxes.

4. Statement of Problem

The current process involves sending mail approvals to FINOPS for manual posting on Core Banking Application (CBA). This way, retrieval of approvals when requested by Audit Group or external regulators is usually cumbersome and a major responsibility of Finance Operations and originating unit.

The method of having to treat requests manually does not enable efficiency in the tracking and monitoring of submitted transactions.

Automation of this process on the workflow application will ensure process efficiency, proper monitoring, and strict adherence to agreed SLA.

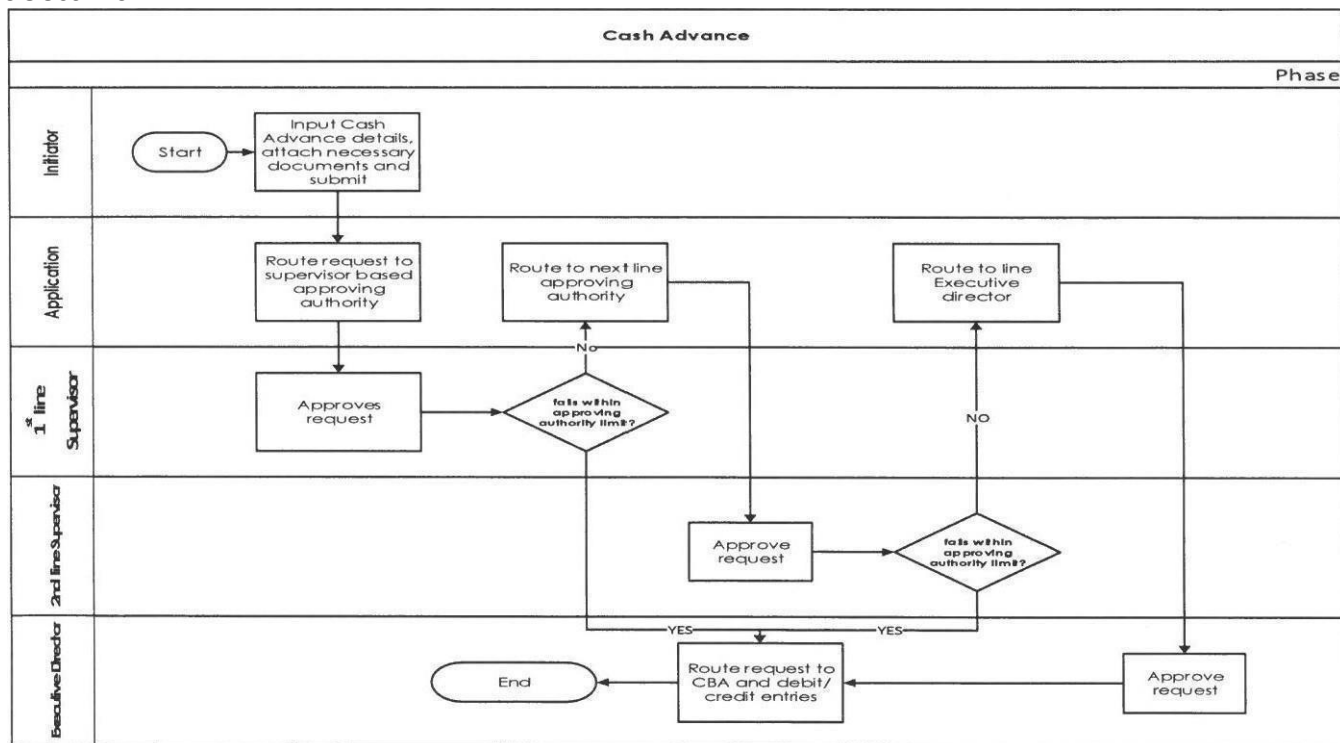
5. Current Solution (As Is)

The current processes of Expense processing are as itemized below:

ACTIVITIES LIST

PROC STEP	ACTIVITY DESCRIPTION FOR CASH ADVANCE	RESPONSIBILITY	Execution Time
1.	Input Cash Advance details, attach necessary documents and submit	Initiator	1 min
2.	Route request to supervisor based approving authority	Application	
3.	Approves request	1 st Line Supervisor	3 mins
4a	If the request does not fall within the approving authority limit. (4b) If request falls within approving authority limit.... ...(5)	Application (K2)	
4b	Route to next line approving authority	Application	3 min
5	Approve request	2 nd Line Supervisor	
6a	If the request does not fall within the approving authority limit.... (6b) If request falls within approving authority limit. (8)	Application	
6b	Route to line Executive Director	Application	
7	Approve request	Executive Director	
8	Route request to CBA and debit/credit entries i.e. (Dr Cash Advance ledger, Cr Staff account)	Application	

Process Flow



BUSINESS REQUIREMENTS

• † = Mandatory] [*D = Desirable] O = Optional] (FR=Functional requirement)

Ref. Number	REQUIREMENTS	P I O R I Y			COMMENTS
FR-001	Log on Access to the application shall be by PremiumTrust Bank's Staff Log in credentials ONLY	x			Refer to Appendix for staff details to be populated
FR-002	Application must have capability to route request based on predefined approving authority in active directory	x			
FR-003	Application must have capability for initiator to select another approving authority	x			Initiator must state reason for selecting another approving authority
FR-004	Application must have capability to debit Cash Advance ledger and credit initiator's account upon submission of request	x			
FR-005	Log on Access shall be authenticated by Premium Trust Bank's Active Directory	x			

FR-006	Application must have capability to route request based on approved limit	x			Refer to Appendix on Approvers limit
FR-007	Application must have capability for Admin profile to adjust limit for approving authority.	x			
FR-008	The Staff details fetched from Active Directory & Telephone Directory should not be modifiable	x			
FR-009	System should flag a "wrong data input" message when data mismatch encountered. The system should also indicate the mismatch fields and request correction before submission	x			
FR-010	System should NOT allow submission of request process when mandatory fields are blank	x			
FR-011	Application must have capability for supervisor to reroute request back to initiator	x			Reason should be stated why request was rerouted
FR-012	Application must have capability to validate supplied initiators account	x			
FR-013	Application must have capability for initiator to upload documents	x			
FR-014	Application must have capability for initiator to view all previously initiated cash advance	x			
FR-015	Application must have capability to prompt initiator on the date cash advance is due for retirement.	x			
FR-016	Application must have capability to escalate unretired advances to initiators line supervisor	x			
FR-017	Application must have capability to extend retirement of cash advance (after due approval) if retirement is not practicable at the time it fell due		x		Reason should be stated for extending retirement
FR-018	Application must have capability for admin officer to set limit on cash advance	x			
FR-019	Application must have capability to do routine check on successful initiated cash advance that hits Core banking application, and in cases of failed initiations users should be notified	x			

FR-020	Application must have capability to check if previously initiated cash advance has been retired before user can request for another cash advance	x			
FR-021	Application must have capability to fetch and display staff allowance limit before staff can initiate an Out of Station Allowance request.	x			

1. NON-FUNCTIONAL REQUIREMENTS

REF. NUMBER	REQUIREMENTS	PRIORITY			COMMENTS
1.1 Performance Requirements					
PR-001	System shall have capacity to allow 1000 users simultaneous log on without drop in performance	x			
PR-002	System should have a response time of 5 secs at the click of a button	x			
1.2 User Interface Requirements					
UIR-001	System User Interfaces must be menu driven to aid ease of usability and User experience	x			
1.3 System Availability Requirements					
SAR-001	System should be available to Premium Trust Bank Staff	x			
SAR-002	Application should be available 24hrs a day, seven days a week	x			
1.4 Audit Requirements					
AR-001	System Should keep an audit trail of every transaction carried out on the application	x			
AR-002	Access to the Audit Trail Should be limited to authorized access rights Only	x			Conduct & Compliance, Internal Audit must have access to audit trail

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1.5 Scalability Requirements				
SCR-001	Solution design shall have an open architecture to allow for scalability and possible scope increase.	x		
1.6 Security Requirements				
SR-001	System must conform to the requirements of Premium Trust Bank's Information Security Office (ISO) Policy.	x		

2. REPORT REQUIREMENTS

The following Reports and respective details are expected from the solution. The system should have capability for generating global report that can be sorted based on the different selectable parameters,

REPORT NAME	DESCRIPTION
Cash Advance Report	The application should have a report menu capable of displaying cash advance posted which can be sorted by: (i) Date (ii) Initiator (iii) Amount (iv) Department (v)Cash advance due not yet retired with age analysis.

BUSINESS RULES

The following are rules that shall guide the use of this application.

RULE NUMBER	DESCRIPTION
Bus-Rule 1	All requests must hit core banking upon approval by FINOPS Officer
Bus-Rule 2	Cash Advance must be retired within a week of initiation

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Bus-Rule 3	In cases where initiator has an approval from line ED, request should be routed to FINOPS for confirmation update or concurrence.
Bus-Rule 4	In cases when prior approval (manual) had been obtained in respect of transactions or for piecemeal disbursement to several staff, approval must be uploaded.
Bus-Rule 5	Items related to capital expenditure should not be initiated as cash advance

Bus-Rule 6	When a staff logs on to workflow, the application should display his/her allowance limit next to active directory details
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TRAVEL ARRANGEMENT

Certain cost(s) are recognized and provided for employees during business trips to ensure the well-being and safety of the employee as well as to standardize & manage costs. Businesses that choose to bear the cost of Business travel are to be guided by the following which serves as a maximum:

Option 1: In NGN per day (Max)				
Grade	Accommodation	Feeding	Laundry	Total
MT-BO	25,000	4,500	Retired Expense (If applicable)	29,500
SBO - DM	30,000	4,500		34,500
MGR - SM	40,000	5,000		45,000
AGM - DGM	50,000	6,500		56,500
GM-ED	80,000	10,000		90,000
MD	No Limit	No Limit	No Limit	No Limit

OUT OF STATION ALLOWANCE FOR ALL LOCATIONS

Out of Station Allowance across all grades for travels to **Lagos, Abuja, and Port Harcourt** are to be guided by the following which serves as a maximum.

Grade	Accommodation	Feeding	Laundry	Total
MT- BO	37,500	6,750	Retired Expense (If applicable)	44,250
SBO - DM	45,000	6,750		51,750
MGR - SM	60,000	7,500		67,500
AGM - DGM	75,000	9,750		84,750
GM-ED	120,000	15,500		135,500
MD	No Limit	No Limit	No Limit	No Limit

Option 2 in NGN per day (Max):

Applicable in cases where the employee has alternative accommodation and/or transportation options:

Grade	Accommodation
MT-BO	10,000
SBO - DM	12,500
MGR - SM	15,000
AGM - GM	20,000

In lieu of out of Station Allowance across all grades for travels to **Lagos, Abuja, and Port Harcourt** are to be guided by the following which serves as a maximum:

Grade	Accommodation
MT - BO	15,000
SBO - DM	18,750
MGR - SM	22,500
AGM - GM	30,000

PER DIEM ALLOWANCES

The per diem applicable for international travel for each cadre is as follows:

PERDIEM ALLOWANCE/DAY	
GRADE	AMOUNT (\$)
GM - Executive Directors	700
AGM-DGM	500
MRG-SM	400
BO-DM	300
MT-SBO	200

In cases where accommodation and feeding are being provided only 50% of the per diem shall apply.

RECURRENT BUSINESS TRAVELS

A recurrent business travel allowance will be paid monthly to highly mobile sales employees with status cars. This will cater to their daily operational/ business travel needs. These categories of employees are not expected to use the pool cars or claim mileage.

Business Coverage	Allowance Payable monthly (NGN)
Below 50 KM	15,000
50 KM ² 200 KM	25,000
200 KM ² 500 KM	35,000

CASH ADVANCE PROCESSING

Cash Advance/Payment voucher Form

These shall be filled in by an Initiator.

Field	Field Category	Data Type	Sample Data	Comment
Requesting Unit				Drop Down Menu List
To				
Date	Mandatory	Text		Form Field
Description	Mandatory	Text		Form Field
Amount	Mandatory	Numeric		
Applicants name	Mandatory	Text		
Applicants Account Number	Mandatory	Numeric		
Signature	Mandatory	Text		
Signature of Approving officer	Mandatory	Text		

Staff Details:

These Fields shall be auto updated from the Active Directory when a Staff logs in to initiate, review and approve a request.

Field	Field Category	Data Text	Sample Data	Comment
First Name	Mandatory	Text	John	These fields shall be updated from Active Directory
Surname	Mandatory	Text	Peter	These fields shall be updated from Active Directory
Prefix	Mandatory	Text	Mr./ Miss/ Dr.	These fields shall be updated from Active Directory
Staff ID	Mandatory	Numeric	1234	These fields shall be updated from Active Directory
Sex	Mandatory	Text	Male/Female	These fields shall be updated from Active Directory
Dept./Group	Mandatory	Free Text	HRM	These fields shall be updated from Active Directory
Grade	Mandatory	Text	SM	These fields shall be updated from Active Directory
Designation	Optional	Text	COO	These fields shall be updated from Active Directory

ROLES

1. Initiator (Staff)
2. Supervisor (Staff)
3. Executive Director
4. Finance Operations (FINOPS)

CORE BANKING ENTRIES

S/No.	Description	Entries	Narration
1.	Transaction entry	DR: Cash Advance Ledger CR: Requestor Account	Narration. 1: Beneficiary Name & Purpose of Cash Advance Narration. 2: Purpose of Cash Advance
2.	Debit Currency	NGN	Naira
Cash Advance Account: 160201000			

CASH ADVANCE RETIREMENT
CASH ADVANCE RETIREMENT REQUIREMENTS

PROCESS STEP	ACTIVITY DESCRIPTION FOR CASH RETIREMENT	RESPONSIBILITY	EXECUTION TIME
1	Selects which cash advance to retire against/ Input reference ID	Initiator	1 min
2	Attach necessary documents and submit	Initiator	1 min
3	Reviews & approves request	Supervisor	2 min
4	Route request to Finance queue	Application	1 min
5	Input expense head and submit	Finance Officer	3 min
6	Route request to FINOPS queue	Application	1 min
7	Reviews request and submit	FINOPS officer	2 min
8	Route request to CBA	Application	1 min
9	Debit and credit account entries passed	CBA	1 min

ROLES

1. Initiator (Staff)
2. Supervisor (Staff)
3. Finance (Staff)
4. Finance Operations (FINOPS)

CORE BANKING ENTRIES

SINO	Description	Entries	Narration
1.	Transaction entry If Amount to Retire > Amount Collected	DR: Expense Ledgers (Total Amount Spent) CR: Cash Advance (Amount initially given to initiator) CR: Staff (Remaining balance)	DR: Purpose amount is spent on CR: Retirement/Beneficiary Name & Purpose of Cash Advance CR: Balance/Purpose of Cash Advance
2.	Transaction entry IF Amount to Retire < Amount Collected	DR: Expense Ledgers (Total Amount Spent) DR: Staff (Remaining balance) CR: Cash Advance (Amount initially given to initiator)	DR: Purpose amount is spent on DR: Shortfall/Purpose of Cash Advance CR: Retirement/Beneficiary Name & Purpose of Cash Advance
3.	Debit Currency	NGN	Naira

LIST OF EXPENSE LEDGERS: See below.

LIST OF EXPENSE LEDGERS

GL_CODE	GL DESCRIPTION	PARENT_GL
430601000	LOAN RECOVERIES EXPENSE	430600000
430602000	LITIGATION CHARGE	430600000
430603000	CLUB SUBSIDY	430600000
430604000	REST AND RECUPERATION	430600000
430605000	NYSC/IT ALLOWANCES	430600000
430606000	LABOUR HIRE	430600000
430607000	JANITORIAL SERVICES	430600000
430608000	RENT-VAULT/SAFE DEPOSIT BOX	430600000
430609000	EXPENSED ASSETS	430600000
430610000	GENERAL EXPENSES-STAFF HOUSE	430600000
430611000	VEHICLE LICENCE	430600000

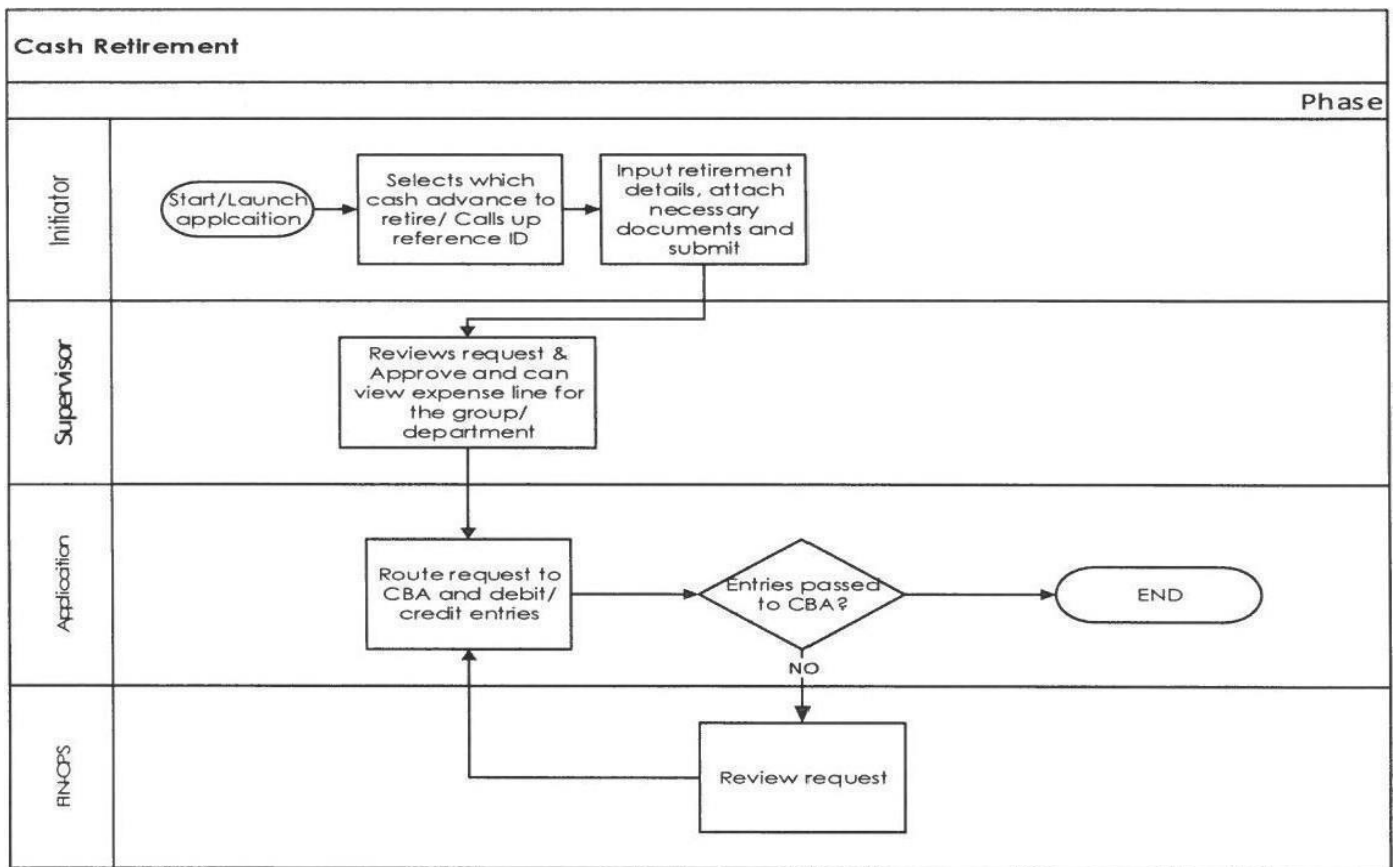
430612000	TRAVELS-LOCAL	430600000
430613000	TRAVELS-OVERSEAS	430600000
430614000	CAR HIRE	430600000
430615000	TRAVELS-TAXI FARES	430600000
430616000	PARKING FEES	430600000
430617000	OTHER TRANSPORT EXPENSES	430600000

430618000	TELEPHONE OFFICE	430600000
430619000	POSTAGES/DISPATCH	430600000
430620000	DIESEL-OFFICE GENERATOR	430600000
430621000	DIESEL-STAFF HSE	430600000
430622000	PETROL	430600000
430623000	ELECTRICITY AND GAS - STAFF HSE	430600000
430624000	ELECTRICITYAND GAS – OFFICE	430600000
430625000	WATER	430600000
430626000	CASH COLLECTION EXPENSES	430600000
430627000	CBN CASH HANDLING EXPENSES	430600000
430628000	CASH PROCESSING FEES	430600000
430629000	ADVERTISING	430600000
430630000	DONATIONS	430600000
430631000	BUSINESS PROMOTION	430600000
430632000	MEDIA COSTS	430600000
430633000	SPONSORSHIP	430600000
430634000	CONSULTANCY EXPENSES	430600000
430635000	SHARE LISTING EXPENSES	430600000
430636000	OTHER PROFESSIONAL FEES	430600000
430637000	FILING FEES	430600000
430638000	BANK CHARGES	430600000
430639000	NACS EXPENSES AND CHARGES	430600000
430640000	LEGAL CHARGES	430600000
430641000	CUSTODIAL SERVICES CHARGE	430600000

430642000	FX CHARGES	430600000
430643000	FMDQ OTC/SECURITIES PROCES FEE	430600000
430644000	TIER 2 CAPITAL – FEES	430600000
430645000	ANNUAL GENERAL MEETING EXPENSES	430600000
430646000	LIBRARY EXPENSES	430600000
430647000	TRAINING EXPENSES	430600000
430648000	SEMINAR AND CONFERENCES	430600000
430649000	OVERTIME	430600000
430650000	OUT OF STATION ALLOWANCE	430600000
430651000	STAFF RELOCATION ALLOWANCE	430600000
430652000	STAFF EVENTS	430600000
430653000	STAFF EXPENSES-MISCELANEOUS	430600000
430654000	HOTEL ACCOMMODATION	430600000
430655000	STAFF PROVISION	430600000
430656000	CANTEEN EXPENSES	430600000
430657000	MEDICAL REIMBURSEMENT	430600000
430658000	OTHER STAFF PERQUISITES	430600000
430659000	LEGAL SEARCH EXPENSES	430600000
430660000	NEWSPAPER AND MAGAZINES	430600000
430661000	CHEQUE PRINTING EXPENSES	430600000
430662000	MEMBERSHIP DUES	430600000
430663000	ENTERTAINMENT	430600000
430664000	GIFT ITEMS	430600000
430665000	MISCELLANEOUS OFFICE EXPENSES	430600000
430666000	ANNUAL MAINTENANCE CHARGE	430600000
430667000	BUSINESS INNOVATION EXPENSES	430600000
430668000	CASH SHORTAGE EXPENSED	430600000
430669000	FINES AND PENALTIES	430600000
430670000	CORPORATE SUBSCRIPTION	430600000
440217000	MEDICAL EXPENSES	430600000
440219000	PERFORMANCE BONUS	430600000
440220000	ITF CONTRIBUTION	430600000

440222000	OTHER PERSONNEL EXPENSES	430600000
440223000	RENT-STAFF HOUSES	430600000
440224000	TRANSFER INDEMNITY ALLOWANCE	430600000
430671000	OTHER OPERATING EXPENSE	430600000
440225100	WAN/LAN AND LINKS CHARGES	
430701000	SERVICE CHARGES-EQUIPMENT	430700000
430702000	REPAIRS AND MAINT-BANK PREMISES	430700000
430703000	REPAIRS AND MAINT-STAFF HOUSES	430700000
430704000	REP MAINT-FNITURE BANK PREMISE	430700000
430705000	REPAIRS AND MAINT-FURN STAFF HSE	430700000
430706000	REPAIR MAINT-EQUIP BANK PREMSS	430700000
430707000	REPAIR AND MAINT-EQUIP STAFF HSE	430700000
430708000	REPAIRS AND MAINT-OFFICE VEHICLES	430700000
430708100	REPAIRS & MAINT-VEHICLES	430700000
430709000	REP AND MAINT. -AIR CONDITIONER	430700000
430710000	REP AND MAINT. -GENERATOR	430700000
430711000	REPAIRS AND MAINT-COMPUTER EQUIP	430700000
251111200	VALUE ADDED TAX – VENDORS	251100000
251001000	BULK TRANSACTION SUSPENSE	251000000
251105000	WHT CONTRACT – STATE	251100000
251110000	WHT CONTRACT- FEDERAL	251100000

PROCESS FLOW



BUSINESS REQUIREMENTS

[*M = Mandatory] [*D = Desirable] [* O = Optional] [FR= Functional requirement]

REF. NUMBER	REQUIREMENTS	PRIORITY			COMMENTS
FR_001	Log on Access to the application shall be by PremiumTrust Bank's Staff Log in credentials ONLY	x			Refer to Appendix for staff details to be populated
FR_002	Application must have capability to route request based on predefined approving authority in active directory	x			

FR_003	Application must have capability for initiator to select another approving authority	x			Initiator must state reason for selecting another approving authority
FR_004	Log on Access shall be authenticated by PremiumTrust Bank's Active Directory	x			
FR_005	The Staff details fetched from AD & Tel Directory should not be modifiable	x			
FR_006	Upon log on, the system shall display application form to capture all data fields				Refer to Appendix for data fields
FR_007	System should flag a "wrong data input" message when data mismatch encountered. The system should also indicate the mismatch fields and request correction before submission	x			
FR_008	System should NOT allow submission of request process when mandatory field are blank	x			
FR_009	Application must have capability for supervisor to reroute request back to initiator	x			Where there is need for clarification
FR_010	Application must have capability to validate supplied initiators account	x			
FR_011	Application must have capability to provide detailed list of expenses to retire against	x			Drop Down Menu List
FR_012	System should keep a Status Track of every successful submitted cash retirement	x			
FR_013	Application must have capability to calculate if amount given for cash advance exceeds/below amount spent	x			Refer to business rule for logic
FR_014	Application must have capability to debit, and credit supplied ledger/account entries	x			Refer to Account entries
FR_015	Application must have capability to match the initiator's retirement description against expenditure to be debited.	x			
FR_016	Application must have capability for alert to be sent to initiator on successful completion of retirement	x			

FR-017	Application must have capability to link initiators PC codes/SBU upon retirement.	x			
FR_018	Application must have capability for supervisor to view expense line for his/her group/department	x			
FR_019	Application must have capability to send periodic notifications to users after 3days if cash advance has not been retired	x			Notifications should state penalty clause if cash advance is not retired
FR_020	Application must have capability for initiator to request for extension to retire cash advance	x			Reason for extension must be stated and approved
FR_021	Application must ensure staff does not exceed his/her approved limit when retiring an advance.	x			Refer to appendix to approved limit

NON-FUNCTIONAL REQUIREMENTS

REF. NUMBER	REQUIREMENTS	PRIORITY			COMMENTS
1.1 Performance Requirements					
PR_001	System shall have capacity to allow 1000 customers x and staff simultaneous log on without drop in performance				
PR-002	System should have a response time of 5 secs at the x click of a button				
1.2 User Interface Requirements					
UIR_001	System-User interferences must be menu driven to aid x ease of usability and User experience				
1.3 System Availability Requirements					
SAR_001	System should be available to Premium Bank Staff x				

SAR_002	Application should be available 24 hours a day. Sevenx days a week.				
1.4 Audit Requirements					
AR_001	System should keep an audit trail of every transaction x				
AR_002	Access to the audit trail must be limited to authorizedx access rights ONLY				Conduct & Compliance, Internal Audit to have access to audit, trail
1.5 Scalability Requirements					
SCR_001	Solution design shall have an open architecture tox allow for scalability and possible scope increase				
1.6 Security Requirements					
SR_001	System must conform to the requirements ofx PremiumTrust Bank's Information Security Office (ISO) policy				

REPORT REQUIREMENTS

The following Reports and respective details are expected from the platform. The system should have the capability for generating global report that can be sorted based on the different selectable parameters.

S/No	REPORT NAME	DESCRIPTION	COMMENTS
	Cash Retirement Report	The application should have a report menu capable of displaying cash retirement posted which can be sorted by: (i) Date (ii) Initiator (iii) Amount (iv) Department (v)Cash retirement retired with age analysis.	

BUSINESS RULES

RULE NUMBER	DESCRIPTION
Bus-Rule 1	If amount given for cash advance exceeds amount spent, initiators account will be debited
Bus-Rule 2	If amount given for cash advance is below amount spent, initiators account will be credited.
Bus-Rule 3	Posting of cash advance and retirement into the core banking system must be done using the unique reference number to avoid wrong mismatch or reconciliation issue on cash advance portal & ledger
Bus-Rule 4	Generation of unique identification number must be after supervisor/management approval
Bus-Rule 5	All original copies of receipt should be submitted to service managers in branches and FINOPS in head office after scanning & upload
Bus-Rule 6	Application should debit initiator's account for cash advance amount not retired after 7days.
Bus-Rule 7	Upon retirement, application must ensure each expense to retire does not exceed approved limit

The following are rules that shall guide the use of this application.

OUT OF STATION ALLOWANCE FOR ALL LOCATIONS

Out of Station Allowance across all grades for travels to **Lagos, Abuja, and Port Harcourt** are to be guided by the following which serves as a maximum.

Grade	Accommodation	Feeding	Laundry	Total
MT- BO	37,500	6,750	Retired Expense (If applicable)	44,250
SBO - DM	45,000	6,750		51,750
MGR - SM	60,000	7,500		67,500
AGM - DGM	75,000	9,750		84,750
GM-ED	120,000	15,500		135,500
MD	No Limit	No Limit	No Limit	No Limit

Cash Retirement Form

These shall be filled in by the Initiator.

FIELD	FIELD CATEGORY	DATA TYPE	SAMPLE DATA	COMMENT
First Name	Mandatory	Text	John	These fields shall be updated from Active Directory
Surname	Mandatory	Text	Peter	These fields shall be updated from Active Directory
Prefix	Mandatory	Text	Mr./ Miss/ Dr.	These fields shall be updated from Active Directory
Staff ID	Mandatory	Numeric	001234	These fields shall be updated from Active Directory
Sex	Mandatory	Text	Male/Female	These fields shall be updated from Active Directory

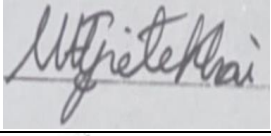




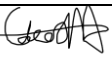
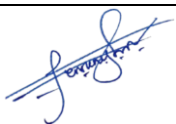
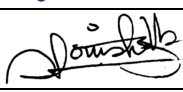
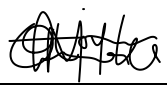
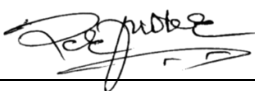
Dept./Group	Mandatory	Free Text	HRM	These fields shall be updated from Active Directory
Grade	Mandatory	Text	SM	These fields shall be updated from Active Directory
Designation	Optional	Text	COO	These fields shall be updated from Active Directory

FIELD	FIELD CATEGORY	DATA TYPE	SAMPLE DATA	COMMENT
Requesting Unit	Mandatory	Text		Drop Down Menu List
To	Mandatory	Text		
Date	Mandatory	Text		Form Field
Description	Mandatory	Text		Form Field / Drop Down Menu List
Unit price	Mandatory	Numeric		
Amount	Mandatory	Numeric		
Applicant's Name	Mandatory	Text		
Applicant's Account Number	Mandatory	Numeric		
Expense Ledger	Mandatory	Numeric		Drop Down Menu List
Signature	Mandatory	Text		
Signature of Approving officer	Mandatory	Text		

Staff Details:

These Fields shall be auto updated from the Active Directory when a Staff logs in to initiate, review and approve a request.

Document Approval:

S/N	NAME	ROLE	DEPARTMENT	SIGNATURE	DATE
1.	Mayen Ifietekhai	Requester	FINOPS		01-03-2023
2.	Kingsley Emekpe	Sponsor	GH, COPS		01-03-2023
3.	Damilola Essien	Stakeholder	GH, Corporate Services		02-03-2023
4.	Chuks Uwagboi	Stakeholder	Finance Group		14-03-2023
5.	Ayodele Shoyemi	Stakeholder	CFO		05-04-2023
6.	Musiliu Adeosun	Stakeholder	CISO	 Comments in the mail	5/4/2023
7.	Jeremiah Adesina	Stakeholder	Operational Risk		05-Apr-2023
8.	Louis Azegba	Stakeholder	EPMO		06/04/2023
9	Myke Koledoye	Stakeholder	CIO		06/04/2023
10	Cosmas Uwaezuoke	Stakeholder	CCO		06/04/2023

APPROVAL BY THE COO:

APPROVED ☒ DECLINED ☐

Comments

I approve the BRD. We need to deliver speedily.

COO's Signature:  Date: 02/05/2023