



Central Bank of Nigeria

ECM REQUIREMENT ADDENDUM FOR CASH ADVANCE PROCESS

1.0 Process Description

The CBN cash Advance process is a process on ECM business process module that enables Staff (herein refers to as Applicant) apply for cash amount which covers per diem, Transport fares, lunch, incidents etc.) that are usually advance to the staff by the Departmental administration office before he embarks on a duty tour or official assignment. The Cash Advance process is categorized into **Single** and **Multi trip**, **Refund** and **Reimbursement**, and **Administrators Cheques**. The Single trip sub process manages the situation whereby the staff is embarking on a journey that has only a single stop before returning back to his or her location of origin while, Multi trip manages a duty tour that covers multiple locations before returning back to initial point of origin.

The cash advance refund and reimbursement sub process manages a situation whereby a staff after returning from duty tour have balance in excess of cash advance and may need to refund the balance back to the bank as well as if there was cash shortage in expense that the Bank needs to refund back to the staff. Finally, the administrators cheques manages a more complex situation whereby there are so many staff embarking on a duty tour in group or individually to a single or multiple locations and the administrative Office needs to apply in Bulk on behalf of individual staff or

beneficiaries. This is usually carried out for payment that are recurrent or too complex for the other cash advance sub processes.

This process will also enable Staff Pension and Payment Office (SPPO) in Finance department view and endorse cash advance source documents on ECM repository before Cheques will be issued to the beneficiary.

2.0 Business Process Flow chart

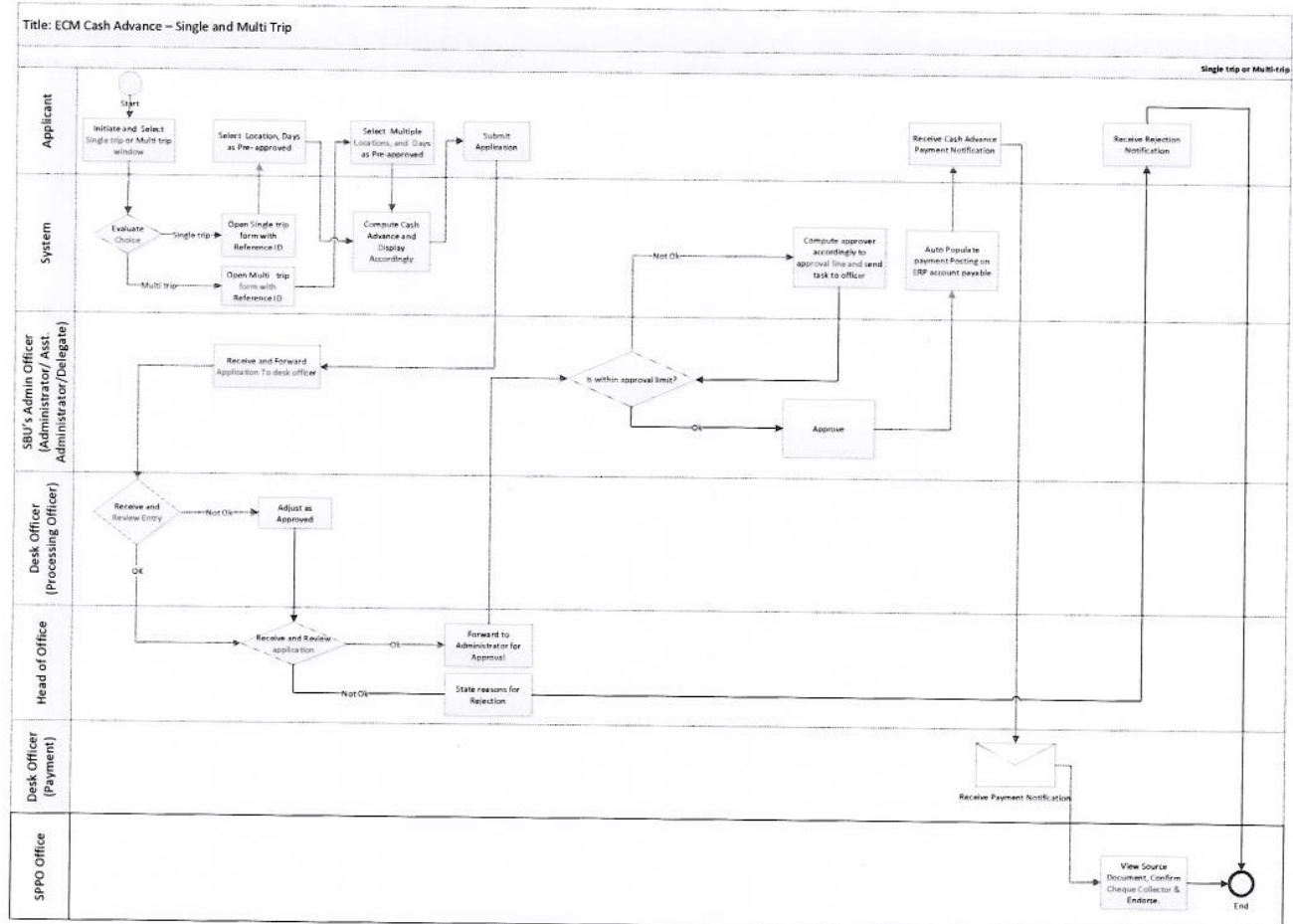
2.1 Cash Advance Single Trip & Multi Trip

Process steps:

1. Applicant (staff) locates and attaches Management approval to embark on a duty tour/Official assignment from the ECM repository.
2. Staff (applicant) initiates the process and select single or multi trip from the cash advance platform.
3. If single trip, staff select **to** and **fro** location and movement and the system computes the cash advance automatically using staff profile – Status, Zones categories and their respective Kilometer or flight fare as approved, then move to (5)
4. If multi trip, staff selects all **to** and **fro** locations sequentially (from first to last) and location, and the system computes the cash advance automatically using staff profile – Status, Zones categories and their respective Kilometer or flight fare as approved then move to (5)
5. Applicant reviews the computation, if okay and forward application to Departmental Administrator for onward processing
6. Administrator sends the application to the processing officer for processing.
7. The processing officer, after processing sends the application to the Head of office for verification.
8. Head of office confirms approval, validates computation and accepts or rejects.
9. If rejected , application returns to staff stating reasons and the process ends, else proceed to (10)
10. The Head of office sends the application to Administrator/Assistant Administrator for final approval.

11. Administrator approves if it is within his limit as defined in Oracle ERP,
otherwise it goes through approval workflow process until the final approver
approves;
12. Then the system sends approval notification to staff (applicant)
13. System prepares posting templates for Oracle ERP account payable.
14. The system sends notification to Payment Officer to commence posting on
Oracle ERP
15. SPPO Office receives a notification with the source document, confirm cheque
collector and endorse.
16. End

Process Flow for Cash Advance Single/Multi Trip:

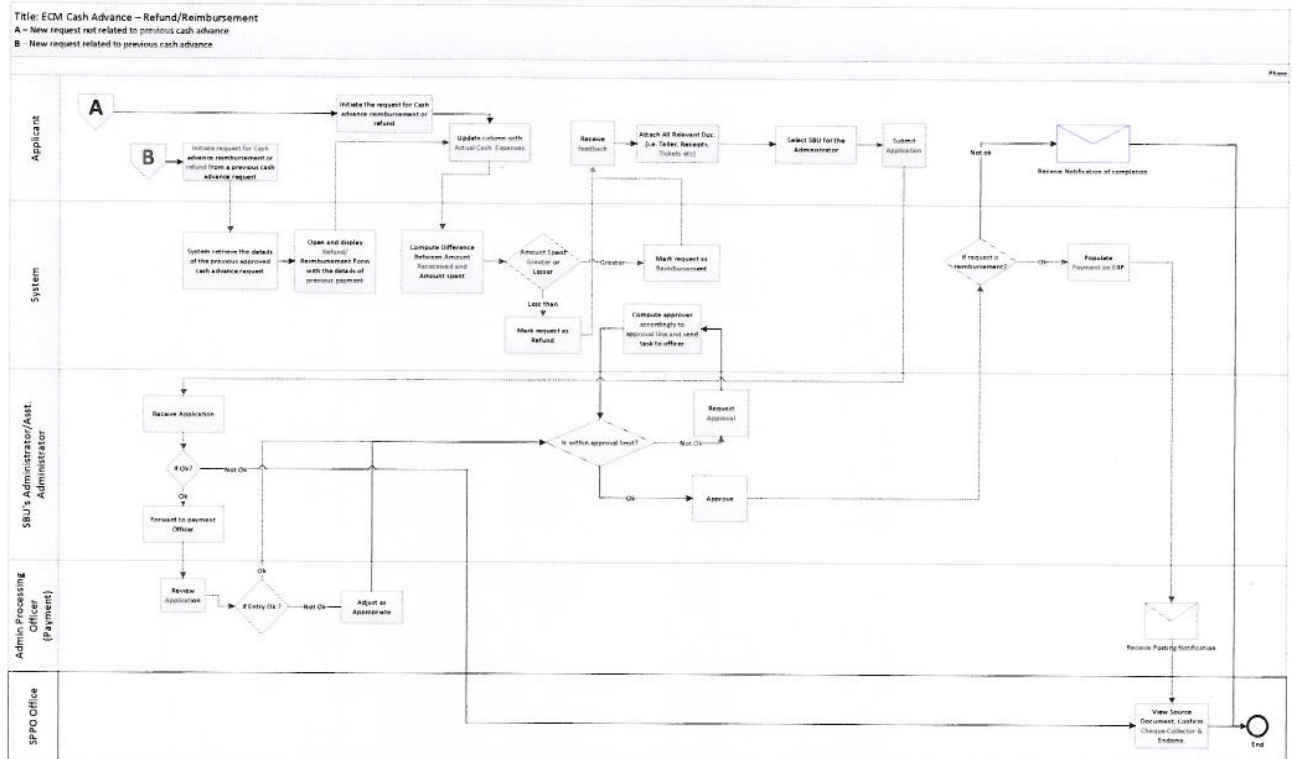


2.2 Cash Advance Refund/Reimbursement

Process steps:

1. Applicant initiates the process by optionally searching for and selecting a previously approved cash advance or initiate a new request not related to an existing request.
2. Applicant (staff) scan and attach all necessary document (receipts, invoices, flight tickets, transport fares, etc.)
3. Applicant completes other fields on the request form and system computes the difference between cash advance and cash spent and present the total difference and finally send feedback to applicant on the request type (refund or reimbursement).
4. Upon submission, system forwards application to SBU's Administrator that funded the trip.
5. Administrator sends the application to the admin processing officer for review.
6. Processing officer determines if refunded or reimbursement amount is Ok or not.
7. If amount is okay, admin processing officer forwards to Administrator for approval.
8. If amount is not okay, admin processing officer makes necessary adjustment and forwards to Administrator for approval.
9. Administrator approves the application and system sends approval notification to staff (applicant) and Payment Officer(s)
10. System prepares posting templates for Oracle ERP account payable and sends notification to Payment Officer to commence posting (the amount field on ERP invoice shall be made non-editable).
11. SPPO Office receives a notification with the source document, confirm cheque collector and endorse.

Process Flow for Cash Advance Refund/Reimbursement



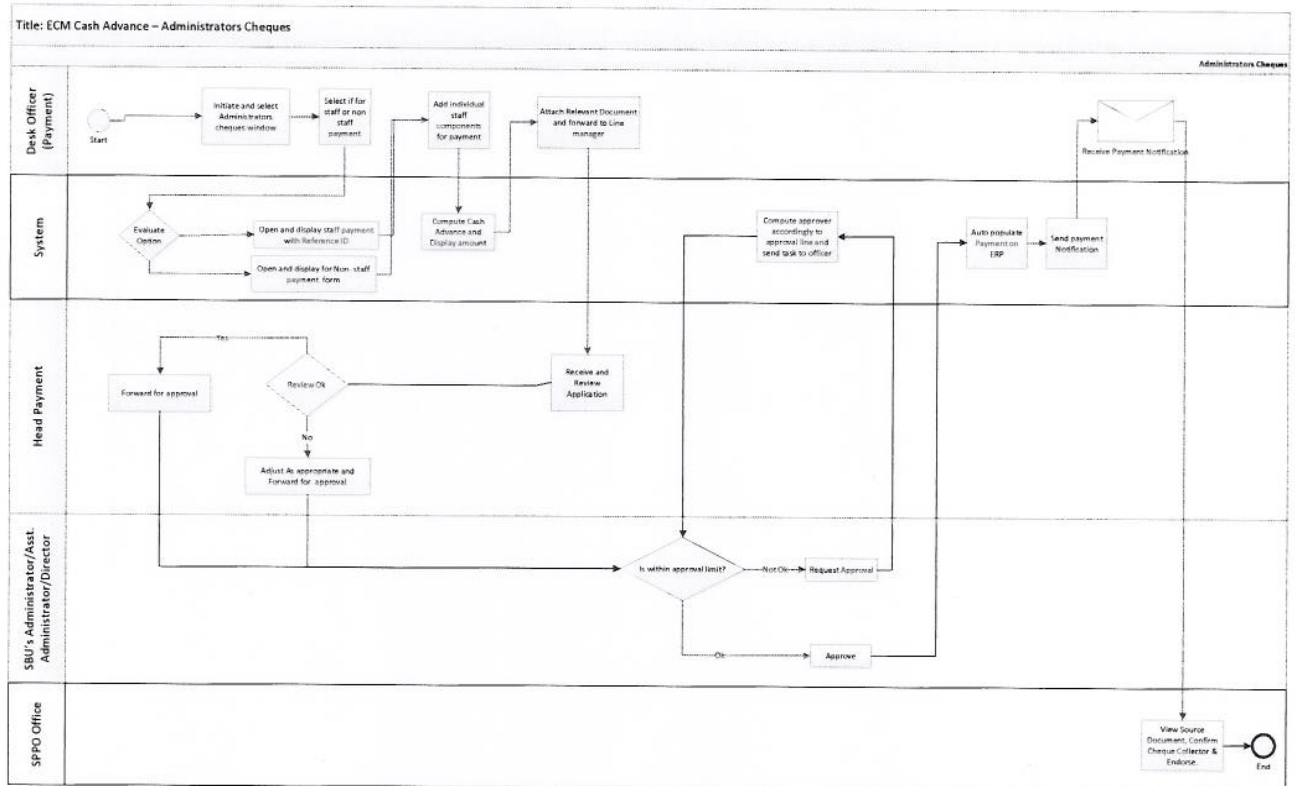
2.3 Administrator Cheques

Process steps:

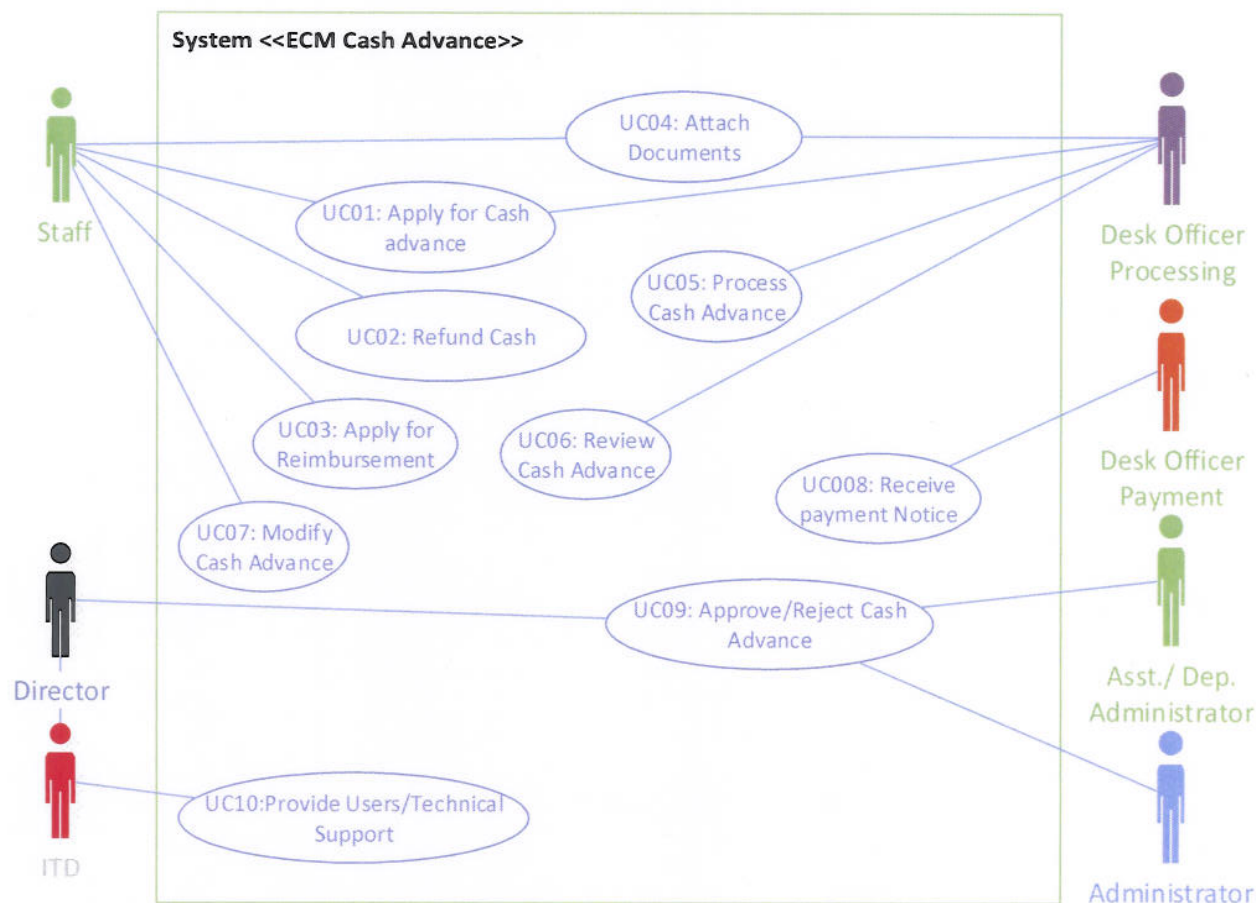
1. Desk Officer (payment) initiate the application on the system
2. Desk officer add individual components (beneficiary) and update their locations
3. Once all individual components have been added and completed, the system calculates and display total for each components and grand total to be used as final amount of cash to be advanced.
4. Desk Officer attached relevant/supporting documents and forward to Head Payment for review.

5. Head Payment reviews, IF no error, forwards to Assistant Administrator and/or Administrator for approval based on Approval limit defined on ERP.
6. IF there is any error, return to Desk officer (4) to effect corrections
7. The system carries out approval limit check as defined on ERP
8. System prepares posting templates for Oracle ERP account payable. And send notification to Payment Officer to commence posting on ERP
9. SPPO Office receives a notification with the source document, confirm cheque collector and endorse.

Process flow for cash Advance Administrators Cheques



3.0 Use Case



4.0 Additional Functional Requirements

The functional requirements define the expectations of the Cash advance process on the ECM solution. This functional requirement will serve as an addendum for the initial requirement document provided by CBN for the vendor.

Level of Priority (MoSCow)	Description
Must have	Proposed solution must have this requirement to meet the business needs.
Should have	Proposed solution should have this requirement if possible, but project success does not rely on it.
Could have	Proposed solution could have this requirement if it does not affect anything else in the project.
Would have	Would like to have this requirement later on proposed solution, but it won't be delivered this time.

Req. ID	Requirement	Priority	Rationale	Source/ Stakeholder	Initiative
FR001	The system shall have windows for users to apply for cash advance for a single and multi-trip, Refund and reimbursement of cash advance and administrators cheques.	Must Have	To accommodate different categories of application	HRD, FND, CSD,ITD	ECM BPM
FR002	The system shall provide functionality for users to upload and attached pre-approved documents from the ECM Repository for all cash advance process	Must Have	To enable administrator process the cash advance	HRD, FND, CSD,ITD	ECM BPM
FR003	The system shall generate a unique code in the format: STAFFID/CA/ST/SBU/YY/MM/SN where: STAFFID = Staff ID, CA=Cash Advance, ST = Single Trip (i.e. MT, RE, RM and AC are for Multi-trip, Refund, Reimbursement, and Administrators Cheques respectively), SBU =Dept. Code, YY = Year, MM = Month, and SN = Serial Number	Must Have	To ensure unique reference and identification for all cash advance application	HRD, FND, CSD,ITD	ECM BPM
FR004	The system shall enable users to use the unique code to reference or call up previously approved cash advance process	Must Have	To Ensure ease of reference	HRD, FND, CSD,ITD	ECM BPM
FR005	The system shall be able to provide Notification for cash Advance approval or rejection	Must Have	To ensure effective communication and feedback	HRD, FND, CSD,ITD	ECM BPM
FR006	The system shall be able to calculate and display CBN criteria for calculating cash advance such as Status, Per diem, Numbers of Days, Transport (land and Air, Location(s), Zone A and B, Lunch in transits, local runs,	Must Have	To ensure accuracy in the computation of cash advance	HRD, FND, CSD,ITD	ECM BPM

	Incidence and other future criteria as CBN management may approve.				
FR007	The Cash Advance single/multi-trip window shall allow a single user apply for cash advance IRO duty tour covering Single or Multiple location(s) and output a single value for payment	Must Have	To ensure accuracy in the computation of cash advance	HRD, FND, CSD,ITD	ECM BPM
FR008	The cash advance application shall calculate automatically, the difference between actual cash advance and actual expenses in the computation of refund or reimbursement	Must Have	To ensure accurate rendition of cash advance	HRD, FND, CSD,ITD	ECM BPM
FR009	The Application shall allow Admin Desk Officer to apply for cash advance (i.e. administrators cheques only) on behalf of a one or multiple applicant(s) or beneficiaries on a single application)	Must Have	To allow flexibility in cash advance application	HRD, FND, CSD,ITD	ECM BPM
FR010	The system shall capture the requested amount and approved amount for cash advance refund/reimbursement	Must Have	To ensure accurate rendition of cash advance	HRD, FND, CSD,ITD	ECM BPM
FR011	<p>The system shall be able to interface with Oracle ERP to:</p> <ol style="list-style-type: none"> 1. Raise invoice for the approved payment and obtain the created invoice ID to update the form for tracking purpose 2. Validate approval limit of all approving officer involved in this process 3. Validate approval hierarchy and delegation of duty 4. Access and validate staff profiles 5. 	Must Have	To ensure single source of data for all payments, staff and approval related process in the system	HRD, FND, CSD,ITD	ECM BPM

FR012	The system shall be able to interface with Active Directory to authenticate users of the system	Must Have	To ensure single source of data for authentication service	HRD, FND, CSD,ITD	ECM BPM
FR013	The system shall be able to interface with Microsoft exchange server to send email notification to users.		To ensure single source of data for collaboration service	HRD, FND, CSD,ITD	ECM BPM
FR014	The System shall allow SPPO view cash advance document, Confirm the collector and endorse as paid (or Cheques collected)	Must have	To ensure completeness of the process	HRD, FND, CSD,ITD	ECM BPM
FR015	The system shall provide the Cash advance form with details greyed out while there will be a sub section below the form for the SPPO Cheques issuing officer to select the Name and Id No of both the collector and the owner and the date collected.	Must Have	To ensure completeness of the process	HRD, FND, CSD,ITD	ECM BPM
FR016	The system shall allow SPPO to complete and end the Cash Advance process by clicking a button called "Cheque collected"	Must Have	To ensure completeness of the process	HRD, FND, CSD,ITD	ECM BPM

5.0 Additional Non Functional Requirements

5.1 Security Requirement

Req. ID	Requirement	Priority	Rationale	Source/ Stakeholder	Initiative
SR001	The system shall ensure that only staff with approver right shall be able to approve cash advance	Must Have	To ensure only Authorized users can approve Cash Advance	CSD,ITD	ECM BPM
SR002	The system shall ensure each reference ID is unique to each	Must have	To ensure that all		ECM BPM

	cash advance		cash advance ID is Unique.		
	The system shall allow the following offices/Department to have access to all cash request: 1. SSPO 2. IAD	Must have	To ensure easy Access to Data.		ECM BPM





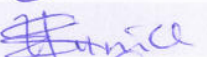







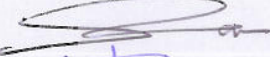





5.2 Audit Requirement

Req. ID	Requirement	Priority	Rationale	Source/ Stakeholder	Initiative
IAR001	The system shall be able to show the source document where approval was given	Must Have	To confirm compliance with internal controls	CSD,ITD, IAD	ECM BPM
IAR002	The system shall be able to display accuracy of computation, beneficiaries, date, time and destination etc for each cash advance process	Must have	To confirm accuracy of all payment	CSD,ITD, IAD	ECM BPM
IAR003	The system shall be able to display the cheque beneficiary and the collector for all cash advance process.	Must have	to confirm actual cheque collectors	CSD,ITD, IAD	ECM BPM
IAR004	The system shall be able to show details rendition of cash advances	Must have	To confirm correctness of refunds/reimbursement	CSD,ITD, IAD	ECM BPM

5.3 System Reports Requirement

Req. ID	Requirement	Priority	Rationale	Source/ Stakeholder	Initiative
SSR001	The system shall provide payment reports for all cash advance process on a daily, weekly, monthly, quarterly and yearly basis	Must Have	To provide information for cash advance data analytics	CSD,ITD,	ECM BPM
SSR002	<p>The report shall contain the following details:</p> <ol style="list-style-type: none"> 1. The reference number 2. The applicant Name 3. Applicant ID 4. Applicant SBUs 5. Date of application 6. Reason for cash advance 7. Amount 8. Type of cash advance 9. Application status (ongoing, completed, rejected) 	Must have	To provide information for cash advance data analytics	CSD,ITD,	ECM BPM

6.0 User Sign off

SN	Name	Department	Signature	Date
1	JAIYESIMI A. O.	CSD		14-09-18
2	DAHIRU S. Z.	CSD		14-9-2018
3	IBRAHIM A. A.	CSD		11/9/18.
4	YISA M. O.	CSD		14/9/18.
5	IBEZIMAKO A. U.	CSD		11/09/18
6	FAGA A. N.	CSD		11/9/18
7	OBIECHINA B. M.	CSD		13/09/18
8	GIWA S. A.	HRD/HRSC		18/9/18
9	OSANGA A. A.	HRD/ADMIN		18/09/18
10	OBEKPA E.	FND/SPPO		25/9/18
11	ILIYA H. S.	IAD		20/9/18
12	SAMAILA T. J.	SMD		14-09-2018.
13	OKEREKE U. C.	ITD		17-09-2018
14	UGWOKE K. C.	ITD		18/09/2018
15	ODOH F.	ITD		17/09/18
16	AJEWOLE B. A.	ITD		14-Sep-2018
17	MUDASHIRU K.	ITD		17/09/18
18	OMOLAJA A. O.	ITD		11/09/18

7.0 Approvers

Name	Role	Division/Department	Signature
Karam, A	Director	CSD	Amarey 31/07/18
Braha B.H.	Head, RMD	CSD	M. Amarey 28/07/18
	Administrator	HRD	30/10
	Head, SPPO	FND	
C.T. Iguchinwa	Head, BRMD	ITD	Samuel
O.A. Jide-Samuel	Head, SMD	ITD	Samuel
M.H. Musa	Head, PMO	ITD	M.H.

8.0 APPENDIX

Single trip or Multi-trip

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graph TD
    Start((Start)) --> Init[Initiate and Select Single trip or Multi trip window]
    Init --> Eval{Evaluate Choice}
    Eval -- Single trip --> OpenSingle[Open Single trip form with Reference ID]
    Eval -- Multi trip --> OpenMulti[Open Multi trip form with Reference ID]
    OpenSingle --> SelectLoc[Select Location, Days as Pre-approved]
    OpenMulti --> SelectLoc
    SelectLoc --> SubmitApp[Submit Application]
    SubmitApp --> ComputeCash[Compute Cash Advance and Display Accordingly]
    ComputeCash --> ForwardApp[Receive and Forward Application To desk officer]
    ForwardApp --> ReviewEntry{Receive and Review Entry}
    ReviewEntry -- Not OK --> AdjustApp[Adjust as Approved]
    AdjustApp --> ReviewEntry
    ReviewEntry -- OK --> ForwardHOD[Forward to Administrator for Approval]
    ForwardHOD --> ReviewApp{Receive and Review application}
    ReviewApp -- Not OK --> StateReasons[State reasons for Rejection]
    StateReasons --> ForwardApp
    ReviewApp -- OK --> Approve[Approve]
    Approve --> ComputeApproval[Compute approval according to approval line and send task to officer]
    ComputeApproval --> AutoPopulate[Auto Populate payment Posting on ERP account payable]
    AutoPopulate --> ReceiveCash[Receive Cash Advance Payment Notification]
    ReceiveCash --> ViewDoc[View Source Document, Confirm Cheque Collector & Endorse.]
    ViewDoc --> End((End))
  
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Applicant

System

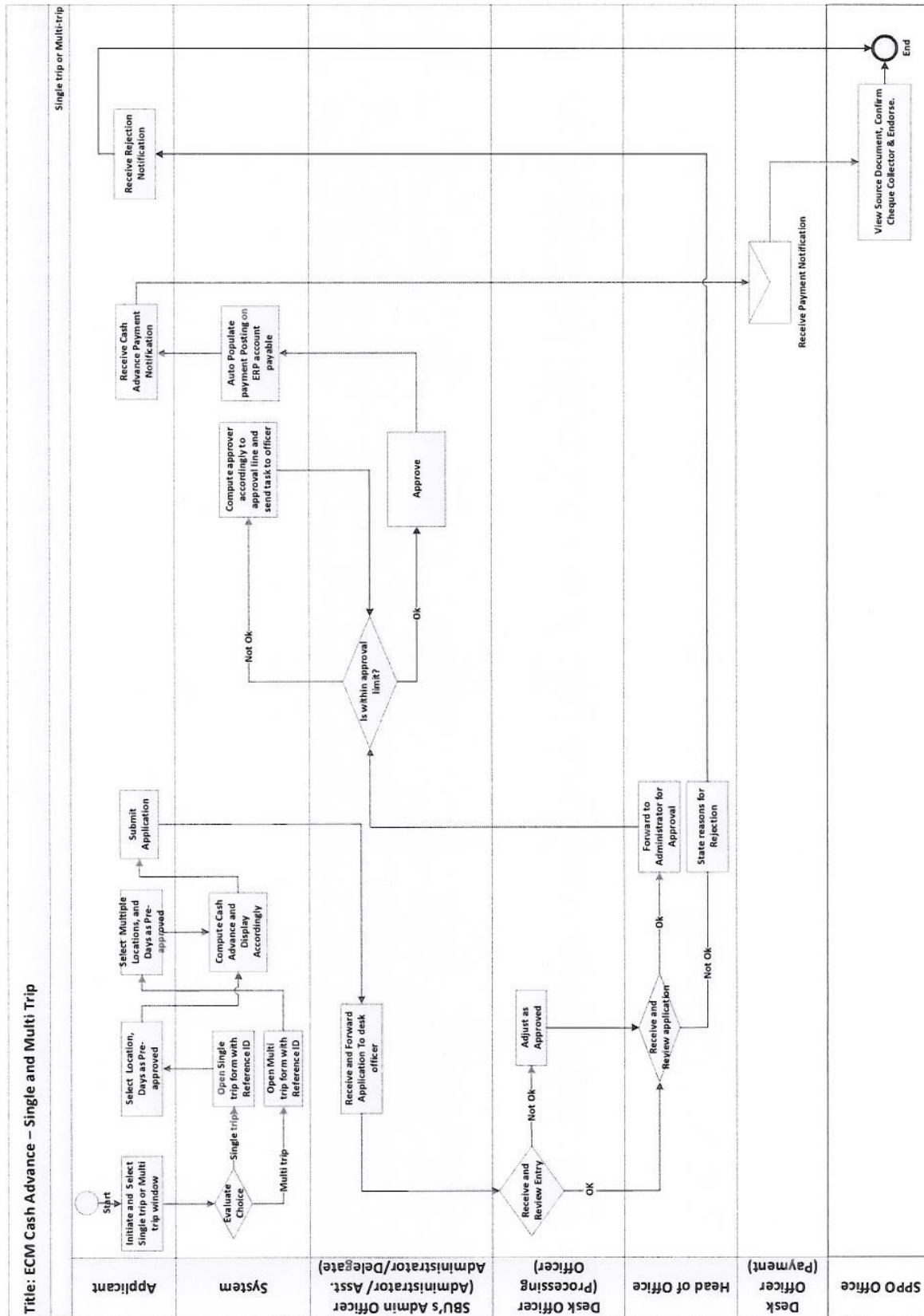
SBU's Admin Officer (Administrator/Delegate)

Desk Officer (Processing Officer)

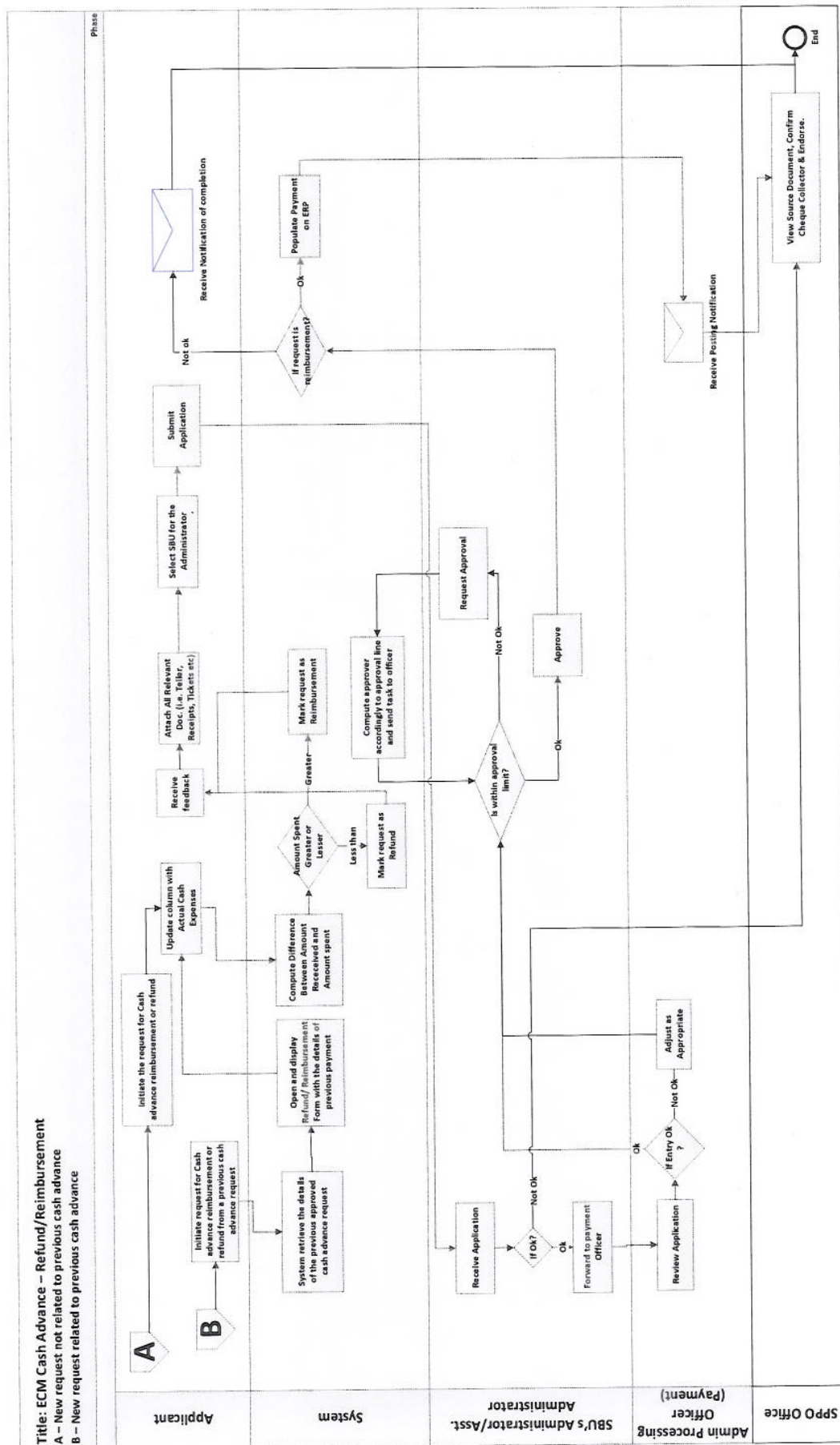
Head of Office

Desk Officer (Payment)

SPO Office



8.2 Cash Advance Refund/Reimbursement



8.3 Cash Advance Administrator Cheques

