alfardan exchange

INTERNAL PROCESS NOTE

IPN NUMBER	**04042024_001/Branch Onboarding**
DEPARTMENT NAME	**IT Department**
DATE OF SUBMISSION	**04-04-2024**
SUBJECT	**Branch Onboarding**
ATTACHMENT	**Branch Onboarding**

This IPN is initiated to obtain the signature of internal stakeholders on the Branch Onboarding

Action required:
Kindly approve to take it forward for development
Regards,

IPN Approval matrix (*)	Name	Designation/role	Signature
Reviewed by	Mr. Salman Rizvi	Assistant Manager - Applications Support	DocuSigned by: SAIYAD SALMAN HAYDER RIZVI 2B69C47DA6D8411...
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Reviewed by	Mr. Matthew Boast	Consultant	DocuSigned by: Matthew Boast 7715DAF9333E472...
Approved by	Mr. Abhijeet Shetty	Chief Information Office	DocuSigned by: Abhijeet Shetty Apr-05-2024 BE85304093214BB...

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9.1 Branch Transfer/ mapping with in Area
9.2 Teller Closing Balance should also display the System Balance as a column

9.3 Teller Closing Balance, this exercise may need to be done during day time as well. Staffs , who are having split shift need to empty their cash and handover to chief cashier
9.4 Cash Short or Cash Excess booking Transactions to be created
9.5 Short or Excess does not immediately impact Staffs Payroll, this is subject to Accounts/ Hrs approval. Because some times these short or Excess are identified and settled. (
found next day and in that case cash short pending entry will not be authorized.)
9.6 There should be option with Chief Teller to Assign Cash (LC/FC) to Teller Staff , when they start their cashier till.
10 Open Items from FSD:

Approval

FSD Document Sign Off - Branch Management	
It is to certify that the Requirements Document for **Branch Management** has been thoroughly reviewed and approved by **"Mohamed Ashik and Ehsan "** on behalf of Alfardan Exchange UAE. By providing this certification, AFXUAE acknowledges that the Requirements Document accurately reflects their desired objectives, scope, and specific requirements for the **Branch Management**. After signing off, this requirement document will serve as the foundation for the successful execution of the module. Any changes or additions to the requirements beyond this stage may require additional time and resources, potentially impacting project timelines and budget	
Project Name	Alfardan Exchange UAE
FSD Approval Date	
Business Analyst	Faraz Pervez
PMO	Arsalan Ahmed
Project Manager	Arifa Mehfooz
Client Remarks	
Client Signature	

Branch Management

Branch management is crucial for organizations with a decentralized structure as it enables the application to effectively manage and streamline operations across various locations. Properly configured branch settings contribute to improved efficiency, accurate reporting, and better decision-making at both the local and organizational levels

Create Area/Region

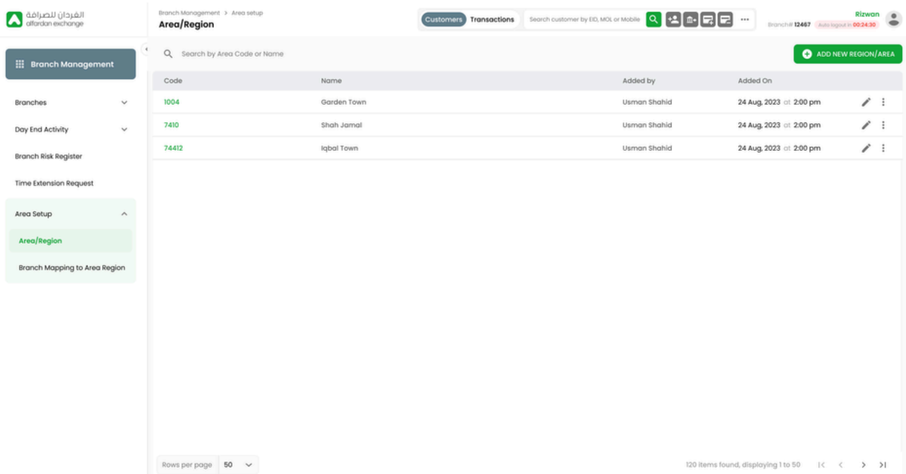
Use Cases of Area/Region AUP-4780: BM | Use Cases of Area/Region OPEN

Name	UC-1: Creates Area/Region
Actors	Admin
Description	The admin users will be able to create area/region
Typical Course of Events	
Actor Action	**System Response**
User navigates to the area/region listing screen by, Branch Management → Area/Region	System redirects the user to the area/region screen where the listing for all the System area/region are present.
User clicks add area/region	System redirects user to the add area/region screen where all the fields are enabled
User enter the area/region information	System should ensure that the Branch details should be validated according to mandatory fields • Area Name • Code
User click save button	System will save the details
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

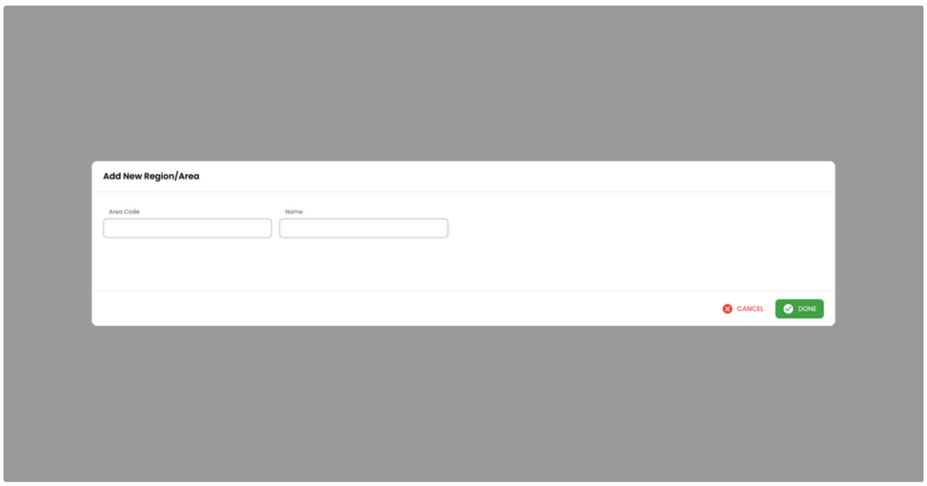
Name	UC-2: User edits/view existing Area/Region
Actors	Admin
Description	The admin users will be able to edit and view the area/region details
Typical Course of Events	
Actor Action	**System Response**
User navigates to the area/region listing screen by, Branch Management - Area/ Region	System redirects the user to the area/region screen where the listing for all the Area/ Region is present.
User selects the Area/ Region	System shows the desired records on the grid.
User clicks on context menu to view details	System will display information about the respective area/region
User clicks on context menu to edit details	System will display in area/region details in edit mode
User can change the area/region information	System will update the area/region information.
User click save button	System will update the changes.
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

Data Dictionary of Area/Region

Field Name	Field Type	Charact er Type	Character Limit	Mandatory	Description
Area/ Region Name	Input	Alphabet s	50	Yes	Defines the name of the area/region
Code	Display only	-	-	-	System Generated area/region code Refer to below link: General Ledger (Level 2 Requirement - FIN 12-01) | Bra nch Area FIN 12 01 09 01[inlineCard]

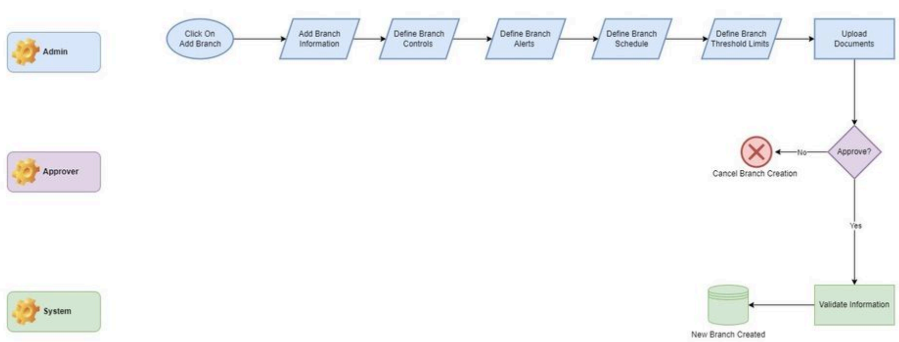


Area/Region - Listing



Add Area/Region

Process Flow of Create New Branch



Create New Branch

Use cases Branch Creation

Name	UC-1: Creates new branch
Actors	Admin and Approver

Description	The admin users will be able to create new Branch.
Typical Course of Events	
Actor Action	**System Response**
User navigates to the branch listing screen by, Setups → Branch	System redirects the user to the branch screen where the listing for all the System branches are present.
User clicks add Branch	System redirects user to the add branch screen where all the fields are enabled
User enter the branch information	System should ensure that the Branch details should be validated according to mandatory fields
User selects the working days and shift timings	System will set working days and working hours accordingly, however it is non mandatory can skip to next step. System will show the Generic Business Hours - That will considered overall timings for the year System will show the calendar to mark public holidays or change timing on any specific days other than generic hours define above of that branch
User enter the branch threshold and enables different product for the branch	System will set branch threshold value w.r.t MTO's, however it is non mandatory can skip to next step. e.g. MTO's should have min and max cash imit. (these limit will be monthly) cash holding limits will be consist of multiple currencies. Only enable products will be able to do transactions at branch.
User upload the document	System will save the documents with preview section., however it is non mandatory can skip to next step.
User click save button	System will send the branch details for approval
If Approver "Approved" the branch details	System will save the branch details.
If Approver "Rejected" the branch details	System will discard the details.
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

Name	UC-2: User edits/view existing Branch
Actors	Admin
Description	The admin users will be able to edit and view the branch details
Typical Course of Events	
Actor Action	**System Response**
User navigates to the branch listing screen by, Setups → Branch	System redirects the user to the branch screen where the listing for all the System Branches is present.
User selects the Branches	System shows the desired records on the grid.
User clicks on context menu to view details	System will display information about the respective branches All the branch details with all the user associated to this branch should be displayed.
User Can mark the branch in active	System will mark this branch as temporary inactive.
User clicks on context menu to edit details	System will display in branch details in edit mode
User can change the branch information	System will update the branch information.
User changes the working days and shift timings	System will update working days and working hours accordingly System will show the Generic Business Hours - That will considered overall timings for the year System will show the calendar to mark public holidays or change timing on any specific days other than generic hours define above of that branch
User changes the branch threshold and enables products	System will update the branch threshold value w.r.t MTO's, e.g. MTO's should have min and max cash imit. (these limit will be monthly) cash holding limits will be consist of multiple currencies.
User clicks on add new user in branch, and associated user to this branch	System will be show the all the available users in the listing screen selected users will be associated to this branch list of associated users should be displayed separately.

User should be able to copy any form and paste it to other branch settings	System will allow user to the copy all the fields details and paste it to another branch creation form
User click save button	System will update the changes
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

Name	UC-2: User Modifies MTO’s
Actors	Admin/Approver
Description	The admin users will be able to modifies the MTO’s
Typical Course of Events	
Actor Action	**System Response**
User navigates to the branch listing screen by, Setups → Branch	System redirects the user to the branch screen where the listing for all the System Branches is present.
User selects the Branches	System shows the desired records on the grid.
User clicks on context menu to edit the MTO’s details	System will display information about the MTO’s of the respective branch
User changes the branch MTO’s limits	System will update the branch threshold value w.r.t MTO’s, e.g. MTO’s should have min and max cash imit. (these limit will be monthly)
If Approver “Approved” the branch MTO’s details	System will save the branch MTO’s details.
If Approver “Rejected” the branch MTO’s details	System will discard the MTO’s details and keep the previous settings
User click save button	System will update the changes
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

Name	UC-3: Closed or Inactive existing branches
Actors	Admin
Description	The admin users will be closed the branch
Typical Course of Events	
Actor Action	**System Response**
User navigates to the branch listing screen by, Setups → Branch	System redirects the user to the branches screen where the listing for all the system branches are present.
User selects the branch and clicks edit option	System shows the details of the user branch in edit mode
User click on the status and mark inactive	System updates the branch status and mark in active and it will not use with any associated user
User clicks Cancel on the screen.	System should discard all the details and redirect to the listing screen.
User clicks Back button on the screen.	System redirects the user back to the listing screen.

- Change log will be maintain of the create branch, branch edit, modification
  - User (who did the change)
  - Time Date (When did the change happened.
  - Fields that are changed.
  - Approval logs.

Data Dictionary for Branch Creation

Branch Information

Field Name	Field Type	Character Type	Character Limit	Mandatory	Description
Area/ Region	Display only	-	-	Yes	Fetch from Branch Mapping
Branch Name	Input	Alphabets	50	Yes	Defines the name of the branch

DBA/ Short Name	Input	Alphabets	50	Yes	Defines the short name of the branch
Branch code	Display only	-	-	Yes	System generated code will be created for the branch
Department	Check box	-	-	Yes	If department is marked then branch will be considered as department
Country	Dropdown	-	-	Yes	Select the country
Emirates	Dropdown	-	-	Yes	Select the emirates
State	Dropdown	-	-	No	Select the state
City	Dropdown	-	-	Yes	Select the city
GL Account Number	Display only	-	-	-	Branch GL Code
Address Line 1	Input	Alphanumeric		Yes	Define the primary Address
Address Line 2	Input	Alphanumeric		No	Define the secondary address
Geolocation	Input	Coordinates		No	Define the geolocation by entering the coordinates of the branch address (User can copy this coordinates simply by copy option available
IP Address	Input (Range)	Alphanumeric		No	User can enter multiple mac addresses which are allowed in that branch
WU Teller Management	Toggle button	-	-	Yes	enable/ disable WU access
Target Allocation	Input	Numeric		No	Define the targets of services available for branch
Branch Type	Dropdown	[Online Branch," "Kiosk," "Virtual Branch, Accounting]	-	Yes	Define the branch type
Status	Dropdown		Active, Paused, Closed	No	Define the branch status
Name	Drop Down	-	=	No	List of available employees will be displayed (contact Details)
Email	Input	Email format	-	No	Email
Phone	Input	Numeric	15	No	Phone
Mobile 1	Input	Numeric	15	No	Mobile Number
Mobile 2	Input	Numeric	15	No	Mobile Number
PO BOX	Input	Numeric	-	No	PO BOX number
RRS ID	Input	Numeric	-	No	Branch RRS ID
Branch Grade	Drop down	-	-	No	Branch Grading
Branch Info 1	Input	Alphanumeric	250	No	Describe branch info
Branch Info 2	Input	Alphanumeric	250	No	Describe branch info
Branch Info 3	Input	Alphanumeric	250	No	Describe branch info
Active Since	Date	DD/MM/YY	-	Yes	Active date of branch

Closure Date	Date	DD/MM/YY	-	No	Closure date of branch

Controls

Field Name	Field Type	Character Type	Character Limit	Mandatory	Description
Branch AED Threshold Limits	Input	Numeric	-	No	Define the branch limit (Total AED holding limits)
Branch Stock Management	Dropdown	[DD, Prepaid , Payroll]	50	No	Defines the name of the branch
IMTS Threshold Limits	Input	Numeric	-	No	Define the IMTS Threshold limits
Branch Customer Database	Toggle button	-	-	No	Enable / Disable branch customer database
Branch IP Range	Input (Range)	Alphanumeric		No	User can enter multiple mac addresses which are allowed in that branch
Branch Closure	Toggle button	-	-	No	Enable / Disable branch closure
Branch holding limit	Input	Numeric	-	No	Define the branch holding limit
Branch Insurance Limit	Input	Numeric	-	No	Define the branch insurance limit
Allowances	Dropdown	[Risk, Cashier, Messenger]	-	No	Select the Allowances
Allowances	Dropdown	[Driver, Guards}	-	No	Select the Allowances
Special Allowance (Camp)	Toggle button	-	-	No	Enable / Disable Special Allowance (Camp)
Petty Expenses Threshold	Toggle button	-	-	No	Enable / Disable Petty Expenses Threshold
Marketing Allowance	Toggle button	-	-	No	Enable / Disable Marketing Allowance
Incentive	Toggle button	-	-	No	Enable / Disable Incentive
Promotion	Toggle button	-	-	No	Enable / Disable Promotion
Discounts	Toggle button	-	-	No	Enable / Disable Discounts
End Of Day/ Day End Report	Dropdown	[Weekly , Daily , Optional]	-	No	Select the Day end report frequency
Camp Transactions	Toggle button	-	-	No	Enable / Disable Camp Transactions
Rates Group	Toggle button	-	-	No	Enable / Disable Rates Group
Transfer Rate Group	Toggle button	-	-	No	Enable / Disable Transfer Rate Group
Rate Board Settings	Dropdown	[Yes, No]	-	No	Select Rate Board Settings

Spot Rate	Toggle button	-	-	No	Enable / Disable Spot Rate
Special Rate	Toggle button	-	-	No	Enable / Disable Special Rate
Allowed Transactions	Dropdown	[Send, Receive, All]	-	No	Select allowed transaction

Alerts

Field Name	Field Type	Character Type	Character Limit	Mandatory	Description
Threshold AED Value	Input & Drop down	Numeric	-	No	Define the branch limit (Total AED holding limits) e.g. user have to select the percentage% then employees name, then notification type Email/SMS Other limits can be define by add button Threshold AED : [70%] [Ehsan] [Email] therefore when the threshold value reached to 70% then it will send email to Ehsan.
Txn Volume AED	Input & Drop down	-	-	No	Define the txn volume limit AED e.g. user have to select the transaction then percentage% then employees name, then notification type Email/SMS Other limits can be define by add button Threshold AED : [Txn type] [70%] [Ehsan] [Email] therefore when the threshold value of the selected txn reached to 70% then it will send email to Ehsan
Number of Inactive tills	Display only	-	-	No	Show the the number of inactive till of the branch
High Value Volume	Display only	-	-	No	Show the the high value volume transaction
High Value Counts	Display only	-	-	No	Show the the high value volume transaction counts
Rate Board Settings Alert	Display only	-	-	No	Rate Board Settings Alert
End Of Day - Not Submitted	Dropdown	-	-	No	If the end of day reports is not submitted then send it employee through email/SMS e.g. [Employee] [Email]
Cheque Deposit Not Done	Dropdown	-	-	No	If the check deposit is not done then send it employee through email/SMS e.g. [Employee] [Email]
Branch Stock Management	Drop down	[DD, Prepaid , Payroll]	-	No	Define the txn volume limit AED e.g. user have to select the branch stock type then percentage% then employees name, then notification type Email/SMS Other limits can be define by add button Threshold AED : [Branch Stock type] [70%] [Ehsan] [Email] therefore when the threshold value of the selected stock reached to 70% then it will send email to Ehsan
End Of Day Activity Alert	Dropdown	-	-	No	If the end of day activity done then send it employee through email/SMS e.g. [Employee] [Email]
Schedule Missed	Dropdown	-	-	No	If any schedule is missed then send it employee through email/SMS e.g. [Employee] [Email]

Schedule

Field Name	Field Type	Character Type	Character Limit	Mandatory	Description

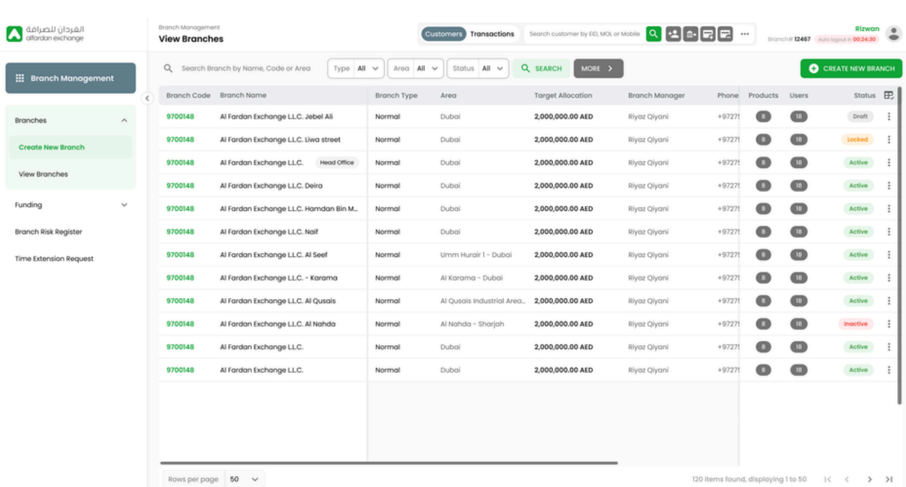
Timings and Shifts	Input & Calendar	Date/ time	-	No	Defines business hours and working days for this branch Generic Business Hours - That will considered overall timings for the year Calendar view to mark public holidays or change timing on any specific days other than generic hours define above of that branch
Working Time	Time Picker	Time	-	No	Branch Working Time
Opening Time	Time Picker	Time	-	No	Branch Opening Time
Closing Time	Time Picker	Time	-	No	Branch Closing Time
Grace Time	Time Picker	Time	-	No	Branch Grace Time
Extension	Time Picker	Time	-	No	Branch Extension
Extension Expiry Date	Date & Time Picker		-	No	Branch Extension Expiry Date
Active Sessions	Date Range	-	-	No	Show the report of users that are appearing currently active w.r.t branch
Camp Transactions	Date Range	-	-	No	Show the report of camp transactions w.r.t branch

Branch Threshold

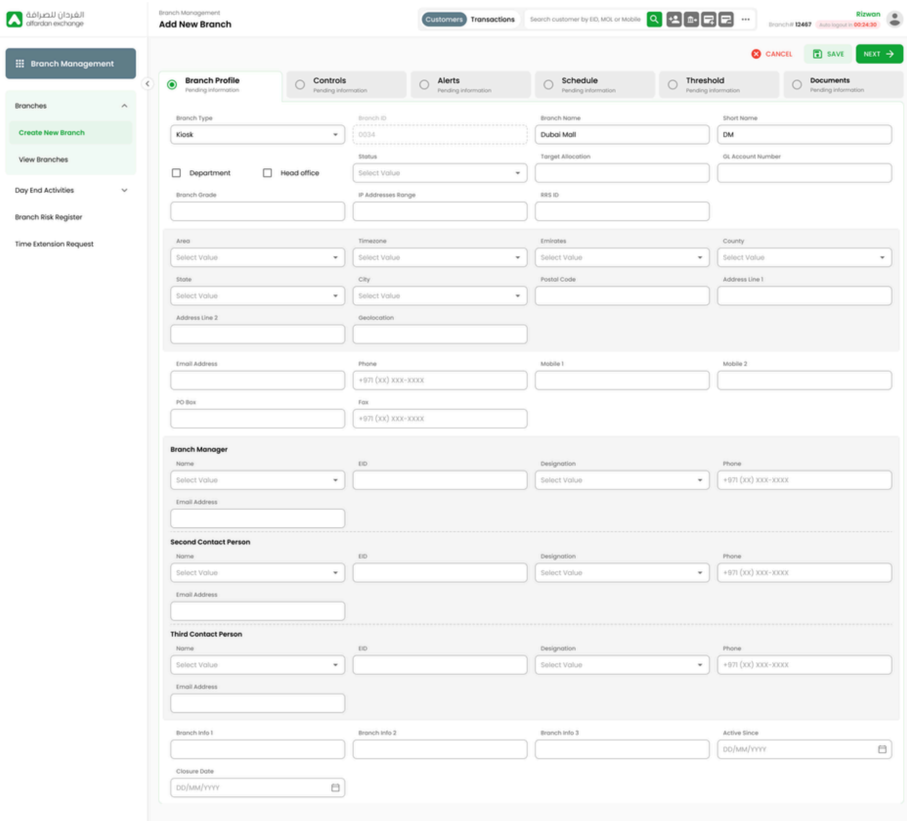
Field Name	Field Type	Charact er Type	Character Limit	Mandatory	Description
Products	Dropdown /Toggle button	-	-	No	enable/ disable products List of available products will be displayed
Cashier Holding Limit	Input (Min & Max)	Numeric	Numeric	No	Define the cashier holding limit List of currencies will be displayed
MTO's	Input (Min & Max)	Numeric	-	No	MTO's should have min and max cash imit. (these limit will be monthly)

Documents

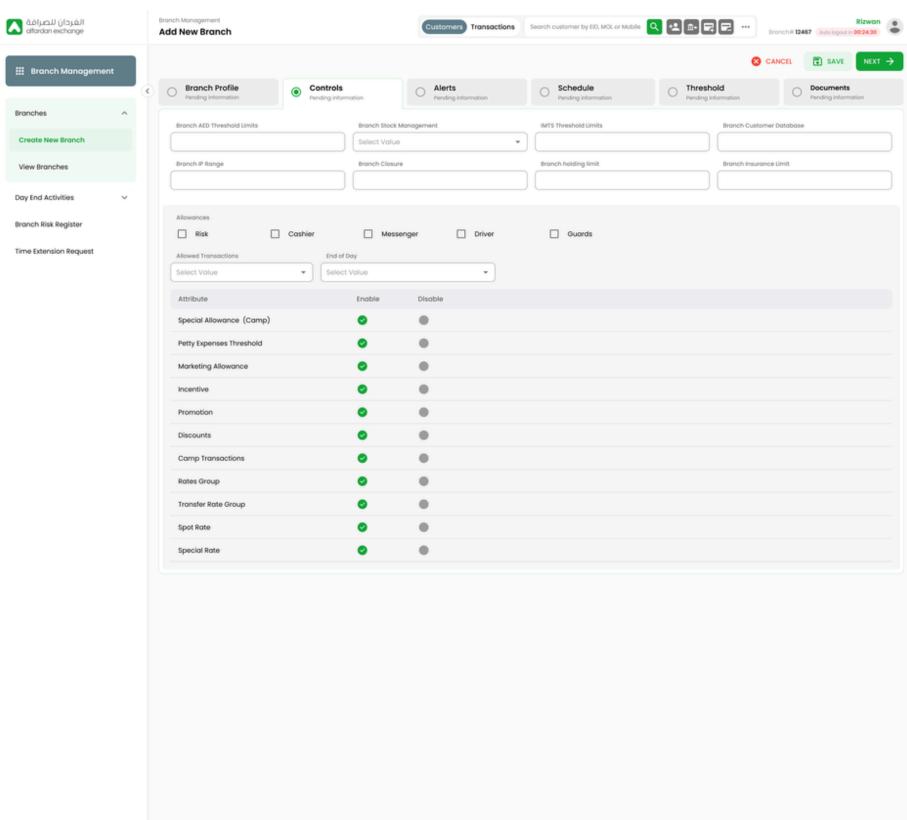
Field Name	Field Type	Charact er Type	Character Limit	Mandatory	Description
Documents Upload	Browse	-	-	No	Upload branch related document e.g. Trade License, Insurance Info/ docs with expiry date User should be to add new document.



Branch Listing



Branch Information



Branch Control

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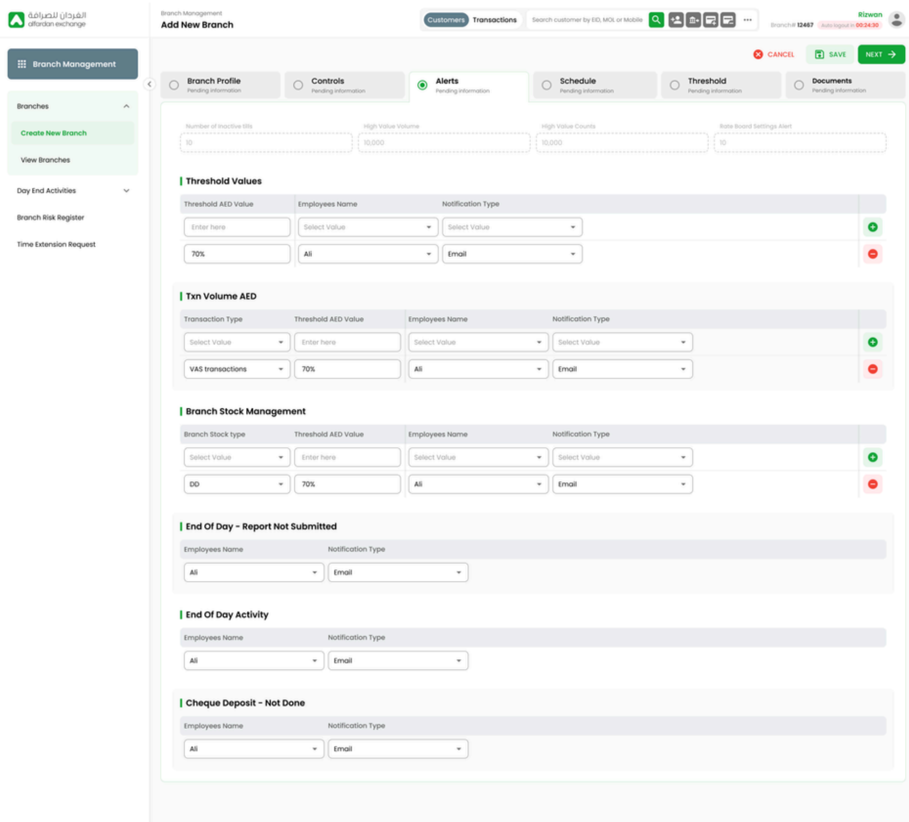
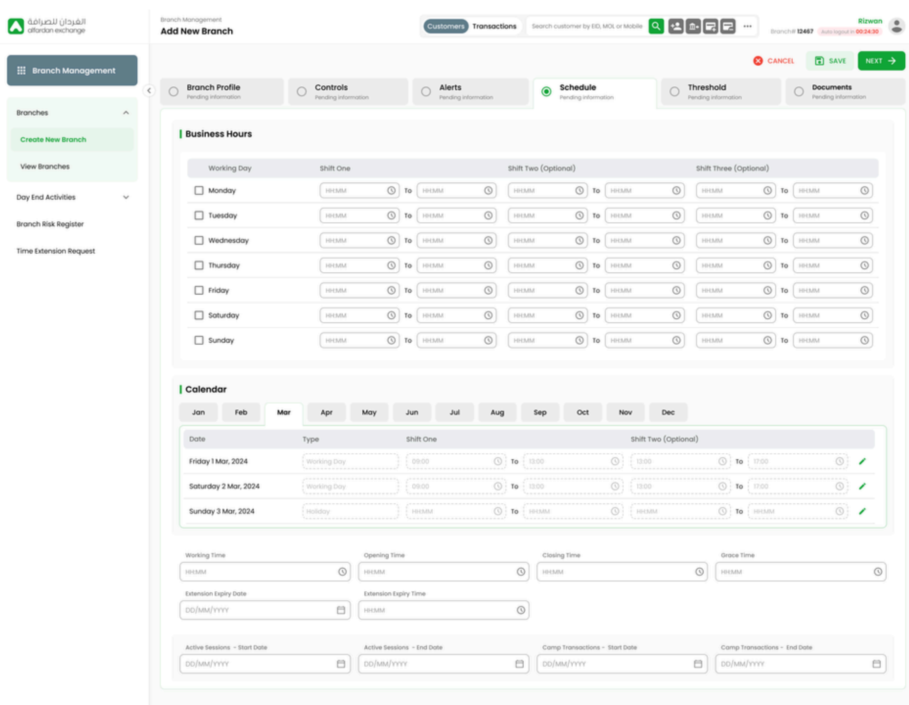
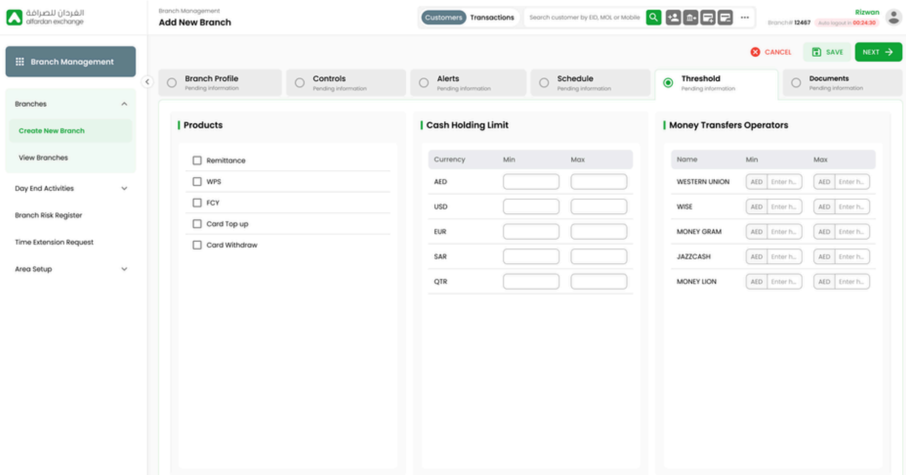


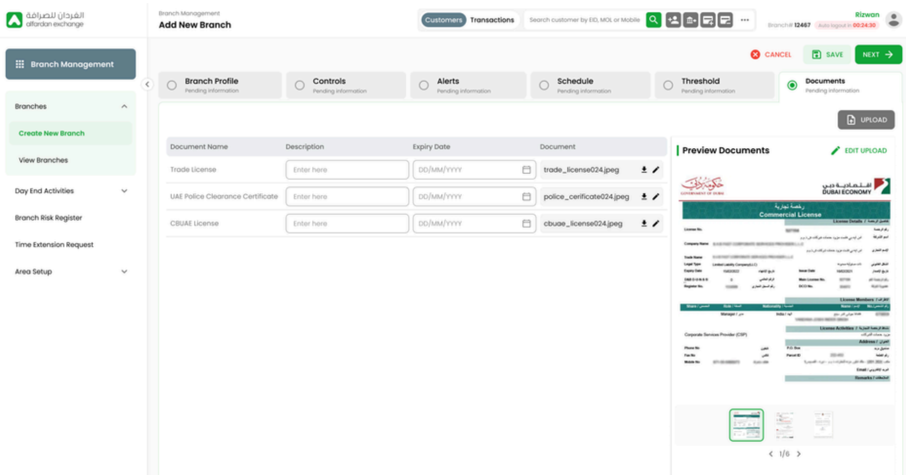
Branch Alerts



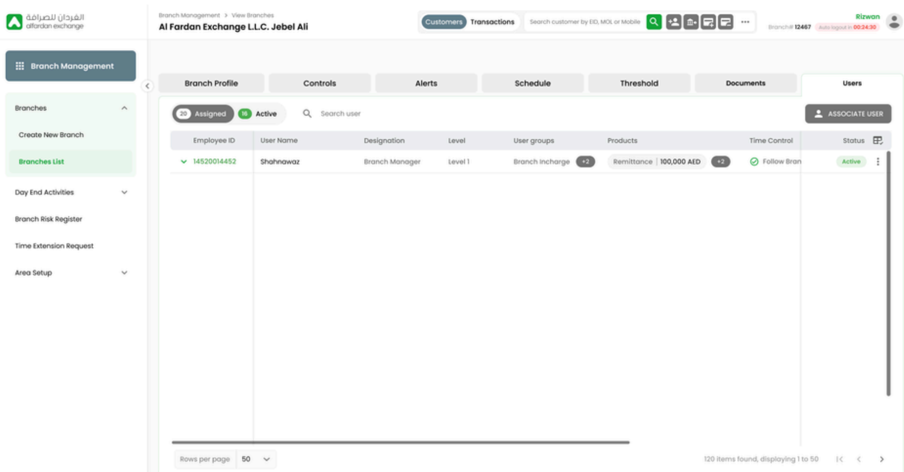
Branch Schedule



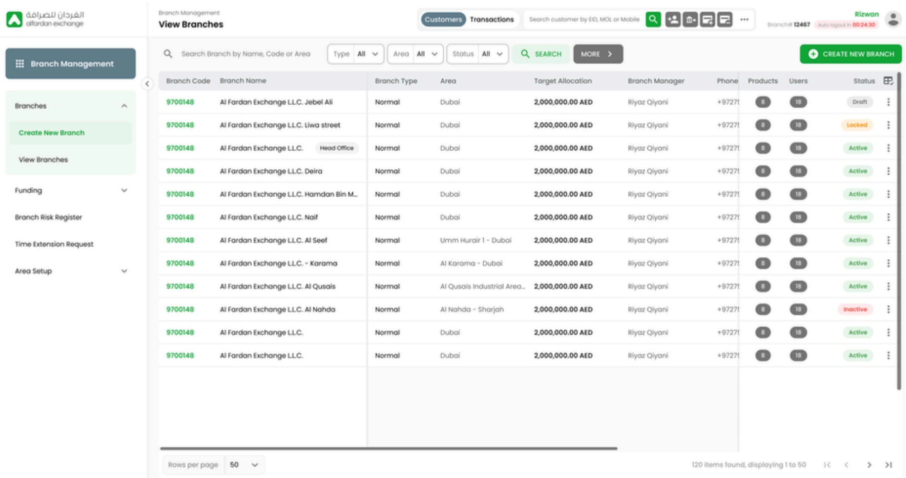
Branch Threshold



Branch Document



Branch Users



Branch Listing

Branch GL Setup

- Setup should be handled from main branch setup screen.
- Branch setup that includes branch code generation on the basis of Branch Area, Branch Name.

Branch IP address Field

- Implement access control that allows only systems with the specified IP address to access the branch.

Branch type field

- Create a dropdown menu for the "Branch Type" field with options like "Online Branch," "Kiosk," "Virtual Branch," and any other relevant types.
- Ensure that this field is dynamic so that it can be updated easily as new branch types are introduced.
- Display the selected branch type prominently in the branch details or information and implement search and filter options based on the branch type, allowing users to quickly identify and manage branches of a specific type.
- Implement access controls to ensure that only authorized personnel can modify the branch type for a given branch and define permissions based on roles to restrict access to sensitive information.
- if the branch is virtual branch then it should be tagged with main branch.

Branch timings

- Ensure that starting and closing times do not affect backend transaction entries.
  - Include a buffer time before closing for the Manager to perform closing activities.
  - Include a checkbox for 24-hour operation to indicate that the branch will be active around the clock.

Branch limit

- There should be service wise limit as well.
  - Allow an authorized person to set a threshold percentage for transactions. For example, if the threshold is 70%, an email alert will be triggered when the transaction volume reaches or exceeds this percentage.

⚠ AFX will provide the email template for the transaction volume exceeds 70% of the branch limit.

List of available users

- list of users which are assign to branch will be displayed

Branch Disable

- If the branch is disable all the transaction will be disables but back office can still do the transaction on this branch.

Branch Mapping to Area/Region

Use Cases of Branch mapping to Area/Region

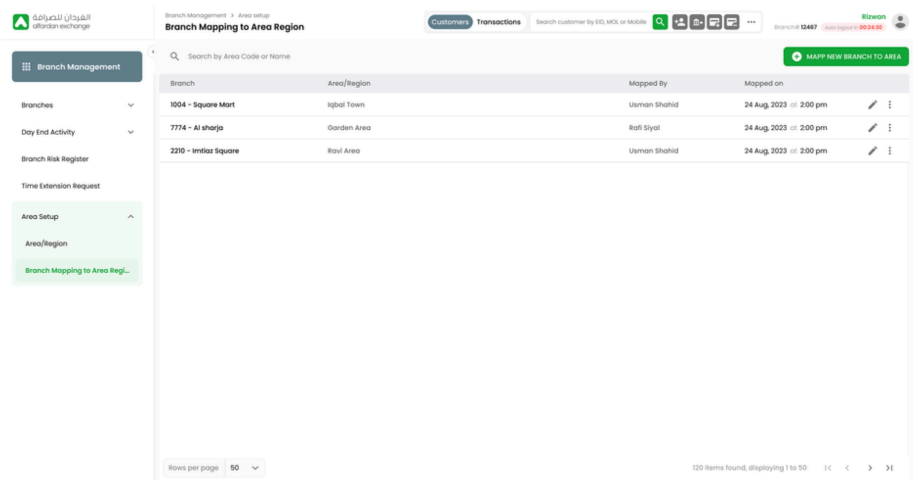
Name	UC-1: Creates Branch Mapping to Area/Region
Actors	Admin
Description	The admin users will be able to map branched to area/region

Typical Course of Events	
Actor Action	**System Response**
User navigates to the area/region listing screen by, Branch Management → Branch mapping	System redirects the user to the Branch mapping screen where the listing for all the System Branch mapping are present.
User clicks add Branch mapping	System redirects user to the add Branch mapping screen where all the fields are enabled
User enter the Branch mapping information	System should ensure that the Branch details should be validated according to mandatory fields • Branch name • Area/Region
User click save button	System will save the details
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

Name	UC-2: User edits/view existing Branch mapping to Area/Region
Actors	Admin
Description	The admin users will be able to edit and view the Branch mapping details
Typical Course of Events	
Actor Action	**System Response**
User navigates to the branch listing screen by, Branch Management → Branch mapping	System redirects the user to the Branch mapping screen where the listing for all the System Branch mapping is present.
User selects the Branch mapping	System shows the desired records on the grid.
User clicks on context menu to view details	System will display information about the respective Branch mapping
User clicks on context menu to edit details	System will display in Branch mapping details in edit mode
User can change the Branch mapping information	System will update the Branch mapping information.
User click save button	System will update the changes
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

Data Dictionary of Branch Mapping to Area/Region

Field Name	Field Type	Character Type	Character Limit	Mandatory	Description
Branch	Dropdown	-	-	Yes	List of branches will be displayed Multiple selection
Area/Region	Dropdown	-	-	Yes	List of area/region will be displayed



Branch Mapping - Listing

Branch Mapping

Day End Report Activity - Report

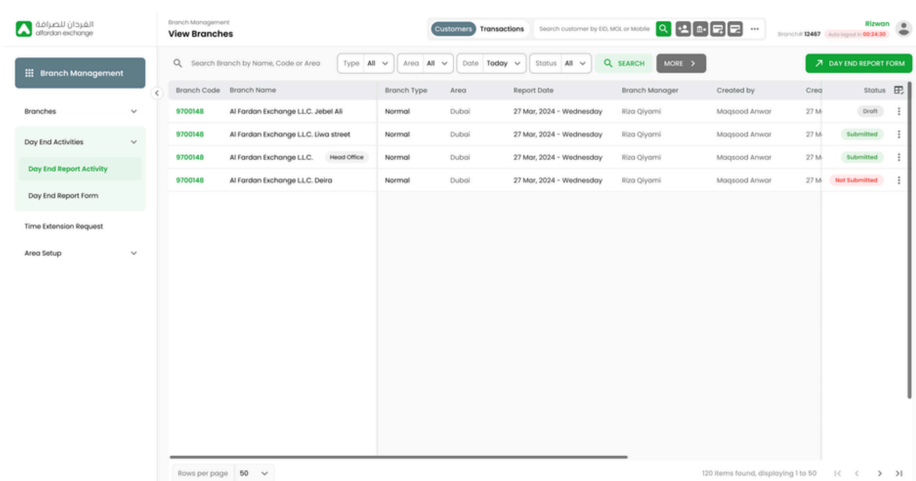
Use Cases of day end report

Name	UC-1: Create day end report
Actors	Branch user
Description	The branch manager will be able to create end of day report
Typical Course of Events	
Actor Action	**System Response**
User navigates to the end of day screen by, Branch Management - Day end report	System redirects the user to the Day end report screen where the listing of all Day end report report are present. System redirects the user to the Day end report report form
User give response according to question at forms	System captures the information
User click save button	System will save the branch risk register entries
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

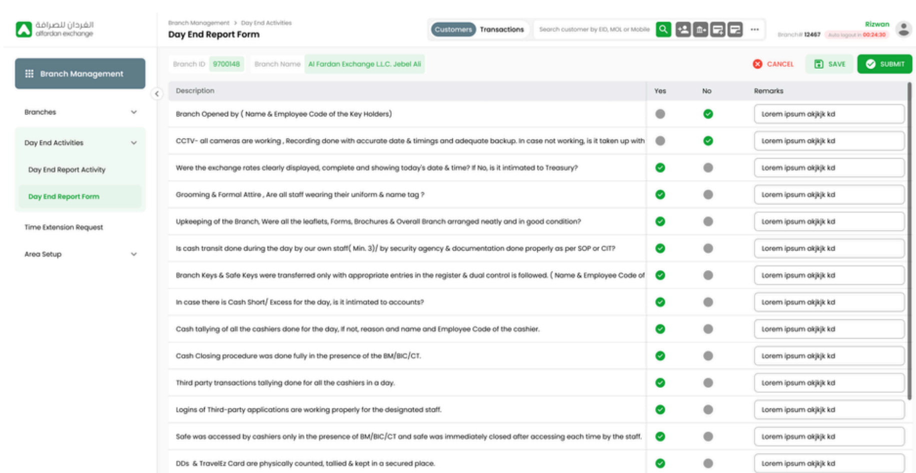
Name	UC-2: User edits/view existing day end report
Actors	Branch User / Admin
Description	The admin users will be able to edit and view the day end report details

Typical Course of Events	
Actor Action	**System Response**
User navigates to the branch listing screen by, Branch Management → day end report	System redirects the user to the day end report screen where the listing for all the branches day end report is present.
User selects the day end report	System shows the desired records on the grid.
User clicks on context menu to view details	System will display information about the respective day end report
User clicks on context menu to edit details	System will display in day end report details in edit mode
User can change the day end report information	System will update the day end report information.
User click save button	System will update the changes
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

Sample report is attached Day end report sample.xlsx



Day end report Listing



Day end report form

Branch Risk Register

Use cases Branch risk register

Name	UC-1: Create branch register
Actors	Branch Manager
Description	The branch manager will be able to create branch register
Typical Course of Events	
Actor Action	**System Response**
User navigates to the Branch risk register screen by, Branch Risk register	System redirects the user to the branch risk register screen where the listing of risk register entries are present.
User clicks add Branch risk register Multiple entries can be added	System redirects user to the add branch risk register form
User enter the branch risk register information	System should ensure that the Branch risk register details should be validated according to mandatory fields
User enter the levels w.r.t email address	System saves the level details. If any risk occurs then these email define at each level will be triggered
User click save button	System will save the branch risk register entries
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

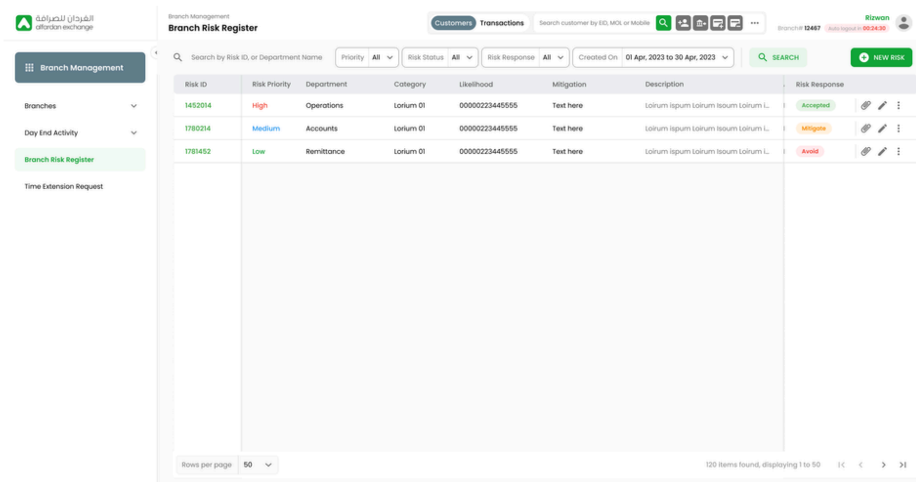
Name	UC-2: User edits/view existing Branch risk register
Actors	Branch manager / Department user
Description	The branch manager will be able to edit and view the branch risk register
Typical Course of Events	
Actor Action	**System Response**
User navigates to the Branch risk register listing screen by, Branch Management → Branch risk register	System redirects the user to the risk register screen where the listing for all the System risk register is present.
User selects the risks register	System shows the desired records on the grid.
User clicks on context menu to view details	System will display information about the respective branch register
User clicks on context menu to edit details	System will display in branch risk register details in edit mode
User can change the branch risk register	System will update the branch risk information.
Department user can only give response of the risk	System update the risk response and update the status accordingly
User click save button	System will update the changes
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

Data dictionary of branch risk register

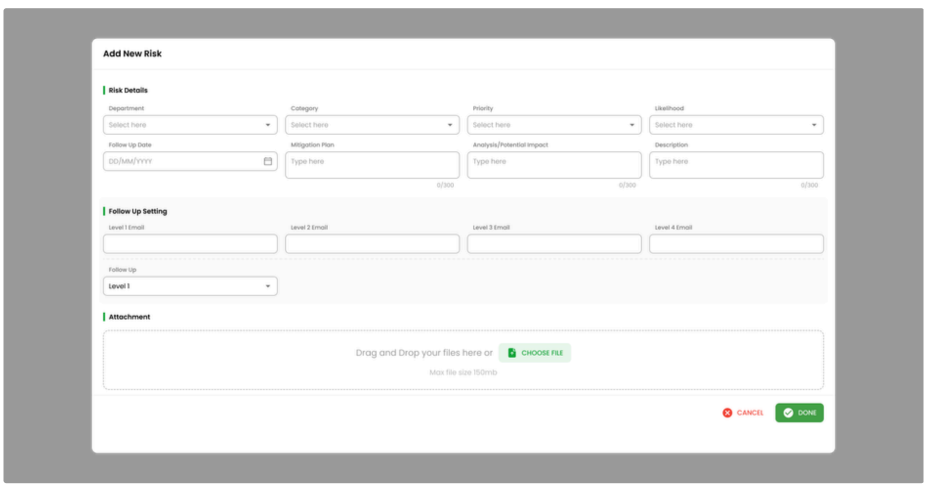
Field Name	Field Type	Character Type	Character Limit	Mandatory	Description
Risk ID	Display only	-	-	Yes	System generated RISK ID
Department	Dropdown	[Operations , Schedule , Technology, information, Security, Quality, Project plan]	-	Yes	Select the department
Category	Dropdown	[Data Security	-	Yes	Select the category of the risk

		, Communication Issue , Scheduling Delay, Theft Of Material, Corruption, Compliance Risk, Process Deviation, Revenue Leakage , Backlog, Budget]			
Description	Text	Alphanumeric	250	Yes	Define the risk
Likelihood	Dropdown	[]		No	select the risk Likelihood
Analysis/ Potential Impact	Text	Alphanumeric	250	No	Define the Analysis/ Potential Impact
Mitigation Plan	Text	Alphanumeric	250	No	Define the Mitigation Plan
Priority	Dropdown	[High, Medium, Low]	-	Yes	select the risk priority
Risk Owner	Display only	-	-	Yes	User name who created the risk
Risk Status	Drop down	[Pending , Approved, Rejected]	-	Yes	User name who created the risk
Attachments	Browse	-	-	No	upload the attachments
Latest Follow Up Date	Calendar	-	-	Yes	Select the date of Latest Follow Up Date
Risk Response	Drop Down	[Accept, Reject, Transfer, Mitigate, Avoid]	-	Yes	Select the risk response
Level 1 - Email	Text	Email format	-	No	Enter the employee level 1
Level 2 - Email	Text	Email format	-	No	Enter the employee level 2
Level 3 - Email	Text	Email format	-	No	Enter the employee level 3
Level 4 - Email	Text	Email format	-	No	Enter the employee level 4
Last Modified By	Display only	-	-	Yes	User name who last modified
Last Modified Date - Time	Display only	-	-	Yes	Last date and time of last modification

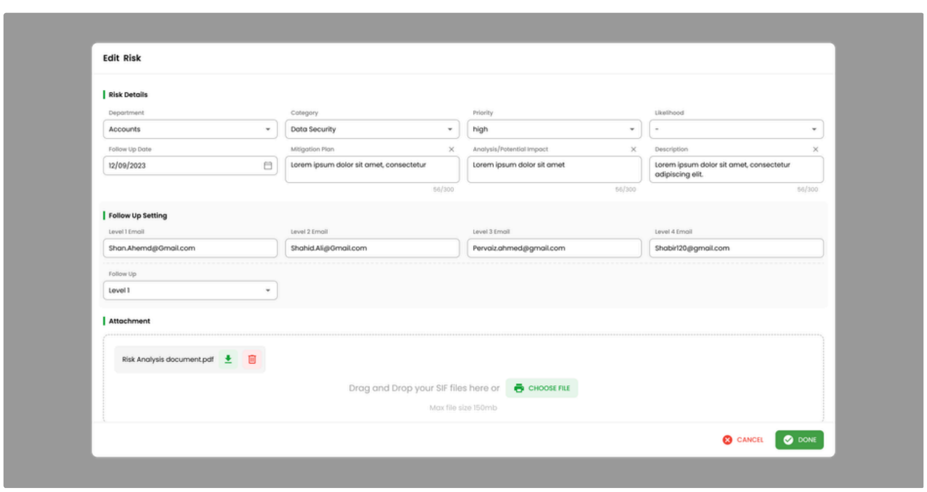
Follow Up	Drop down	[Level1, Level 2, Level 3, Level 4]	-	Yes	Select the follow up type and therefore according the risk will be follow up to level email address mentioned above



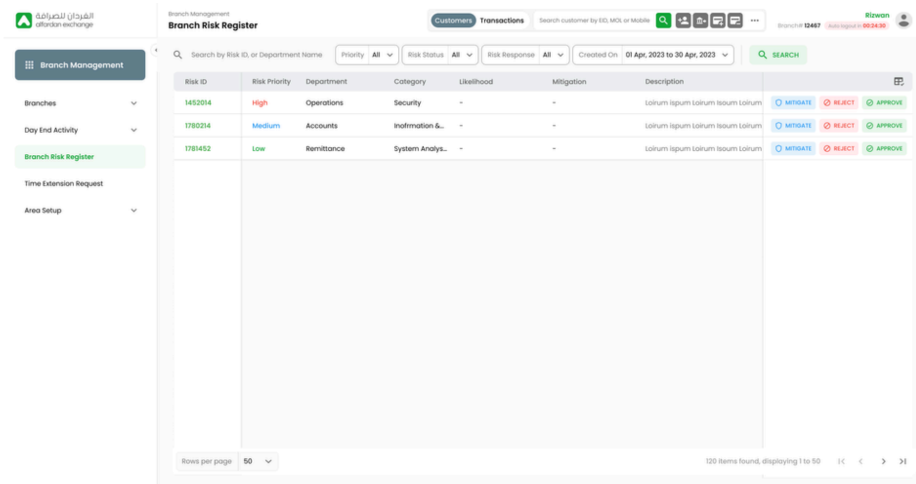
Risk Register Listing



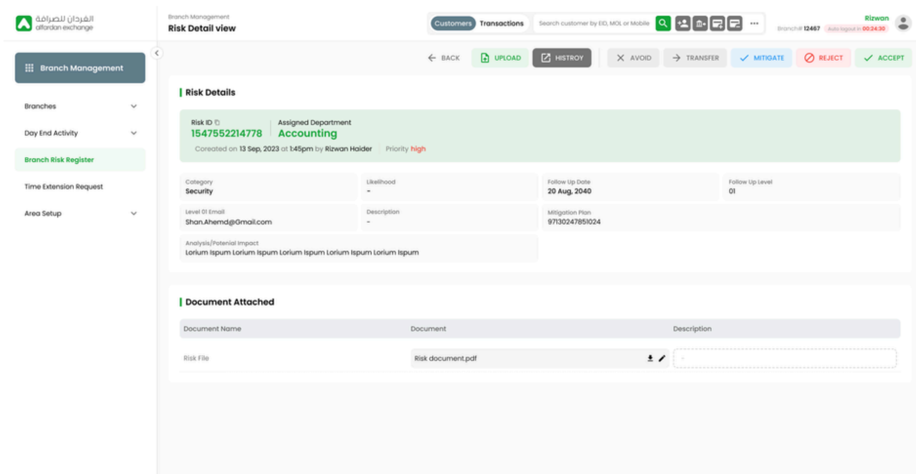
Add New Risk



Edit - Risk



Assigned User - Listing view



Assigned User - View

Employee TAKT Time

Filters	Report Headers	Report columns
Date Range (To - From) Employee Name (Searchable Drop down - Multi selection)	Logo Period Report name	• Employee Name • TAKT Time

- Takt time denotes the pace required to finish a transaction to satisfy customer demand
- Report should be in excel format

Manage Branch Duty Roster

Filters	Report Headers	Report columns
Date Range (To - From) Branch Name (Searchable Drop down)	Logo Period Report name	• Employee Name • Time and Shift (Against Each employee)

- Report should be in excel format

Employee Master

Filters	Report Headers	Report columns

Date Range (To - From) Branch Name (Searchable Drop down)	Logo Period Report name	List of Selected branch employees will be displayed • Employee Name

- Report should be in excel format

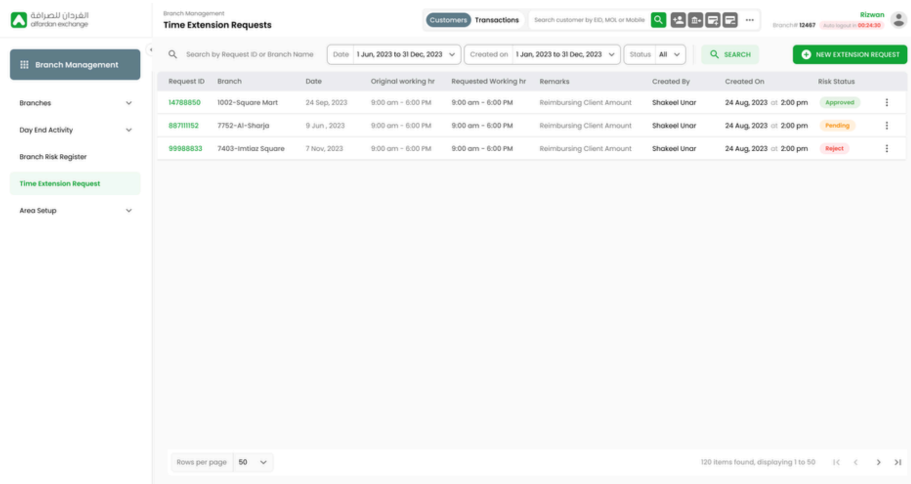
Time Extension Request

Use cases Time Extension Request

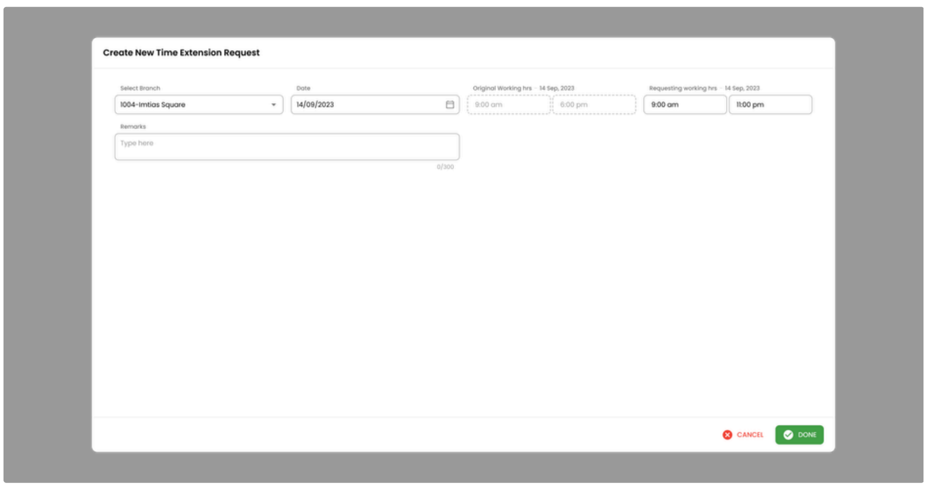
Name	UC-1: Create Time Extension Request
Actors	Branch Manager
Description	The branch manager will be able to create time extension request
Typical Course of Events	
Actor Action	**System Response**
User navigates to the time extension request screen by, Branch Management - time extension request	System redirects the user to the time extension request screen where the listing of time extension request entries are present.
User clicks add time extension request	System redirects user to the add time extension request form
User enter the time extension request information	System should ensure that the time extension request details should be validated according to mandatory fields
User click save button	System will save the time extension request
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

Name	UC-2: User edits/view existing time extension request
Actors	Branch manager / Admin
Description	The branch manager will be able to edit and view the time extension request
Typical Course of Events	
Actor Action	**System Response**
User navigates to the Branch risk register listing screen by, Branch Management → time extension request	System redirects the user to the time extension request screen where the listing for all the System time extension request is present.
User selects the time extension request	System shows the desired records on the grid.
User clicks on context menu to view details	System will display information about the respective time extension request
User clicks on context menu to edit details	System will display in time extension request details in edit mode
User can change the time extension request	System will update the time extension request information.
Admin receive the request and update the status	System update the time extension request and update the status accordingly
User click save button	System will update the changes
User clicks on cancel button	All the selected data is lost and user is redirected to listing page

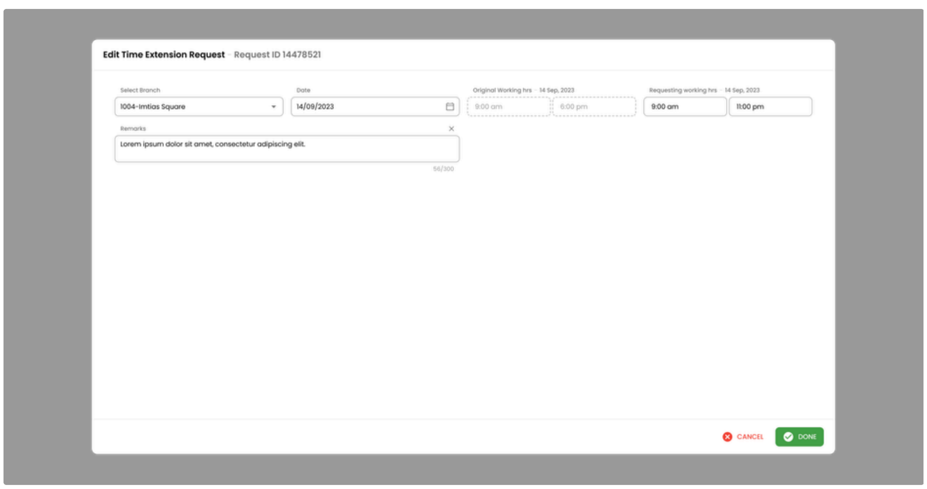
Field Name	Field Type	Character Type	Character Limit	Mandatory	Description
time extension request ID	Display only	-	-	Yes	System generated time extension request ID
Branch	Display only	-	-	Yes	fetch the created user branch details
Date & Time	Date and Time Picker	-	-	Yes	Select the date and extension time Validate the branch opening time and closing time, this time should be greater than branch closing time else show error
Reason / Remarks	Input	Alphanumeric	250	Yes	Define the extension reason



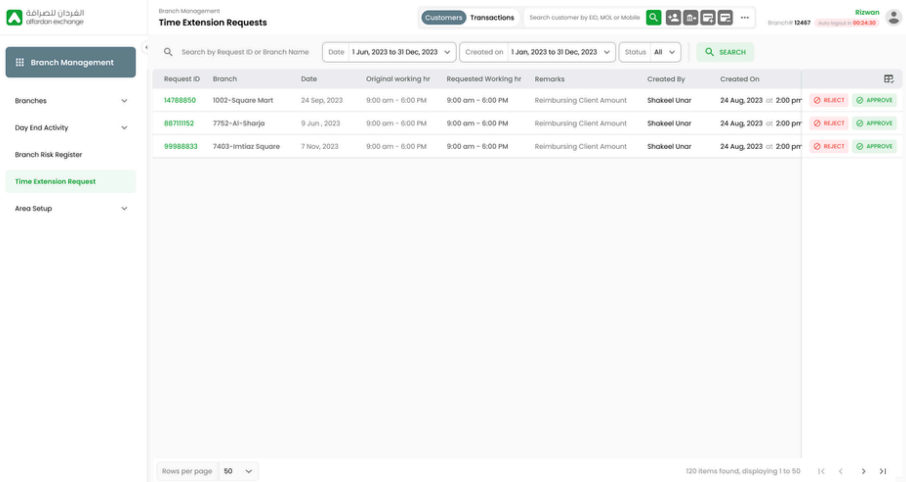
Time Extension - Listing



Create New Extension Request



Edit Request



Time Extension - Admin View

Cashier Stock Summary

Filters	Report Headers	Report columns
Date Range (To - From) Branch Name (Searchable Drop down) Cashier Name (Searchable Drop down - Multi selection)	Logo Period Report name	• Employee Name (Cashier Name) • Stock LCY • Stocks FCY (Each currency amount should be displayed in a separate column) ◦ Show the denomination where applicable for both LCY and FCY

- Report should be in excel format

Cashier Activity

Filters	Report Headers	Report columns
Date Range (To - From) Branch Name (Searchable Drop down) Cashier Name (Searchable Drop down - Multi selection) Activity Type [Product, Payment, Receipt, All TXN (Drop down - Multi selection)	Logo Period Report name	• Employee Name (Cashier Name) • Product (All products transaction should be displayed) • Payment (All payments transaction should be displayed) • Receipt (All Receipt transaction should be displayed) • All Transaction (All the above the txns should be displayed

- Report should be in excel format

Cheque Funding Pending

Refer to below link:

Transaction Creation (Level 2 Requirement RTP-7-01) | UC 4: Authorize Cheque

Cheque Deposit Pending

Refer to below link:

Transaction Creation (Level 2 Requirement RTP-7-01) | UC 4: Authorize Cheque

Cashier Till Closure

Mention in below link:

Branch Management | Process Flow of Teller Proof

Cash Transfer for Till Opening

Mention in below link:

Branch Management | Use cases Branch Day Management

Reports

Activity Report for Branch

Mention in below link:

Branch Management | Cashier Activity , this reports can be utilized as activity report for branch by selecting the relevant filters

Activity Report for User

Mention in below link:

Branch Management | Cashier Activity , this reports can be utilized as activity report for branch by selecting the relevant filters

Cash Holding Report for Branch

Mention in below link:

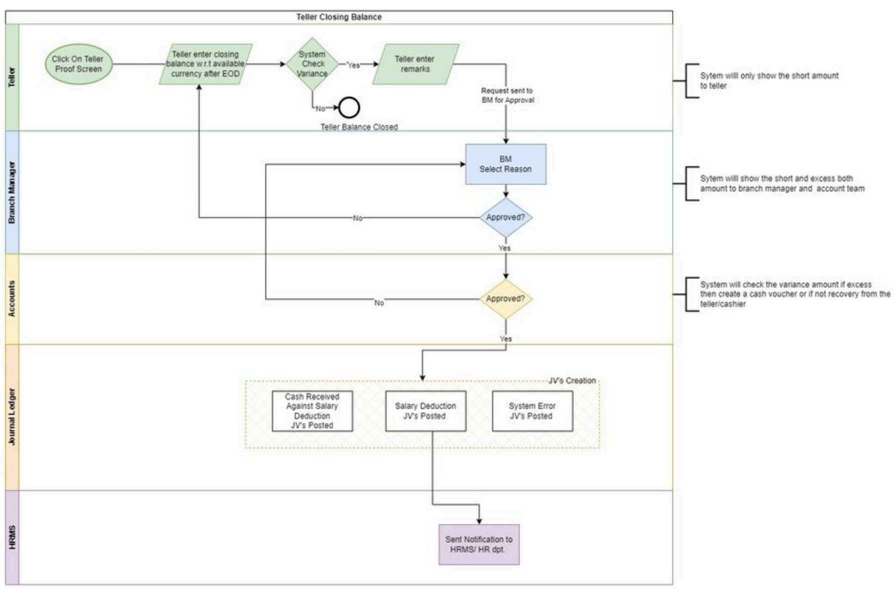
Branch Management | Cashier Stock Summary , this reports can be utilized as activity report for branch by selecting the relevant filters

Cash Holding Report for Each Cashier

Mention in below link:

Branch Management | Cashier Stock Summary , this reports can be utilized as activity report for branch by selecting the relevant filters

Process Flow of Teller Proof



Use cases Teller Proof

Name	UC-1: Save FC Teller Proof Details for Later
Actors	Cashier/Teller
Description	User the enter the physical amount for the branch day end process
Typical Course of Events	
Actor Action	**System Response**
User navigates to: Teller Proof	User is redirected to ‘Teller proof Setup’ screen where the following tabs are displayed: • Currency Details

	FC teller proof details will be entered at Currency Details tab that will be opened by default. Following buttons will be available and enabled on screen: • Save • Save & Complete • Cancel
User enters details at the Currency Details tab	FC Currency Details like Currency Code, Currency Name, Currency Amount, Reason will be entered by the cashier.
User clicks on ‘Add Another +’ button	A new empty row will be added in the grid where the cashier can add further currency details.
User clicks on the ‘Details’ button available with each record	Currency Details pop up displays showing denominations details of the selected currency. The user enters denominations for each record, like If Amount = 50 AED then denominations should be as: (Denominations) 50 AED = 1(Quantity) (Denominations) 10 AED= 5 (Quantity)
User clicks on ‘Save’ button available at Currency Details popup after entering denominations	FC Currency denominations must be saved in the system against the currency. When the user clicks again on the ‘Details’ button, then last entered details will be displayed from where user can update currency denominations and updated details will be saved and reflected in the system.
User clicks on ‘Save’ button	All FC Teller Proof details should be saved as a draft. So, the user can resume and/or modify details where required.

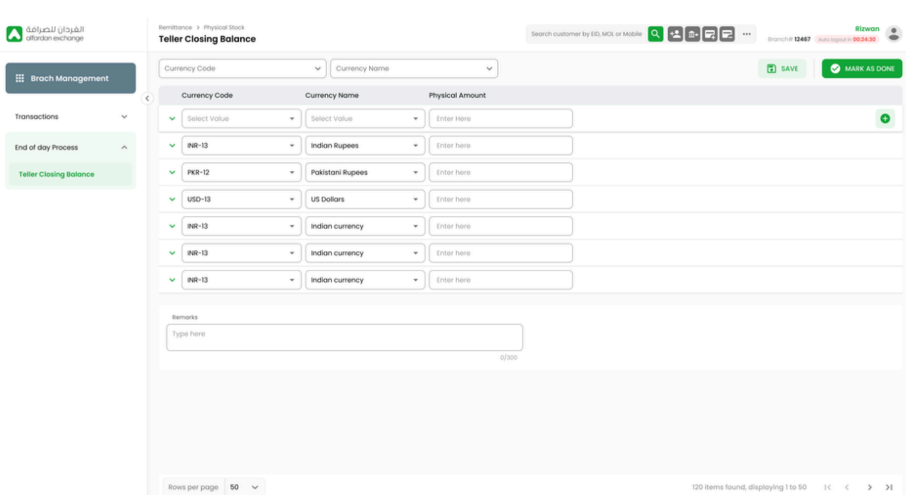
Name	UC-2: Save & Complete Teller Proof Details
Actors	Cashier/Teller
Description	User can save and complete the branch day end process
Typical Course of Events	
Actor Action	**System Response**
User navigates to: Teller Proof	User is redirected to ‘Teller proof Setup’ screen where the following tabs are displayed: • Currency Details FC teller proof details will be entered at Currency Details tab that will be opened by default. • Save • Save & Complete • Cancel Only 'Save' and Save & Complete' button will be available on the screen.
User enters details at the Currency Details tab, enters denominations and clicks on ‘Save & Complete’ button	Mentioned below message displays to the user along with ‘Yes/No’ buttons. ‘Are you sure you want to mark the Teller Proof as Complete?’
User clicks on ‘No’ button from confirmation message	The prompt message closes and user redirects to main Currency Details tab showing the entered details.
User clicks on ‘Yes’ button from confirmation message	The system validates the following business rules. The Amount value (Balances) should be >= 0 (greater than or equals to) for all currencies in cashier possession. If the user clicks on 'Save & Complete' button without providing any value in the 'Amount' field then below validation message will be displayed to the user. 'Amount is required. Please provide a value greater than or equals to in highlighted rows.' All requests/transfers status should be = Completed/Cancelled for the cashier. There should be no pending transfers or requests. If there exist any pending transfers or request then the user will not be able to proceed and below message will be displayed. 'Please complete all the pending transfers or request(s) before marking teller proof as 'Complete'.' For the Cashier, all 'Receipt' Cheque must have Status = 'Transferred'. There should not be any Cheque with Status = ‘Received’.

	'Please transfer all the 'Received' cheque to the main cashier before marking teller proof as 'Complete'.' FC Teller Proof for the day will be saved as 'Completed' in the system against the cashier and system updates the detail on the Branch EOD screen. In case if the limit violation is found against FC Teller Proof, then the specific rows will be highlighted where the limit was exceeded. Following buttons will be available and enabled on screen: • Save & Complete • Cancel
User updates the highlighted field value and clicks on 'Save & Complete' button	Mentioned below message will be displayed to the user and FC Teller Proof for the day will be saved as 'Completed' in the system against the cashier and system updates the detail on the Branch EOD screen. 'Teller Proof has successfully marked as 'Completed'.'
User clicks on the 'Back' button	The system redirects the user to the 'Home' screen of the application.

Name	UC-3: Save Teller Proof Details with Variance
Actors	Cashier/Teller
Description	User enter the physical amount and system shows the variance in the amount
Typical Course of Events	
Actor Action	**System Response**
User navigates to: Teller Proof	User is redirected to 'Teller proof Setup' screen where the following tabs are displayed: • Currency Details FC teller proof details will be entered at Currency Details tab that will be opened by default.
User enters details at the Currency Details tab, enters denominations	Variance is found in balances and system highlights the rows where variance was above the defined threshold in the system and if the amount is less than the value in the system then show the variance amount. User have to give remarks why the variance is occurred. Only those fields where the variance is found will become enabled. Rest of the fields will be disabled. Following buttons will be available and enabled on screen: • Save & Complete • Save with Variance • Cancel
User update details in highlighted rows that show variance and clicks on 'Save & Complete' button	Mentioned below message will be displayed to the user and FC Teller Proof for the day will be saved as 'Completed' in the system against the cashier and system updates the detail on the Branch EOD screen. 'Teller Proof has successfully marked as 'Completed'.'
Without updating details, the user clicks on 'Save with Variance' button	FC Teller Proof details will be saved in system with a variance flag and system updates the detail on the Branch EOD screen. Below message will be displayed to the user. User have to enter remarks and send for approval
User clicks on the 'Back' button	The system redirects the user to the 'Home' screen of the application.

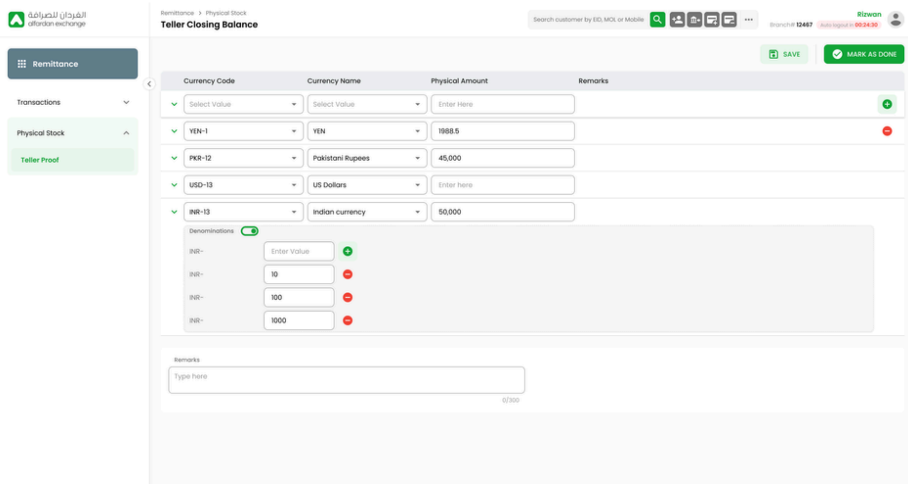
Name	UC - 4-: Teller Proof Details with Variance & Reason
Actors	Branch Manager/ Accounts
Description	Branch manager have to select the reason and give approval Accounts team give the approval and accounting entries will be posted according to the selected reason
Typical Course of Events	
Actor Action	**System Response**

User navigates to: Physical Stock > Teller Proof	User is redirected to 'Teller proof Setup' screen where the following tabs are displayed: • Currency Details FC teller proof details will view red at Currency Details tab that will be opened by default.
Branch Manager selects the reason and clicks on approve button	Mentioned below message displays to the user along with 'Yes/No' buttons. 'Are you sure you want to mark the Teller Proof as "Reason Name"?' following are the reason [Salary Deduction, System Error, Cash Received Against Salary Deduction]
Branch Manager clicks on 'Approve' button from confirmation message	System will send the details to account team for approval. Mentioned below message will be displayed to the user and FC Teller Proof for the day will be saved as 'Completed' in the system against the cashier and system updates the detail on the Branch EOD screen. 'Teller Proof has successfully marked as 'Completed with variance'.'
Branch Manager clicks on " Rejected" button from confirmation message	System will revert back the details to cashier to do the amendment and send again.
Variance amount is excess	Accounts will create a cash voucher
Variance amount is short	System will do the recovery from cashier
Accounts team approve the " Reason of Variance"	System will post the entry at Journal Ledger management against the selected reason Listing page of accounts dpt. consist of following columns and details • Branch Code • Branch • Cashier/Teller Name • Variance • Reason Note : If the Reason is Salary Deduction all the above details will be notify to HRMS/HR Dpt. Mentioned below message will be displayed to the user and FC Teller Proof for the day will be saved as 'Completed' in the system against the cashier and system updates the detail on the Branch EOD screen. 'Teller Proof has successfully marked as 'Completed'.'
Accounts clicks on " Rejected" button from confirmation message	System will revert back the details to BM to do the amendment and send again.
User clicks on the 'Back' button	The system redirects the user to the 'Home' screen of the application.

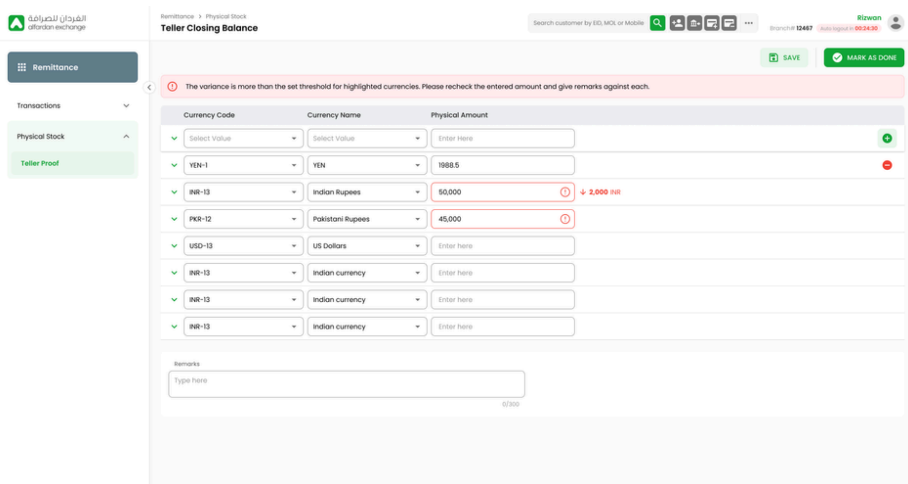


Teller Closing Balance

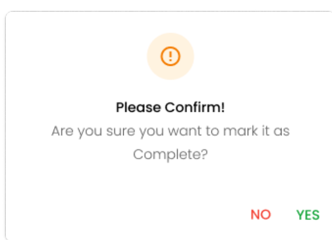
DocuSign Envelope ID: 1E9DA153-5AB8-44D8-A078-27B3E642A0D2



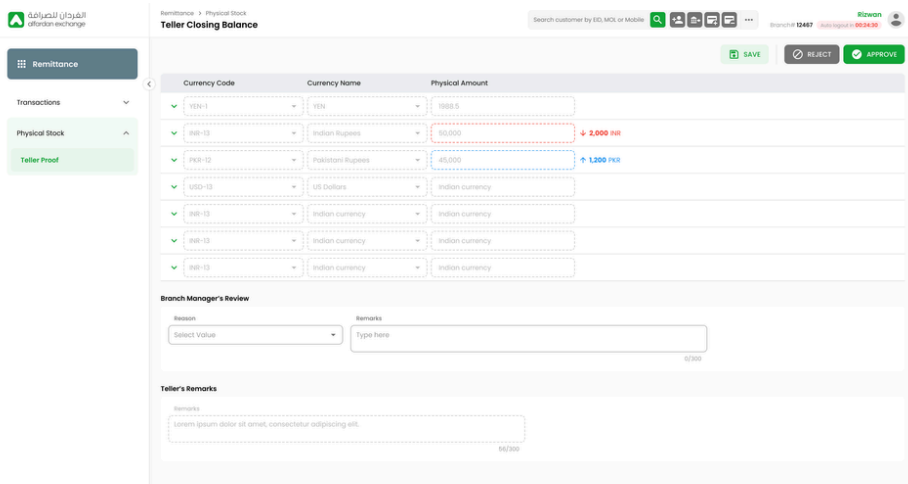
Denomination



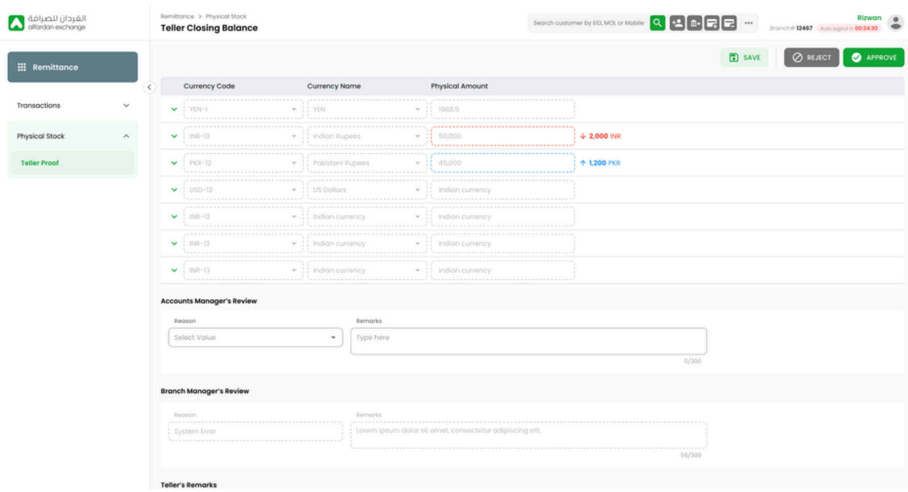
Variance



Complete - pop up



Manager's Approval with Reason selection



Accounts Approval

- Teller Closing Balance should also display the System Balance as a column

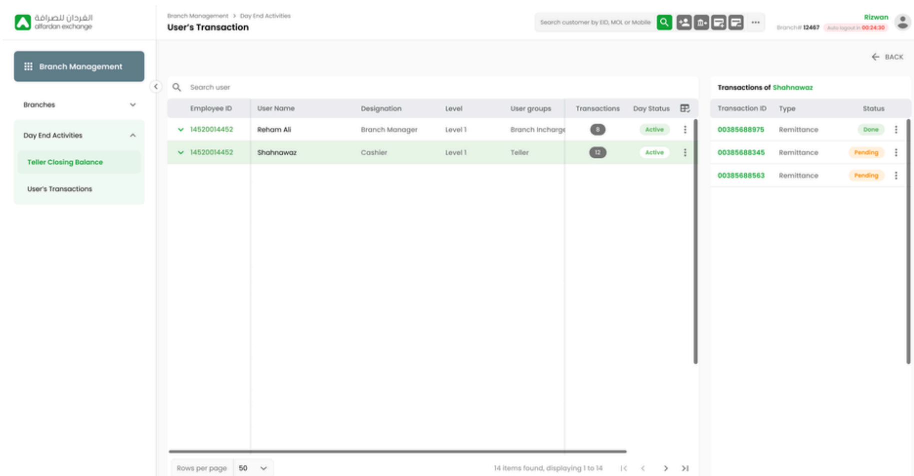
Use cases Branch Day Management

Name	UC-1: Branch End Day by System
Actors	Branch Manager
Description	Branch end of day by system
Typical Course of Events	
Actor Action	**System Response**
User navigates to: Setup > Day Management	User redirects 'Branch Day Process' screen, where logged-in branch manager's branch cashier list will be displayed. 'Branch' field will show logged in manager's branch by default and it will be read-only whereas 'Cashier' drop-down will show 'All'. Cashier drop-down will show a list of all cashiers of the branch. Grid will show all Cashier's details and their day status with respect to the Branch field value. For head office users, Branch field will be editable so, user can select any branch from list and it will be empty by default.
User selects a Cashier	Cashier details will be filtered in the grid according to the selected cashier. Details will be displayed like Branch Name, Teller Name, Login and Logout Time, Teller Proof Status and Variance.

	End Day button will be available and will be disabled until the scheduled branch close time is reached. Initially, there will be no Login and Logout time and Variance. Teller Proof status will be ‘Incomplete’.
System checks ‘End Day’ when all cashiers of branch Teller Proof Status = Completed and Branch time has reached	End Day will be performed automatically in this case when all cashier’s Teller Proof Status = Completed and branch end day time has reached. **For example:** If current time = 9:00 PM, Branch closing time = 9:00 PM(as defined in 'Working Hours' of the branch for that day) and Cashier’s Status = Completed then End Day will be performed automatically. ‘End Day’ button will remain disabled. At Branch End Day, Branch Balance will be saved in system as ‘Branch Closing Balance’ for each currency for the current day. Branch balance will be saved as ‘Opening Balance’ for the next day. The following message will be displayed to the user: ‘Branch Day ended successfully at 9:00 PM. Closing Balance is <AED_Closing_Balance_Value> AED.’ System calculates ‘Closing Balance’ for all cashiers and the whole branch. ‘Branch Closing Balance’ will be the sum (aggregated value) of all cashier’s ‘Closing Balance’. The system will save the closing balance for all cashiers of the branch against each currency.
Systems checks ‘End Day’ when all cashiers of branch Teller Proof Status = Completed but Branch time is not reached	End Day button will be disabled until branch time is not reached. Branch time will be defined in the ‘Branch Setup’ screen. **For example:** If current time = 8:30 PM, Branch closing time = 9:00 PM and Cashier’s Status = Completed then End Day button will be disabled. End day will not be performed in this scenario.
System checks ‘End Day’ when Branch time has reached and few cashiers of branch Teller Proof Status = ‘Incomplete’	A popup message will be displayed to user about ‘Incomplete’ Teller Proof Status of cashier in order to mark branch ‘End Day’. ‘End Day’ button will be disabled. ‘Scheduled Branch EOD time has been exceeded and Teller Proof Status of all cashiers is not ‘Completed’ yet. Please make sure all statuses should be ‘Completed’ to mark ‘End Day’ successfully.’.

Name	UC-2: Branch End Day by BM
Actors	Branch Manager
Description	Branch end of day by branch manager
Typical Course of Events	
Actor Action	**System Response**
User navigates to: Day Management	User redirects ‘Branch Day Process’ screen where the grid will show cashier list of logged-in branch manager’s branch. ‘Branch’ field will show logged in manager’s branch by default and it will be read-only whereas ‘Cashier’ drop-down will show ‘All’. Cashier drop-down will show a list of all cashiers of the branch. For head office users, Branch field will be editable so the user can select any branch from list and view details. By default, no value will be selected so the grid will be empty.
User selects a Cashier	Cashier details will be filtered in grid according to the selected cashier. End Day button will be available and will be disabled until scheduled branch close time is reached.
User can click on “View”	System will show all the pending transaction of the selected cashier/teller e.g. if any FC transactions is pending then it will display the transaction no and show the status of that transaction.
User clicks on ‘End Day’ when Branch time has surpassed and after that, all cashiers of branch Teller Proof Status will be ‘Completed’	End Day of the branch will be performed successfully showing below the message. ‘Branch Day ended successfully at 9:00 PM. Closing Balance is <AED_Closing_Balance_Value> AED.’ **For example:**

	If current time = 10:00 PM, Branch closing time = 9:00 PM and Cashier's Status = Completed then End Day will be performed on 'End Day' click. 'End Day' button will become disabled after 'End Day'. Refer to all the scenarios mentioned in the above use case 'UC-1: Branch End Day by System'.



Branch end of day

Points To be Noted:

Branch Transfer/ mapping with in Area

- Mentioned in Branch Management | Branch Mapping to Area/Region

Teller Closing Balance should also display the System Balance as a column

- Mentioned in Branch Management | UC 1: Branch End Day by System

Teller Closing Balance, this exercise may need to be done during day time as well. Staffs , who are having split shift need to empty their cash and handover to chief cashier.

- Yes according to their shift end time they have to submit / handover the cash.

Cash Short or Cash Excess booking Transactions to be created

- Mentioned in Branch Management | Process Flow of Teller Proof

Short or Excess does not immediately impact Staffs Payroll, this is subject to Accounts/ Hrs approval. Because some times these short or Excess are identified and settled. (e.g. in case of cash short, Cash might be found next day and in that case cash short pending entry will not be authorized.)

Mentioned in Branch Management | Process Flow of Teller Proof

There should be option with Chief Teller to Assign Cash (LC/FC) to Teller Staff , when they start their cashier till.

- Already covered in FC module FC Transfers | Same branch FC Transfer FCY 1707 01 03 , FC Transfers | Same Branch LC Transfer FCY 1707 01 04

Open Items from FSD:

	AFX Feedback	TLX Response
1	Branch grading	Confirmation and content required from AFEX
2	Virtual branch mapping with main branch and how its transaction is stored at which branch	AFEX will share later
3	Teller proof reasons JV's creation	Required from AFEX
4	Branch Compliance Verification	Need Clarification from AFEX
5	Surprise Cash Verification	Need Clarification from AFEX