Project:

System: NPDA

Date: 2016/02/24

Functions/Features: Workflow Screens Document

Document History

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Organization	Person

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Organization	Person

Revision Record

Number	Date and Sections	Notes

References

Document Title	File Name

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1. Introduction

1.1 Document Purpose

The purpose of this document is to show the workflow for transaction exceptions by displaying the screens for the application.

1.2 Project Background

This project is initiated by the National Credit Regulator (NCR) where the each National Payment Distribution Agency (NPDA) must keep a record of the general ledger for all transaction entries.

1.3 Business Objectives

- The objective of this document is to assist developers in developing an application that will be used in processing exception transactions.
- The objective of this workflow is to demonstrate how the different users will interact with the application is processing exception transactions.

1.4 Exception Processing

1.4.1 Application landing page

- The application must display all exception types for processing.
- The user must select the exception type from the list.
- Another way of finding an exception type is to search by Consumer ID or DC Organisation Name.
- There are three possible screen outcomes from this based on the search criteria.
- First a list by exception type
- Secondly a list of different exception types by Consumer ID
- Lastly a list of exception types by DC Organisation
- Only one of the three possible search is possible.
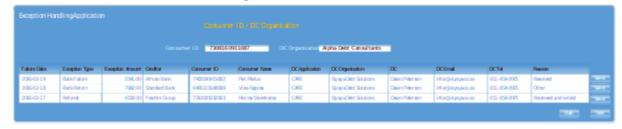
1.4.2 Exception Type Listing

- This screen shows listing of only one selected exception type.

- The user will select an exception transaction to see exception detail.

1.4.3 Exception Type Detail

- The exception transaction detail is displayed.

- The user views the transaction detail.

- The user debits and credit the relevant account.

- The user captures notes pertaining to the transaction

- When the transaction has been processed

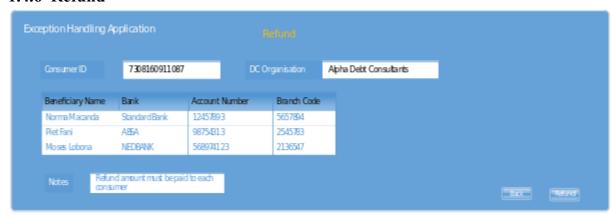## 1.4.4 Consumer ID and DC Organisation selection

- When the Consumer ID or DC Organisation is used to search for an exception.

- The following information is displayed about o the different exception types.

1.4.5 Payment Option

- This screen identifies the exception type and payment option for be chosen.

- The options are a Refund or Creditor Distribution

1.4.6 Refund

- The user selected consumer refund.

- The following screen is displayed which shows which beneficiary will be paid.

1.4.7 Refund GL Entry

- The screen shows the GL transaction to be processed.

- There could be multiple GL entry to be processed resulting from a single transaction.

1.4.8 Creditor Distribution

- This screen shows the distribution to creditors.

- It shows the outstanding balance together with the next instalment date and amount to pay on this transaction.

- Correct creditor account details are also stated.

1.4.9 Creditor Distribution GL Entry

- This screen shows the distribution to creditors.

- It shows the outstanding balance together with the next instalment date and amount to pay on this transaction.

- Correct creditor account details are also stated.

1.5   Exception Approval

The approval role is performed by the user with approval rights to captured transactions.

1.5.1   Approval landing page

- The approver will have this screen to go through processed exceptions for approval or rejection.
- The search will be by Exception Type; Consumer ID or DC Organisation as indicated on the screen.
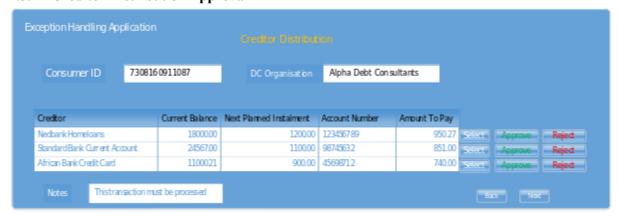
1.5.2   Approval search result

- The approver will have this screen to go through processed exceptions for approval or rejection.
- The search will be by Exception Type; Consumer ID or DC Organisation.

1.5.3   Refund approval screen

- The approver will view this screen which has more transaction details.

1.5.4 Creditor Distribution Approval

- This screen will show the details of creditor distributions to be reviewed for approval or rejection.

1.5.5 GL Entries Transaction Listings

- This screen lists the exception types for the user to select and view in detail the exception type; approve the exception or reject the exception type.

1.5.6 Exception Type Listing

- The approval will view processed exception transactions to approve or reject.
- Approved transaction will be processed by passing GL Entries.
- When the transaction is rejected – it goes back to the queue for processing in this application.
- Select button will show more details of the transaction.

1.5.7 GL Entry Transaction

- When the transaction has been selected:

- More details are displayed and the user can also approve or reject transaction.