

**Project:**

**System: NPDA**

**Date:** 2016/02/24

**Functions/Features: Workflow Screens Document**

**Document History**

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# Introduction

## Document Purpose

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

## 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.

## 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.

## Exception Processing

## 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.

## Exception Type Listing



* This screen shows listing of only one selected exception type.
* The user will select an exception transaction to see exception detail.

## 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

## 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.

## Payment Option



* This screen identifies the exception type and payment option for be chosen.
* The options are a Refund or Creditor Distribution

## Refund



* The user selected consumer refund.
* The following screen is displayed which shows which beneficiary will be paid.

## 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.

## 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.

## 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.

## Exception Approval

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

## 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.

## 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.

## Refund approval screen



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

## Creditor Distribution Approval



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

## 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.

## 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.

## GL Entry Transaction



* When the transaction has been selected:
* More details are displayed and the user can also approve or reject transaction.