Closure Management Tool

Objective

The **Closure Management Tool** is built to simplify and streamline the monthly activity closure process for finance and related operations. It helps in managing bulk activity assignments via Excel uploads and enables seamless coordination between Owners, Managers, and Admins. With features like automated task allocation, status tracking, reminders, and reporting — the tool ensures every task is completed on time.

Roles

- **Head (Uploader)**
- **Owner**
- **Manager**

Basic Flow

Head (Uploader)

- Uploads Excel formats before the 25th of each month:
    - **Activity Wise Format**
    - **Journal Voucher Format**

- Can view all tickets (pending, completed).
- Closure action by the owner can be reviewed by Head.
- Additional Features:
    - **User Management**: Add/Manage Head, Owners, and Managers.
    - **Masters**: Maintain Division, Entity, CC, Location, and Email Triggers.
    - **My Requests**: View items created directly by Admin.

Activity Wise Format – Excel Fields

- Activity Name, Owner Entity, Owner, Manager, Due Date, Status (default: Open), Owner Remarks, Plant Closure Impact (Yes/No), Actual Closure Date & Manager Remarks

Journal Voucher Format – Excel Fields

- Journal Name, Owner Entity, Division, Channel, Owner, Manager, Due Date, Status (default: Open), Owner Remarks, Actual Closure Date, Manager Remarks & Attachment.

NOTE: For activity and journal voucher format the tool reads the Excel headers and automatically assigns each activity to the respective **Owner** and **Mangers**.

Owner

- Logs in to view all activities assigned to them.
- Updates the **Status** (from Open to Closed) once task is completed.
- On approval, the system captures the **Actual Closure Date** (based on timestamp of owner sign-off).
- Can add remarks (up to 100 characters).
- Once status is updated, it goes to the **Manager** and **initiator** for review.

Manager

- Sees activities assigned to them that are marked "Closed" by the Owner.
- Reviews details and adds remarks (Mandatory in case of delays).

Key Functional Screens

Owner View

- Assigned Activities List
- Fields: Activity Name, Owner Entity, Manager, Due Date, Status (Editable), Remarks (Editable, 100 char), Plant Closure Impact (View only), Actual Closure Date (View only) & Delay Reason (View only – Manager enters)

Manager View

- Assigned Activities for Review
- Actions: Entering a delayed date must be accompanied by mandatory remarks. Additionally, remarks should be provided for on-date closure or completion

Head View

- All Tickets Dashboard
- Tabs: **Pending**: Freshly uploaded or Owner-updated tickets
  - **Completed**: Fully closed items
  - **Masters**: Manage Divisions, Entities, CC, etc.
  - **User Management**: Add/edit all users

Extra Features

Login & Role-based Access

- Role-based access: Head, Owner, Manager.
- Each role sees only relevant screens and actions.

File Uploads

- Excel parsing from fixed headers.
- Attachments supported in excel Format.

Notification Engine

- Email alerts:
  - 3 Days Before Due Date → Owner
  - On Due Date → Owner Reminder
  - Due Date +1 → Escalation to Manager

Dashboard

- View ticket status counts for both Activity & Journal voucher: Open, Completed & Delayed.
- Special Filters in completed tabs for all users:
  - Date filter for monthly wise.
  - For Head and manager login an additional filter consists of all the owner names.