

POLICYHOLDERS COMPENSATION FUND
MICROSOFT DYNAMICS 365 BUSINESS CENTRAL IMPLEMENTATION
TRAINING REPORT (NAIVASHA)

PRESENTED BY



APPKINGS SOLUTIONS LTD
Off Ngong Road, Nairobi, Kenya.

P.O. Box 21038-00100, Nairobi
Tel: +254712957664/+254704121064/+254732-799440/+254717255393.

Web: www.appkings.co.ke

Email: info@appkings.co.ke



POLICYHOLDERS COMPENSATION FUND

Nairobi - Kenya

Table of Contents

Table of Contents

Introduction.....	3
Definition of Terms.....	3
D365 Training.....	3
Objectives of the Training.....	4
Training Schedule.....	4
Training Attendance.....	5
Training Feedback.....	6
Conclusion.....	7

Introduction.

Microsoft Dynamics (Dynamics 365 Business Central) is a powerful, agile ERP system that enables organizations to have a better management tool for its operational department processes. This includes the following:

- a) Financial Management
- b) Human Resource & Payroll Management
- c) Supply Chain Management
- d) Administration Management
- e) Document Management System(DMS)
- f) Audit Module
- g) Cooperate Communication

Definition of Terms

Term	Definition
PCF	Policyholders Compensation Fund
ASL	Appkings Solutions Ltd
DMS	Document Management System
D365	Microsoft Dynamics 365 Business Central
SCM	Supply Chain Management

D365 Training

D365 user training was conducted by ASL between dates 18thth July 2022 – 22nd July 2022 to PCF staff.

The training was user intensive and practical in nature as every PCF was taken through their process comprehensively and assisted individually whenever faced with a challenge.

Objectives Of The Training

By the end of the training, every user was expected to:-

- I. Beware that system access requires unique credentials (Username and Password) that can be reset by System Administrator
- II. Navigate through the system and user search functionality.
- III. Raise any of the common requisition with ease. These include Leave requisition, Imprest requisition, Store requisition, Staff Claim and Departmental Requisition.
- IV. Generate report on common requisition raised.
- V. Perform daily operations in core modules Grants, Finance, Supply Chain Module and HRM(and Payroll) and Generate reports.

Training Schedule

Day	Time	Training Area	Facilitator	DATE
SUNDAY	Travelling from Nairobi to Naivasha			
MONDAY	8.00am -8.30am	Arrival and Registrations	Secretariat	18th July 2022
	8.30.am -9.00am	Introductions and objectives of the workshop	Mr. Mamo	
	9:00 am – 10.30am	Opening remarks Objective of the Training	Managing Trustee	
		FINANCE <input type="checkbox"/> Chart of Accounts <input type="checkbox"/> Budget Setup	Appkings	
			Benjamin	
	10.30 am-11.00Am	TEA BREAK		
	11.00AM – 1.00PM	<input type="checkbox"/> Finance Operation <input type="checkbox"/> Payables <input type="checkbox"/> Receivables	Benjamin	
	1:00 pm – 2:00pm	LUNCH BREAK		
		<input type="checkbox"/> Fixed Asset <input type="checkbox"/> Cashbook <input type="checkbox"/> Bank reconciliation	Benjamin	
	4.30PM - 5.00PM	TEA BREAK		
	5.00pm -	Practical Sessions		
END OF DAY TWO				
TUESDAY	8.00am -8.30am	Arrival and Registrations	Secretariat	19th July 2022
	8.30.am -9.00am	Recap	Bernard	

	9:00 am – 10.30am	Introductions and objectives of the day PROCUREMENT <input type="checkbox"/> Vendor Creation <input type="checkbox"/> Items	Mr. Mamo Appkings Benjamin	
	10.30 am-11.00Am	TEA BREAK		
	11.00AM – 1.00PM	<input type="checkbox"/> Procurement Budget <input type="checkbox"/> Procurement Plan <input type="checkbox"/> Requisition <input type="checkbox"/> RFQ	Benjamin	
	1:00 pm – 2:00pm	LUNCH BREAK		
		<input type="checkbox"/> Purchase Order/Service <input type="checkbox"/> Requisition Request <input type="checkbox"/> Issuing of Goods <input type="checkbox"/> Stock Card <input type="checkbox"/> Stock Taking Process	Benjamin	
	4.30PM - 5.00PM	TEA BREAK		
	5.00pm -	Practical Sessions		
	END OF DAY THREE			
WEDNES AY	8.00am -8.30am	Arrival and Registrations	Secretariat	20th July 2022
	8.30.am -9.00am	Recap	Bernard	
	9:00 am – 10.30am	Introductions and objectives of the day Human Resources <input type="checkbox"/> Employee Management	Mr. Mamo	

		<div><input type="checkbox"/> Human Resource Planning</div> <div><input type="checkbox"/> Job management</div>	<div>Appkings</div> <div>Benjamin</div>	
	10.30 am-11.00Am	TEA BREAK		
	11.00AM – 1.00PM	<div><div>➤ Recruitment management</div><div>➤ Leave Management</div><div>➤ Performance Management</div><div>➤ Training Management</div><div>➤ Disciplinary Management</div></div>	Benjamin	
	1:00 pm – 2:00pm	LUNCH BREAK		
		<div>PAYROLL</div> <div><div><input type="checkbox"/> Payroll setup</div><div><input type="checkbox"/> Payroll processing</div><div>Payroll reports</div></div>	Benjamin	
	4.30PM - 5.00PM	TEA BREAK		
	5.00pm -	Practical Sessions		
	END of DAY FOUR			
THURSDAY	8.00am -8.30am	<div>Arrival and Registrations</div> <div>Recap</div> <div>Introductions and objectives of the day</div> <div>ADMINISTRATION</div> <div><div>➤ Transport Management</div><div>➤ Meeting Room Management</div></div>	<div>Secretariat</div> <div>Bernard</div> <div>Mr. Mamo</div>	21 st July 2022

			Appkings	
			Benjamin	
	10.30 am-11.00Am	TEA BREAK		
	11.00AM – 1.00PM	<ul style="list-style-type: none"> ➤ Hospitality management ➤ Asset defects and Repair ➤ Accident reporting 	Benjamin	
	1:00 pm – 2:00pm	LUNCH BREAK		
		INTERNAL AUDIT <ul style="list-style-type: none"> ➤ General Overview ➤ Risk Management ➤ Report review 	Benjamin	
	4.30PM - 5.00PM	TEA BREAK		
	5.00pm -	Practical Sessions		
END OF DAY FIVE				
FRIDAY	8.30.am -9.00am	Arrival and Registrations	Secretariat	22nd JULY 2022
	9:00 am – 10.30am	Recap	Bernard	
		Introductions and objectives of the day CORPORATE COMMUNICATION <ul style="list-style-type: none"> ➤ Contact management ➤ Customer enquires 	Mr. Mamo	
			Appkings	
			Benjamin	
	10.30 am-11.00Am	TEA BREAK		
	11.00AM-1.00PM	<ul style="list-style-type: none"> ➤ Customer complaints ➤ Complains Trail Logs 	Benjamin	

	1.00pm-2.00pm	LUNCH BREAK		
	2:00PM-5PM	Document management System <ul style="list-style-type: none"> ➤ Document Scanning ➤ Document Attachments ➤ Permissions and user rights 	Benjamin	
		Way forward and Closure	Managing Trustee	
	5.00PM	TEA BREAK		
END OF DAY SIX				
Saturday DAY SEVEN	Travelling Naivasha to Nairobi			23rd July 2022

Training Attendance

No	Name	Designation	Day 1	Day 2	Day 3	Day 4	Day 5
1	William Masita	MT - PCF	Present	Present	Absent	Absent	Absent
2	Mamo Abudo Q	DCS – PCF	Present	Present	Present	Present	Present
3	Bernard Rotich	DDICT – PCF	Present	Present	Present	Present	Present
4	Mohammed Khalif	DDSCM- PCF	Present	Present	Present	Present	Present
5	Martin Kamau	DDIA - PCF	Present	Present	Present	Present	Present
6	Evance Omagwa	SCMO -PCF	Present	Present	Present	Present	Present
7	Patricia Kuyan	Finance -PCF	Present	Present	Present	Present	Present
8	Jack Owiyo	Finance - PCF	Present	Present	Present	Present	Present
9	Mary Mwihaka	DDRS&P - PCF	Present	Present	Present	Present	Absent
10	Hilda Sang	DDHRA - PCF	Present	Present	Present	Present	Absent
11	Dorcas Wangui	SCM-PCF	Present	Present	Present	Present	Present
12	Amayaka Buhere	RSP – PCF	Present	Present	Present	Present	Present
13	Jullo M. Gollo	I.O-PCF	Present	Present	Present	Present	Present
14	Gatua Mugendi p.	HRA.O	Present	Present	Present	Present	Present
15	Mercyline Nekesa	IA	Present	Present	Present	Present	Present
16	Benjamin Ndiku	PM	Present	Absent	Absent	Absent	Present
17	Iddah Juma	FC	Present	Present	Present	Present	Present
18	Simon Litan	FC	Present	Present	Present	Present	Present
19	Frank Kiptoo	FC	Present	Present	Present	Present	Present

FINANCE MANAGEMENT MODULE

Module:

Date:

18-07-2022

Venue:

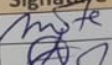

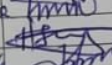
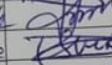
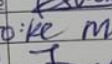
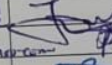
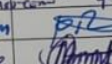
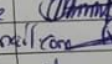
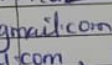
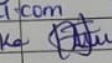
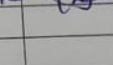
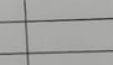
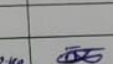
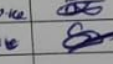

NAIVASHA

S.No	Name of the Participant	Designation	Email Address	Signature
1	Patricia Kuyan	Finance	patriciajennifah@yahoo.com	Patricia
2	JACK OMIYO	Finance	jackomiyoy@go.ke	Jack
3	William Morte	MT	williammorte@go.ke	William
4	Namoy Abudo Q.	DCS	agundhu pcf.go.ke	Namoy
5	Baman Rohel	DDCS	barbue pcf.sou	Baman
6	Mohamed KHARIP	DDSCM	Mkhalifa pcf.go.ke	Mohamed
7	Mary Mwachiki	DDRSBP	mmwachiki@pcf.go.ke	Mary
8	Hinda Sam	DDHRA	hcheptou@pcf.go.ke	Hinda
9	MARIN KAMANI	DDFA	mkamani@pcf.go.ke	Marin
10	OMAGWA EVANUE	S.C.M.O	eamagwa@pcf.go.ke	Omague
11	DORCAS WANGUI	S.C.M	dorcaswangui44@gmail.com	Dorcas
12	Amayeka Bahere	RSP	amayekabahere@gmail.com	Amayeka
13	Jillo M. Gollo	I.O	jmolu@pcf.go.ke	Jillo
14	GATUA MUKHADI P.	HQA.O	gatuamugendi@gmail.com	Gatua
15	Mercyline Nekera	IA	mercylinecufed93@gmail.com	Mercyline
16	Kiptoo Franc	Consultant	franco@appking.co.ke	Kiptoo
17	TADAH JUMA	F.C	Uuma@appking.co.ke	Tadah
18	BENJAMIN NAIKU	S.D	benjamin@appking.co.ke	Benjamin



Module: PROCUREMENT AND STORES MANAGEMENT MODULE

Date: 19-07-2022

Venue: NAIIVASHA

S.No	Name of the Participant	Designation	Email Address	Signature
1	William Masite	MI	williammasite@p.f.go.ke	
2	Memo Mendo	DCC	agondhwa@p.f.go.ke	
3	MATILU M Kamau	DBIA	matilumkamau@p.f.go.ke	
4	Hilda Sany	DBIT	hildasany@p.f.go.ke	
5	Bernard Rotich	DDICT	bernardrotich@p.f.go.ke	
6	Mohammed Kibaki	DDSEM	mohammedkibaki@p.f.go.ke	
7	MARY MWIHAKI	DDRSP	marymwhaki@p.f.go.ke	
8	JACK OWITO	DA	jackowito@p.f.go.ke	
9	PATRICIA KUYAN	FINANCE	patricia.kuyan@p.f.go.ke	
10	GATWA P. MUGENDI	HRA-D	gatwamugendi@gmail.com	
11	JILLO M. Gollo	I.O	jilloomgollo@p.f.go.ke	
12	ARMAYOKA BUHERE	PLANNING	armayokabuhere@gmail.com	
13	MERCY NEKEKA	IA	mercynekeka@gmail.com	
14	DORCAS WANGUI	SCM	dorcaswangui@gmail.com	
15	DMAGWA EVANCE	SCMD	comagwa@p.f.go.ke	

CONSULTANTS

1	Kiptoo Frame	FC	kuptoo@p.f.go.ke	
2	ISSAH Juma	FC	issahjuma@p.f.go.ke	
3	Simon Lita			

POLICYHOLDERS
COMPENSATION FUND

REQUIREMENT GATHERING
ATTENDANCE SHEET



Module: HUMAN RESOURCE MANAGEMENT MODULE

Date: 20-07-2022

Venue: POLICYHOLDERS COMPENSATION FUND

S.No	Name of the Participant	Designation	Email Address	Signature
1.	PATRICIA KUTAN	FINANCE	patriciajenniyah@yahoo.com	
2.	JACK ONITO	FINANCE	jowinye.pcf.go.ke	
3.	Omaga Evance	S.C.M.	comagwa@pcf.go.ke	
4.	NORCAL WANGUI	S.C.M.	norcalwangui44@gmail.com	
5.	NEKESE MERCY	IA	mercylinealfred92@gmail.com	
6.	ANAYOKA BUHERE	PLANNING	ANAYOKA.BUHERE@GMAIL.COM	
7.	GATUA PIUS	HR & A	gatuamugendi@gmail.com	
8.	Bernard Ntch	DDICT	bernard.p.nf@pcf.go.ke	
9.	Mohamed KHALIF	DDSCM	MKhalifa.pcf.go.ke	
10.	MARY MUTHAKI	DDRS&P	mmuthaki@pcf.go.ke	
11.	MARIN M. KAMAU N.	DDIA	mkamau@pcf.go.ke	
12.	Hilda sang			
13.	Juko M. Goto	I.O	jmolu@pcf.go.ke	
	APPKINGS			
14.	IDDAN JUMA	F.C	Urrad@appphys.co.ke	
15.	SIMON LITEN	F.C	sliten@appphys.co.ke	

POLICYHOLDERS
COMPENSATION FUND

REQUIREMENT GATHERING
ATTENDANCE SHEET



Module: PAYROLL MANAGEMENT MODULE

Date: 20-07-2022

Venue: POLICYHOLDERS COMPENSATION FUND

S.No	Name of the Participant	Designation	Email Address	Signature
1.	PATRICIA KUTAN	FINANCE	patricia.jennyah@yahoo.com	
2.	JACK ONYO	FINANCE	jawygepf@gmail.com	
3.	OMASWA EVANCE	S.C.M.	romagwa@pcf.go.ke	
4.	DORCAS WANGUI	S.C.M.	dorcaswangui44@gmail.com	
5.	NEKESA MERCY	IA	mercylineofseed93@gmail.com	
6.	AMATOKA BUHERE	PLANNING	AMATOKABUHERE@GMAIL.COM	
7.	GATUA PUS	HR & A	gatwamugendi@gmail.com	
8.	Bemari Rotich	DDIC	bmrotich@gmail.com	
9.	Mamad Khalef	DDSCM	mkhalid@pcf.go.ke	
10.	Mary Mwihaki	DDRS&P	mmwihaki@pcf.go.ke	
11.	Martin M. Kamau N.	DDIA	mkamau@pcf.go.ke	
12.	Hilda Sang			
13.	JULIO M. GOTO	I.O	Julio@pcf.go.ke	
	APPKINGS			
14.	JAAAH JUMA	FC	umaad@appkings.co	
15.	Kylian Frame	FC	kylian@appkings.co	
16.	Simon Utan	FC	bs.utan@pcf.go.ke	

POLICYHOLDERS
COMPENSATION FUND

TRAINING
ATTENDANCE SHEET



Module: ADMINISTRATION MANAGEMENT MODULE

Date:

Venue:

NAIVASHA

S.No	Name of the Participant	Designation	Email Address	Signature
1	Mamo Abudu	DCS	mamo.abudu@pcf.go.ke	
2	MARE MWAHAKI	DARS	mware@pcf.go.ke	
3	Bamand Kothu	DARS	bamand.kothu@pcf.go.ke	
4	Mohamed Khalif	DARS	mohamed.khalif@pcf.go.ke	
5	PATRICIA KUTAN	FINANCE	patricia.kutan@pcf.go.ke	
6	JOLLO GOTO	I-O	jollo.goto@pcf.go.ke	
7	GATUA MUGENDI PIUS	HRA.D	gatura.mugendi@pcf.go.ke	
8	ANAYOKA BUHIRE	PLANNING	anayoka.buhire@pcf.go.ke	
9	MURGIN KAMAU	APTA	murgin.kamau@pcf.go.ke	
10	Omogwa Isaac	S.C.M-O	omogwa.isaac@pcf.go.ke	
11	JACK DWITO	DA	jack.dwito@pcf.go.ke	
12	WANGUI DORCAS	CCM	wangui.dorcas@gmail.com	

NAIVASHA

Venue:		NAIVASHA		Signature	
S.No	Name of the Participant	Designation	Email Address		
1	JACK DWITO	DA	Jowigaoepcf.go.ke		
2	Mamo Abdo	DCS	aqunichu.pcf.go.ke		
3	Bernard Rohce	DDICF	bwnichu.pcf.go.ke		
4	Martin M. Kamau	DDTA	m.kamau@pcf.go.ke		
5	Hilda Sang				
6	AMAYOKA BUTHERE	PLANNING	AMAYOKABUTHERE@gmail.com		
7	MERCYLINE NEKESO	IDA	mercylinealfred93@gmail.com		
8	GATWA M. PIUS	HRA.O	gatwamugendi@gmail.com		
9	PATRICIA KUTAN	FINANCE	pabiciagunnifah@yahoo.com		
10	WANGUI DORCAS	S-C-M	dorcawangui44@gmail.com		
11	Jillo Gollo	I-O	umolup.pcf.go.ke		
12	Omariga Evance	S-C-M	omarigaevance@pcf.go.ke		
13	MUHAMMAD KITALIF	DDSCM	michale.pcf.go.ke		

**POLICYHOLDERS
COMPENSATION FUND**

**TRAINING
ATTENDANCE SHEET**



Module: COOPERATE COMMUNICATION MANAGEMENT MODULE

Date: 22-07-2022

Venue: NAIVASHA

S.No	Name of the Participant	Designation	Email Address	Signature
1	Memo Abudo	DCC	agandhu@pcf.go.ke	
2	PATRICIA KUTAN	FINANCE	patricia.kutan@yahoo.com	
3	JACK ODILO	O.A	jackodi@pcf.go.ke	
4	OMATHWA EVANCE	S.C.M.O	evance@pcf.go.ke	
5	JILLO M. GOLLO	I.O	jillogol@pcf.go.ke	
6	GATUA M. PIUS	HRA.O	gatua.mugendi@gmail.com	
7	EMMYKA BUTERE	PLANNING	emmyka@pcf.go.ke	
8	MERCY NEKEGA	IB	mercylinapfred93@gmail.com	
9	Bernard Akhul	DDIC	bernard@pcf.go.ke	
10	Muhammed Khalif	DDSCM	muhammed@pcf.go.ke	
11	WANGUI DORCAS	SCM	dorcaswangui14@gmail.com	

POLICYHOLDERS
COMPENSATION FUND

TRAINING
ATTENDANCE SHEET



Module: DMS MANAGEMENT MODULE

Date: 22-07-2022

Venue: NAIVASHA

S.No	Name of the Participant	Designation	Email Address	Signature
1				
2	Memo Abudo O.	DEC	apachura@pcf.go.ke	
3	PATRICIA KUYAN	FINANCE	patriagennish@yahoo.com	
4	JACK OMITO	O.A	jacky@pcf.go.ke	
5	Bernard Repch	PDIC	bernard@pcf.go.ke	
6	MARTIN M. KAMAU N.	NDIA	mkamau@pcf.go.ke	
7	Hinda Sany	D.D.HRA	hcheptoo@pcf.go.ke	
8	Jillo Gollo	I.O	Imolu@pcf.go.ke	
9	GATUA M. PIUS	HRA.O	gatvamugendi@gmail.com	
10	MERCY NEKESA	IA	mercylinealfred93@gmail.com	
11	AMAYOKA BUTERE	PLANNING	amayokabutere@gmail.com	
12	WANGUI DORCAS	S.C.M	dorcaswangui44@gmail.com	
13	OMAGWA EVANCE	S.C.M.O	edomagwa@pcf.go.ke	
14	Martin M. Kamau N.	BBH	mkamau@pcf.go.ke	
15	Hinda Sany	DDHRA	Hcheptoo@pcf.go.ke	
16	Muhamad Abdul O	DDScu	muhamad@pcf.go.ke	

Training Feedback

The following tabulated feedback was given by users during the training period. With respect to Go-Live and excellent user experience, the feedback is to be effected before Go-Live.

MODULE S	SUB-MODULES	FEEDBACK	COMMENTS FROM PCF	COMMENTS FROM APPKINGS
FINANCE	CHART OF ACCOUNT S	<ul style="list-style-type: none">➤ Indexing of the chart of Accounts-Begin and end totals to be done away with.➤ Generating quarterly reports in the system and the complete analysis report	-	Subject to further discussion-With the finance team
	FINANCE OPERATI ON	<ul style="list-style-type: none">➤ Interest rate to calculate automatically-investment bit➤ Levy receipt –to generate receipt during financial➤ Remove the institution		

		<p>committee members to be included in the system for RFQ Methods</p> <ul style="list-style-type: none"> ➤ Disable the amount on unit cost 		
	LPO	<ul style="list-style-type: none"> ➤ Include a page for approved LPOs Only ➤ Receipting of inventory after inspection 	➤	
	INSPECTION CERTIFICATE	<ul style="list-style-type: none"> ➤ To generate before receiving the goods 	➤	
	PURCHASE INVOICE	<ul style="list-style-type: none"> ➤ To inclu 	➤	
	SRN	<ul style="list-style-type: none"> ➤ Approved documents page for SRN to be created, separate from the posted SRNs 		
	E-PROCUREMENT	<ul style="list-style-type: none"> ➤ To include workflow approval for the professional opinion stage ➤ Include attachment options ➤ List of prequalified suppliers to have an attachment option button 		<ul style="list-style-type: none"> ➤ To review the process together with the procurement department
HUMAN RESOURCE MANAGEMENT	EMPLOYEE MANAGER	<ul style="list-style-type: none"> ➤ Include date of join /end of probabtion ➤ Remove wedding anniversary ➤ Change email field to personal email ➤ Change company email to organization email ➤ Populate age automatically for the 		

		length of service- contract type <ul style="list-style-type: none"> ➤ Include beneficiary details under general tab ➤ Include separation information field ➤ Exit/separation to be filled ➤ Include employee exit type field ➤ Include probation check box ➤ Provision of gratuity on employment side to automatically populate on payroll details ➤ Include pament picture in the list of employee details ➤ Include salary notch to populate on salary card ➤ Provision for upload of employees photo ➤ Remove house allowance ➤ Include Next of kin contacts ➤ Validation on emails and contacts ➤ Validation of date of join, date of birth and pension 		
	LEAVE MANAGE MENT	<ul style="list-style-type: none"> ➤ Provide notification alert to the applicant and all approvers 		
	DISCIPLIN ARY MANAGE MENT	<ul style="list-style-type: none"> ➤ Include the approval workflow as will be provided 		To have a review session with the HR Officer The HR to provide

				templates to be adopted into the system
	PERFORMANCE APPRAISAL	<ul style="list-style-type: none"> ➤ To be linked with the training management module ➤ To include the provided approval workflow: HOD-HR-committee ➤ 		
	RECRUITMENT MANAGEMENT	<ul style="list-style-type: none"> ➤ Rename approved reacquisitions to the correct spelling ➤ Populate the correct error message when more positions are required 		
		➤		
PAYROLL	PAYROLL SETUP	➤		
	PAYROLL PROCESSING	<ul style="list-style-type: none"> ➤ Payslip structure NHIF relief missing ➤ NSSF to be included on the payslip on payable tax ➤ PCA form to be introduced ➤ Include insurance relief on the payslip ➤ Some payroll reports to be customized according to PCF's template ➤ Include approval workflows on payroll-HR-FINANCE-DCS-MT ➤ 		
AUDIT	AUDIT REGISTER	➤ To be included in all the profiles but finally approver to be in the	➤ Include notifications/alerts	➤ Include all the reports on the profile

		<p>research planning department/module</p> <ul style="list-style-type: none"> ➤ Rename the project t code field and name to departments ➤ The auditor to be given rights to only view the submitted risk register ➤ To include the correct workflow-User departments then research/planning ➤ Avail the corporate/Consolidated risk register list to all departments/module ➤ Include a column called the residual risk under risk steps ➤ Rename the risk cause to risk cause/trigger ➤ Recommend on findings based on submitted assesment 	<p>via mails and through the system</p>	
	AUDIT PLANNER	<ul style="list-style-type: none"> ➤ Work plan reports to be made available for specific employee, department-included consolidated report consolidated reports ➤ Rename the project t code field and name to departments ➤ Automatically populate duration once start date and end date is inserted ➤ Rename the budget field-Include dropdown to include budget periods 		

		<ul style="list-style-type: none"> ➤ Add budget estimate field ➤ Add resource field and responsible employee field ➤ 		
	AUDIT ASSESMENT	<ul style="list-style-type: none"> ➤ Department name to populate ➤ The reviews to be sent to auditee then to be sent to committee-Include the correct workflow ➤ Under additional fast tab rename the remarks bit to Audit Management Risk 		
TRANSPORT	VEHICLE CARD	<ul style="list-style-type: none"> ➤ Under the field type, include others and give an option for further description ➤ Include accident reporting bit-to capture-date, cost and description of the accident ➤ Include insurance field-The dates, insurer ➤ Include report for all vehicles 		
	DRIVER CARD	<ul style="list-style-type: none"> ➤ Include first aid trainer ➤ Include defensive training field ➤ Include Refresher bit ➤ Add reports of the driver card both per driver and consolidated 		
	TRANSPORT REQUISITION	<ul style="list-style-type: none"> ➤ Change commencement field to pick up point ➤ Change Start date to pick up point 		

		<ul style="list-style-type: none"> ➤ Add estimated time ➤ Date of request to pick automatically ➤ Date of trip-end and start date to populate automatically ➤ Include a memo field ➤ Provide an upload attachment option ➤ Number of passengers to be manual ➤ Do away with the HOD recommendation and comments-Approval chain is from the requestor to the HR ➤ Include reports and to include-Approved and rejected requests, maintenance and accident requests, schedule servicing reports, drivers' profile 		
	WORK TICKET	➤	To provide work ticket template	
	FUEL REQUISITIONS	<ul style="list-style-type: none"> ➤ Include attachment option ➤ 		
CEO		<ul style="list-style-type: none"> ➤ Pull the list of attendees-during event ➤ Provide checkbox ➤ Restrict the member selected under task group-Not to be selected twice ➤ Provide template for minutes/Report 		

DMS		<ul style="list-style-type: none"> ➤ License :All users should be registered with license ➤ Common site for all departments navigation ➤ Integration of sharepoint with business central ➤ 		
------------	--	--	--	--

Conclusion

The training was engaging and it was agreed by both PCF & ASL that the feedbacks given are to be effected before the go live date.1st August 2021.