

FUNCTIONAL SPECIFICATION (FSP)

CLIENT: Business X

PROCESS NAME: Bank Reconciliation Automation

VERSION: 1.3

STATUS: APPROVED

DATE: 22-October-2024

EXECUTIVE SUMMARY

This is a process whereby Company X would like to automate the Online Cash Receipting's current manual procedures, referred to as the Bank Reconciliation Automation process.

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Document Control

Title	Bank Reconciliation Automation		
Type	Process		
Author	Nimasmart (Pty) Ltd	Owner	Principal Software Developer & Business Analyst

Distribution

Name	Address	Role
Company X Project		Project Manager
Company X Project		Project Stakeholder

Approvals

Name	Role	Signature	Date
Company X Project	Michael - Manager: Billing and Processing Control		
Company X Project	Jamie - Manager: Regional Billing		
Company X Project	Hugo - Senior Accountant: Bank Control		
Company X Project	Noma - Project Manager		

Review

Name	Role
Nimasmart Resource	Principal Business Analyst & Developer

Sponsors

Name	Role
Nimasmart Resource	Principal Business Analyst & Developer
Company X Project	Company X Stakeholder

Change History

Version	Date	Status	Author	Details of Change
1.0	06-June-2024	DRAFT	Nimasmart Resource	Draft Version
1.1	12-July-2024	DRAFT	Nimasmart Resource	Draft
1.2	23-August-2024	FOR APPROVAL	Nimasmart Resource	Version for Approval by Michael, Jamie, Hugo and Noma Tshume
1.3	22-September-2024	APPROVED	Nimasmart Resource	Update to "Perform Daily Balancing" activity If [Banking Errors?] = "Yes" on "Verify Daily Bank Deposits" activity.

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Version	Date	Status	Author	Details of Change
				<p>The ONLY field that will be changeable (Input = NOT Prohibited + Required) when [Banking Errors?] = "Yes" condition is the last one in the Object Group, namely "Banking Error Correction". The rest of the Object Group fields are Input = Prohibited if [Banking Errors?] = "Yes".</p> <p>Add [Machine Name] to the Cashiers Total Group in the "Link Amount Differences" activity.</p>

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1 Introduction

1.1 Purpose of This Document

The purpose of this document is to outline the business requirements for the Online Cash Receipting - Bank Reconciliation Automation Process process(es) as was discussed with Revenue Management.

1.2 Scope of This Document

The scope of this document is limited to the Online Cash Receipting - Bank Reconciliation Automation Process process(es) as was discussed with Revenue Management and is not intended to support any other functions that Revenue Management may have.

1.3 Terms and Definitions

Terms and Abbreviations	Description
Business X	Business X
BPM	Business Process Management
Daily Balance	The activity to balance the cashier receipting points at all the receiving centres at the end of each business day.
Notification Interval	The notification interval indicates in hours the time that must expire after the current activity is completed, before escalating or routing the activity according to the notification rules. A notification interval of 8 hours indicates 1 normal working day.
Notification Number	The number of times with each time interval the activity will remind the user before escalating. A notification interval of 8 hours and a notification number of 3 indicates that in total 3 times 8 or 24 working hours will expire before the activity is routed or escalated according to the notification rules.

1.4 Applicable Documentation

No applicable documentation available.

1.5 Contractual Status

This specification forms the basis of the understanding of Business X's functional requirements for the Bank Reconciliation Automation process(es). It is a legally binding document that defines the scope of the functionality that the Company agree to provide through their products and services, except if otherwise documented. It furthermore defines Business X's functional requirements for the specified process(es). After acceptance and signature of this document any changes in scope or features must be defined, agreed and quoted for in a formal change control process. No additional work will commence without the relevant "Change of Scope" document and revised and approved functional or design specifications.

2 Standard BPM Functionality

The following functionality is standard in the BPM Tool. Any customisation of this functionality is not catered for in the current specification.

Item	Description
Process ID	A unique process ID is automatically generated for each process that is started in BPM. The process ID is generated on the submission of the first activity of the process.
Date Format	All dates will be displayed in the format yyyy-mm-dd.
Number/ Currency Format	Standard Number and Currency formats are as follows: 0000.00/ R00000.00
Sorting	As far as possible, all lookup fields, browse pages and object groups will be ordered alphabetically or numerically as applicable.
Look and Feel	The Company logo will be inserted at the top of the BPM site. The logo will also be displayed on all reports.
Input Validation	<p>The following standard input validation can be implemented:</p> <ul style="list-style-type: none"> • Currency fields - numeric values only and masking • Telephone numbers - numeric values only and masking • Numeric, Alphanumeric, Dates - typing and masking as required <p>Any further custom validations are considered a customisation.</p>
Upload File Sizes	The default allowable size of a file being uploaded is 8MB. An ASP.NET error message will be displayed if the default size is exceeded. The file size can be increased if required.
Save Functionality	The functionality to save an activity for later completion can be made available on activities requiring a lot of information to be entered before being submitted. When an activity is saved, it is simply triggered again for the user, and will be available in the user's Pending Tasks List to complete later. This functionality must be specified during the Functional Specification workshops, as it is not a standard BPM feature that can easily be added later.
User and Role Maintenance	The maintenance of BPM users and roles is not a standard Client-side (Web Navigator) feature. These entities need to be maintained through the BPM Process Suite by a user who passed the BPM Administration Certification course.

Item	Description
Routing and Approvals	<p>Routing can be established in several standard ways, key amongst them are the following:</p> <ul style="list-style-type: none"> • Originator - route the activity to the user who initiated the current process • Role/Rolegroup - route the activity to a specific role/rolegroup as established • Same-as - route the activity to a user who actioned a specific activity earlier in the process • Field - route the activity to a user(role)/team(rolegroup) selected in a field on a screen • Report To - route the activity to the Report To user as established for the user actioning the previous activity • Code - Calculated routing can be established based on some framework and then triggered accordingly. See below: <p>Where custom delegation frameworks are required that cannot be accommodated with the above structures this is seen as customisation.</p>
Report To	The Report To user that is defined for each role in BPM refers to the person that the user directly reports to, and is used in most cases when routing for approvals need to be determined.
Route To	The Route To user that is defined for each role in BPM refers to the person who will be taking care of the user's tasks if the user is unavailable. Users can set themselves as unavailable using the <i>Account</i> Menu. If a user is set to "unavailable", all activities that are intended for that user will be made available in the Pending Tasks List of the defined Route To user.
Escalate To	The Escalate To user that is defined for each role in BPM refers to the person to whom the user's unresolved tasks will be escalated to in order to be completed.
Notifications and Escalations	<p>Notifications and Escalations can be established on an activity to activity basis. These parameters are not variable and are calculated based on a Notification Interval and Notification Number. As an example, if the notification interval is 2 hours and the number is 3 then the following notifications and then escalation (as opted for) will take place:</p> <ul style="list-style-type: none"> • New activity notification (if opted for - Notify New) • 2 hours pass followed by a reminder notification (if opted for - Notify Outstanding) • 2 hours pass followed by a reminder notification • 2 hours pass followed by a reminder notification • 2 hours pass and the activity will escalate (if opted for - Move on Escalate) <ul style="list-style-type: none"> • This can be in the form of a notification or a notification and the activity being moved to the Escalate To user of the intended user permanently. • Important to note is that working hours and 1 set of Public holidays can be established and taken into account. • SMS/Email or both can be sent as notifications dependent on the services being made available by the client.
Reporting	<p>BPM makes reporting available, as specified:</p> <ul style="list-style-type: none"> • Standard SSRS (SQL) based reporting and/or Power BI Reports that will be specified and quoted as per client requirements and made available via the Reports tab in the Navigator or from within specified Activities.

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Item	Description
Tracking Properties	<p>The below are the Tracking options available for activities:</p> <ul style="list-style-type: none"> • Allow Tracking - Allow the activity to be tracked using the Tracking an Archive functionalities. • Allow Value Tracking - Allow the activity's values to be tracked using the Tracking an Archive functionalities. • Display History - Where applicable, display the history of the activities prior to this one.

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3 General Business Rules

3.1 Financial Year

The financial year is from 1 July to 30 June.

3.2 Balancing Date

The daily Balancing Date forms the key to all daily balancing transactions.

3.3 Comments

In most of the activities throughout the process (es), the user will be able to add a comment in a large text field. When the activity is submitted, the comment will be added to a *Comments* object group on subsequent screens. The *Comments* object group will not be editable (in other words no lines can be added or deleted). For each comment, the following information must be stored:

- Date/time of comment
- User who made the comment
- Comment

3.4 Banking Error

All Banking Errors must be addressed with recommendations before the Balancing Complete is verified.

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4 Roles

4.1 Cash Receipting Supervisor

Responsible for: [Perform Daily Balancing](#)

4.2 Cash Processing Clerk

Responsible for: [Process Daily Receipts](#)

4.3 Bank Control Principle Clerk

Responsible for: [Declare Balancing Complete](#)

4.4 Cash Processing Supervisor

Responsible for: [Verify Receipts Balances](#), [Make Adjustments](#)

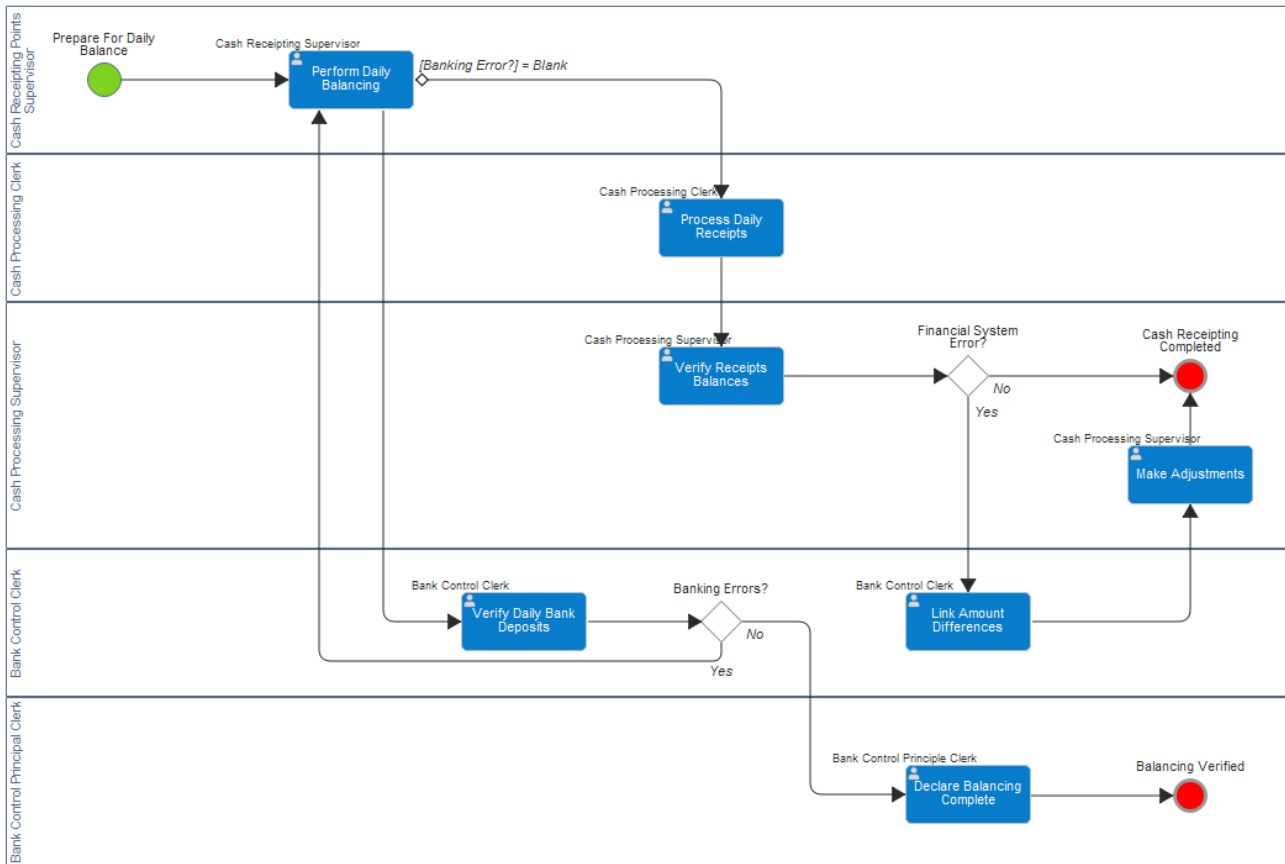
4.5 Bank Control Clerk

Responsible for: [Link Amount Differences](#), [Verify Daily Bank Deposits](#)

4.6 Manager: Regional Billing

Responsible for: [Receipts Issued Report](#)

5 Online Receipting



Triggers

Trigger	To	Inputs	Description	Links
Prepare For Daily Balance	Perform Daily Balancing		This Process, pertaining to the Online Cash Receipting (Bank Control Process), is used to capture all the daily balancing documents printed and signed off by the Supervisor.	

Outcomes

Outcome	From	Deliverables	Description	Links
Balancing Verified	Declare Balancing Complete			
Cash Receipting Completed	Financial System Error? Make Adjustments			

5.1 Perform Daily Balancing

Responsible ROLE: Cash Receipting Supervisor

Dynamic Description: Perform Daily Balancing for [Balancing Date] returned from [Current User]

The cashier performs the daily balancing reconciliation at the end of each business day.

If no receipts were collected during the business day, the Cashier must clear the machine for the current balancing date and the Supervisor must confirm that the machine has been cleared.

The supervisor of the cash receipting point captures the totals provided by the cashiers as per the Daily Balancing Reconciliation form for:

- Cheques
- Credit Cards
- Postal Orders
- Direct Banking Deposits
- Cash

Screenshot

Display the [Balancing Date] and [Current User] values from [Verify Daily Bank Deposits] activity.

Screenshot (for indicative purposes only)

Perform Daily Balancing

CURRENT USER		CURRENT DATE					
USERNAME		YYYY/MM/DD					
BANKING ERROR MESSAGE							
BALANCING DATE		SITE NAME					
YYYY/MM/DD		<input type="text" value="▼"/>					
CASHIER TOTALS							
<input type="button" value="+"/> <input type="button" value="-"/>							
MACHINE NAME	MACHINE CLEARED?	CASHIER NUMBER	CASHIER NAME	CHEQUE AMOUNT	CREDIT CARD AMOUNT	POSTAL ORDER AMOUNT	DIRECT DEPOSIT AMOUNT
<input type="text" value="▼"/>	<input type="text" value="▼"/>	<input type="text" value="▼"/>	REFERENCE LABEL	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CASH AMOUNT	CASHIER TOTAL	TOTAL RECEIPTS	COMMENT	ATTACH CASHIER DOCUMENTATION	BANKING ERROR DESCRIPTION		
<input type="text"/>	REFERENCE LABEL	<input type="text"/>	<input type="text"/>	<input type="button" value="ADD"/>	REFERENCE LABEL		
PREVIOUS ERROR CORRECTION	BANKING ERROR CORRECTION						
REFERENCE LABEL	<input type="text"/>						
<input type="button" value="SUBMIT"/>	<input type="button" value="SAVE FOR LATER COMPLETION"/>	<input type="button" value="RESET"/>					

Table of Fields

Caption	Type	Description	Object Group	Required									
Current User	Reference Label	Display the logged on user name.		Disabled									
Current Date	Reference Label	Display the current system date.		Disabled									
Headerline	Reference Label	Header line description = (* if applicable)		Disabled									
Banking Error Message	Reference Label	<p>Default Visibility = False</p> <p>Only display the message if the Daily Balancing details have been returned from Bank Control with banking errors.</p> <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> • Visibility = True • Message = "Banking Errors have been identified by Bank Control for recommendations. Please see comments." 		Disabled									
Balancing Date	Reference Label	<p>Default Value = [Current Date]</p> <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> • [Balancing Date] 		Disabled									
Site Name	Drop Down	<ul style="list-style-type: none"> • Default : Blank <p>Below table is incomplete and is only applicable to the roll-out for Munifini and Straton Bay. Business X will add site names as required.</p> <table border="1"> <thead> <tr> <th>Site Name</th> </tr> </thead> <tbody> <tr> <td>Straton Bay</td> </tr> <tr> <td>Munifini</td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> <tr> <td> </td> </tr> </tbody> </table> <p>If [Banking Errors?] = "Yes" from "Verify Daily Bank Deposits" Activity</p> <ul style="list-style-type: none"> • Display the [Site Name] value for the [Balancing Date] captured in the [Perform Daily Balancing] activity • Input = Prohibited 	Site Name	Straton Bay	Munifini								Yes
Site Name													
Straton Bay													
Munifini													

Caption	Type	Description	Object Group	Required																
Cashier Totals		<p>Object Group Detailed below: If [Banking Errors?] = "Yes" from "Verify Daily Bank Deposits" Activity</p> <ul style="list-style-type: none"> All fields .Input = Prohibited except [Banking Error Correction] field 		Yes																
Machine Name	Drop Down	<ul style="list-style-type: none"> Filter [Machine Name] values linked to [Site Name] Default : Blank <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> Display the [Machine Name] value for the [Site Name] and [Balancing Date] captured in the [Perform Daily Balancing] activity Input = Prohibited <p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> Populate [Machine Name] drop down values for the [Site Name] Input = Required <p>Below table is incomplete and is only applicable to the roll-out for Munifini and Straton Bay. Business X will add machine names as required.</p> <table border="1"> <thead> <tr> <th>Site Name</th> <th>Machine Name</th> </tr> </thead> <tbody> <tr> <td rowspan="2">Straton Bay</td> <td>B/Bay: T12</td> </tr> <tr> <td>B/Bay: T13</td> </tr> <tr> <td rowspan="6">Munifini</td> <td>Mun: T01</td> </tr> <tr> <td>Mun: T02</td> </tr> <tr> <td>Mun: T03</td> </tr> <tr> <td>Mun: T04</td> </tr> <tr> <td>Mun: T05</td> </tr> <tr> <td>Mun: T06</td> </tr> <tr> <td></td> <td>Mun: T07</td> </tr> <tr> <td></td> <td>Mun: T08</td> </tr> </tbody> </table>	Site Name	Machine Name	Straton Bay	B/Bay: T12	B/Bay: T13	Munifini	Mun: T01	Mun: T02	Mun: T03	Mun: T04	Mun: T05	Mun: T06		Mun: T07		Mun: T08	Cashier Totals	Yes
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	Mun: T08																			
Machine Cleared?	Drop Down	<ul style="list-style-type: none"> Default : Blank "Yes" <p>If [Banking Errors?] = "Yes"</p>	Cashier Totals	Yes																

Caption	Type	Description	Object Group	Required																														
		<ul style="list-style-type: none"> Display the [Machine Cleared?] value for the [Balancing Date] captured in the [Perform Daily Balancing] activity Input = Prohibited 																																
Cashier Number	Drop Down	<ul style="list-style-type: none"> Default : Blank <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> Display the [Cashier Number] value for the [Balancing Date] captured in the [Perform Daily Balancing] activity Input = Prohibited <p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> Populate the [Cashier Number] drop down values for the [Balancing Date] Input = Allowed <p>Below table is incomplete. Additional cashier names and numbers will be added.</p> <table border="1"> <thead> <tr> <th colspan="2">Cashier</th> </tr> <tr> <th>Cashier Number</th> <th>Name and Surname</th> </tr> </thead> <tbody> <tr> <td>None</td> <td>None</td> </tr> <tr> <td>1053</td> <td>Nokulunga Sotyatya</td> </tr> <tr> <td>1051</td> <td>Nonzukiso Myobe</td> </tr> <tr> <td>1057</td> <td>Alucedo Konza</td> </tr> <tr> <td>1058</td> <td>Zandile Baku</td> </tr> <tr> <td>1042</td> <td>Thabo Msakwe</td> </tr> <tr> <td>1203</td> <td>Siviwe Njaca</td> </tr> <tr> <td>1055</td> <td>Nokulunga Sotyata</td> </tr> <tr> <td>1059</td> <td>Shallmadine Nel</td> </tr> <tr> <td>1041</td> <td>Africa Dlanjwa</td> </tr> <tr> <td>1055</td> <td>Onesimo Tsotso</td> </tr> <tr> <td></td> <td></td> </tr> <tr> <td></td> <td></td> </tr> </tbody> </table>	Cashier		Cashier Number	Name and Surname	None	None	1053	Nokulunga Sotyatya	1051	Nonzukiso Myobe	1057	Alucedo Konza	1058	Zandile Baku	1042	Thabo Msakwe	1203	Siviwe Njaca	1055	Nokulunga Sotyata	1059	Shallmadine Nel	1041	Africa Dlanjwa	1055	Onesimo Tsotso					Cashier Totals	Yes
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Cheque Amount	Simple Text Box	<ul style="list-style-type: none"> • Currency field <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> • Display the [Cheque Amount] value for the [Cashier Number] and [Balancing Date] • Input = Prohibited <p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> • [Cheque Amount] = R0.00 for the [Cashier Number] and [Balancing Date] • Input = Allowed 	Cashier Totals																															
Credit Card Amount	Simple Text Box	<ul style="list-style-type: none"> • Currency field <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> • Display the [Credit Card Amount] value for the [Cashier Number] and [Balancing Date] • Input = Prohibited <p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> • [Credit Card Amount] = R0.00 for the [Cashier Number] and [Balancing Date] • Input = Allowed 	Cashier Totals																															
Postal Order Amount	Simple Text Box	<ul style="list-style-type: none"> • Currency field <p>If [Banking Errors?] = "Yes"</p>	Cashier Totals																															

Caption	Type	Description	Object Group	Required
		<ul style="list-style-type: none"> • Display the [Postal Order Amount] value for the [Cashier Number] and [Balancing Date] • Input = Prohibited <p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> • [Postal Order Amount] = R0.00 for the [Cashier Number] and [Balancing Date] • Input = Allowed 		
Direct Deposit Amount	Simple Text Box	<ul style="list-style-type: none"> • Currency field <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> • Display the [Direct Deposit Amount] value for the [Cashier Number] and [Balancing Date] • Input = Prohibited <p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> • [Direct Deposit Amount] = R0.00 for the [Cashier Number] and [Balancing Date] • Input = Allowed 	Cashier Totals	
Cash Amount	Simple Text Box	<ul style="list-style-type: none"> • Currency field <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> • Display the [Cash Amount] value for the [Cashier Number] and [Balancing Date] • Input = Prohibited <p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> • [Cash Amount] = R0.00 for the [Cashier Number] and [Balancing Date] • Input = Allowed 	Cashier Totals	
Cashier Total	Reference Label	<ul style="list-style-type: none"> • Currency field <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> • Display the [Cashier Total] value for the [Cashier Number] and [Balancing Date] <p>If [Banking Errors?] = Null</p>	Cashier Totals	Disabled

Caption	Type	Description	Object Group	Required
		<ul style="list-style-type: none"> [Cashier Total] = [Cheque Amount] + [Credit Card Amount] + [Postal Order Amount] + [Direct Deposit Amount] + [Cash Amount] for the [Cashier Number] and [Balancing Date] 		
Total Receipts	Simple Text Box	<ul style="list-style-type: none"> Numeric <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> Display the [Total Receipts] value for the [Balancing Date] captured in the [Perform Daily Balancing] activity Input = Prohibited 	Cashier Totals	Yes
Comment	Large Text Box	<p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> Display the [Comments] value for the [Balancing Date] captured in the [Perform Daily Balancing] activity Input = Prohibited 	Cashier Totals	
Attach Cashier Documentation	File Attachment	<p>Attach all supporting documents (Unlimited Number) for the [Cashier Number].</p> <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> Display the [Attach Cashier Documentation] value for the [Balancing Date] captured in the [Perform Daily Balancing] activity Type = Reference Label Input = Prohibited 	Cashier Totals	
Banking Error Description	Reference Label	<p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> [Banking Error Description].Visibility = False <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> Concatenate and display all previous [Banking Error Description] values for the [Cashier Number] where [Banking Errors?] = "Yes" 	Cashier Totals	Disabled
Previous Error Correction	Reference Label	<p>Concatenate and display all previous [Banking Error Correction] values for the [Cashier Number] where [Banking Errors?] = "Yes"</p>	Cashier Totals	Disabled
Banking Error Correction	Large Text Box	<p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> [Banking Error Correction].Visibility = False 	Cashier Totals	

Caption	Type	Description	Object Group	Required
		<ul style="list-style-type: none"> [Banking Error Correction].Input = Prohibited <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> [Banking Error Correction].Visibility = True [Banking Error Correction].Input = Required 		
Submit	Command Option	<p>Triggers are applied with the following rules:</p> <ul style="list-style-type: none"> The command option will display an error message unless all required fields have been completed / selected. Trigger the following activities: <ul style="list-style-type: none"> Activity : [Process Daily Receipts] <ul style="list-style-type: none"> Condition : Only when [Banking Errors?] = Blank Activity : [Verify Bank Deposits] If [Banking Errors?] = "Yes" <ul style="list-style-type: none"> Send an Email to the Cash Processing Supervisor: <ul style="list-style-type: none"> Topic = "Banking Error" Message = "The following banking error has been identified by Bank Control [Current User] and has been addressed by the Cashier Supervisor [Current User]: <ul style="list-style-type: none"> Balancing Date : [Balancing Date] Cashier Number : [Cashier Number] Cheque Amount : [Cheque Amount] Credit Card Amount : [Credit Card Amount] Postal Order Amount : [Postal Order Amount] Direct Deposit Amount : [Direct Deposit Amount] Cash Amount : [Cash Amount] 		

Caption	Type	Description	Object Group	Required
		<ul style="list-style-type: none"> • Cashier total : [Cashier total] • Banking Error : [Banking Error Description] • Corrective Action : [Banking Error Correction] 		
Save For Later Completion	Command Option	Saves the current activity for later completion and places the activity in the Cashier Supervisor's Pending Tasks list.		
Reset	Command Option	Click Reset to clear the form and start over.		

Activity Properties

Notifications	
Notification Type	Email
Notify New	true
Notify Outstanding	true
Escalations	
Move on Escalations	false
Notification Interval	8
Notification Number	2
Tracking	
Allow Tracking	true
Allow Value Tracking	true
Display History	true

Next steps: [\[Banking Error?\] = Blank - Process Daily Receipts](#), [Verify Daily Bank Deposits](#)

5.2 Process Daily Receipts

Responsible ROLE: Cash Processing Clerk

Dynamic Description: Process Daily Receipts for [Balancing Date] submitted by [Current User]

Each file received from the cash receipting system is analysed, and this is done by comparing the grand total of the file against the cashier totals received from the supervisors. Any deviations are marked accordingly. The files are then uploaded to the financial system.

Screenshot

Display the [Balancing Date] and [Current User] values from [Perform Daily Balancing] activity.

Screenshot (for indicative purposes only)

Process Daily Receipts

CURRENT USER		CURRENT DATE	
USERNAME		YYYY/MM/DD	
BALANCING DATE		SITE NAME	
REFERENCE LABEL		REFERENCE LABEL	
CASHIER TOTALS			
MACHINE NAME	CASHIER TOTAL	COMMENT	MATCH FILE TOTAL?
REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	<input type="checkbox"/>
SUBMIT	SAVE FOR LATER COMPLETION	RESET	

Table of Fields

Caption	Type	Description	Object Group	Required
Current User	Reference Label	Display the logged on user name.		Disabled
Current Date	Reference Label	Display the current system date.		Disabled
Headerline	Reference Label	Header line description = (* if applicable)		Disabled
Balancing Date	Reference Label	Daily Balancing Date.		Disabled
Site Name	Reference Label	Display the [Site Name] captured in the [Perform Daily Balancing] activity for the [Balancing Date]		Disabled
Cashier Totals		Object Group Detailed below:		Populated
Machine Name	Reference Label	Display the [Machine Name] value for the [Site Name] and [Balancing Date] captured in the [Perform Daily Balancing] activity.	Cashier Totals	Disabled
Cashier Total	Reference Label	<ul style="list-style-type: none"> Currency field 	Cashier Totals	Disabled

Caption	Type	Description	Object Group	Required
		Display the [Cashier Total] data field for each [Cashier Number] calculated in the [Perform Daily Balancing] activity for the [Balancing Date].		
Comment	Reference Label	Display the [Comment] data field for each [Machine Name] captured in the [Perform Daily Balancing] activity for the [Balancing Date].	Cashier Totals	Disabled
Match File Total?	Drop Down	<ul style="list-style-type: none"> Blank : Default value Yes No 	Cashier Totals	Yes
Submit	Command Option	Triggers are applied with the following rules: <ul style="list-style-type: none"> The command option will display an error message unless all required fields have been completed / selected. Trigger the following activity: <ul style="list-style-type: none"> Activity : [Verify Receipts Balances] 		
Save For Later Completion	Command Option	Saves the current activity for later completion and places the activity in the Cash Processing Clerk's Pending Tasks list.		
Reset	Command Option	Click Reset to clear the form and start over.		

Activity Properties

Notifications	
Notification Type	Email
Notify New	true
Notify Outstanding	true
Escalations	
Move on Escalations	false
Notification Interval	8
Notification Number	2
Tracking	
Allow Tracking	true
Allow Value Tracking	true
Display History	true

Next steps: [Verify Receipts Balances](#)

5.3 Verify Receipts Balances

Responsible ROLE: Cash Processing Supervisor

Dynamic Description: Verify Receipts Balances for [Balancing Date] submitted by [Current User]

The totals received from all the Supervisors are verified against the "Upload Receipts to Database" report drawn from the financial system which reflect the totals uploaded from the files received from the cash receipting system per cashier. Any deviations are marked and descriptions and recommendations for correction supplied and forwarded to the bank control clerk for action.

Screenshot

Display the [Balancing Date] and [Current User] values from [Perform Daily Balancing] activity.

Screenshot (for indicative purposes only)

Verify Receipts Balances

CURRENT USER		CURRENT DATE				
USERNAME		YYYY/MM/DD				
BALANCING DATE		SITE NAME				
REFERENCE LABEL		REFERENCE LABEL				
UPLOADED FILE TOTALS WITH ERRORS						
CASHIER NUMBER	CASHIER TOTAL	COMMENT				
REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL				
CASHIER TOTALS						
MACHINE NAME	CHEQUE AMOUNT	CREDIT CARD AMOUNT	POSTAL ORDER AMOUNT	DIRECT DEPOSIT AMOUNT	CASH AMOUNT	CASHIER TOTAL
REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL
FINANCIAL SYSTEM ERROR?		ERROR DESCRIPTION				
<input type="checkbox"/>		<input type="text"/>				
SUBMIT	SAVE FOR LATER COMPLETION	RESET				

Table of Fields

Caption	Type	Description	Object Group	Required
Current User	Reference Label	Display the logged on user name.		Disabled
Current Date	Reference Label	Display the current system date.		Disabled
Headerline	Reference Label	Header line description = (* if applicable)		Disabled

Caption	Type	Description	Object Group	Required
Balancing Date	Reference Label	Daily Balancing Date.		Disabled
Site Name	Reference Label	Display the [Site Name] captured in the [Perform Daily Balancing] activity for the [Balancing Date]		Disabled
Uploaded File Totals with Errors		Object Group Detailed below: Verify cashier totals for each deposit type received from the supervisors against the "Upload Receipts To Database (BK210)" report and describe any deviations.		Populated
Cashier Number	Reference Label	Display all the [Cashier Number] data fields for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Match File Total?] = "No"	Uploaded File Totals with Errors	Disabled
Cashier Total	Reference Label	<ul style="list-style-type: none"> Currency field Display the [Cashier Total] data field for each [Cashier Number] calculated in the [Perform Daily Balancing] activity for the [Balancing Date] where [Match File Total?] = "No"	Uploaded File Totals with Errors	Disabled
Comment	Reference Label	Display the [Comment] data field for each [Machine Name] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Match File Total?] = "No"	Uploaded File Totals with Errors	Disabled
GroupSeperator	Reference Label	Header line description = (* if applicable)		Disabled
Cashier Totals		Object Group Detailed below:		Populated
Machine Name	Reference Label	Display the [Machine Name] value for the [Site Name] and [Balancing Date] captured in the [Perform Daily Balancing] activity.	Cashier Totals	Disabled
Cheque Amount	Reference Label	<ul style="list-style-type: none"> Currency field Display the [Cheque Amount] data field for each [Cashier Number] captured in the [Perform Daily Balancing] activity for the [Balancing Date]	Cashier Totals	Disabled
Credit Card Amount	Reference Label	<ul style="list-style-type: none"> Currency field Display the [Credit Card Amount] data field for each [Cashier Number] captured in the [Perform Daily Balancing] activity for the [Balancing Date].	Cashier Totals	Disabled
Postal Order Amount	Reference Label	<ul style="list-style-type: none"> Currency field 	Cashier Totals	Disabled

Caption	Type	Description	Object Group	Required
		Display the [Postal Order Amount] data field for each [Cashier Number] captured in the [Perform Daily Balancing] activity for the [Balancing Date].		
Direct Deposit Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Direct Deposit Amount] data field for each [Cashier Number] captured in the [Perform Daily Balancing] activity for the [Balancing Date].	Cashier Totals	Disabled
Cash Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Cash Amount] data field for each [Cashier Number] captured in the [Perform Daily Balancing] activity for the [Balancing Date].	Cashier Totals	Disabled
Cashier Total	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Cashier Total] data field for each [Cashier Number] calculated in the [Perform Daily Balancing] activity for the [Balancing Date].	Cashier Totals	Disabled
Financial System Error?	Drop Down	<ul style="list-style-type: none"> • Blank : Default value • Yes • No 	Cashier Totals	Yes
Error Description	Large Text Box	Default = Not Visible If [Financial System Error?] = "Yes" <ul style="list-style-type: none"> • [Error Description] = Visible • Input = Required 	Cashier Totals	
Submit	Command Option	Triggers are applied with the following rules: <ul style="list-style-type: none"> • The command option will display an error message unless all required fields have been completed / selected. • Trigger the following activity or event: <ul style="list-style-type: none"> • Activity : [Link Amount Differences] <ul style="list-style-type: none"> • Condition : [Financial System Error?] = "Yes" • Event : [Cash Receipting Completed] <ul style="list-style-type: none"> • Condition : [Financial System Error?] = "No" 		

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Caption	Type	Description	Object Group	Required
Save For Later Completion	Command Option	Saves the current activity for later completion and places the activity in the Cash Processing Supervisor's Pending Tasks list.		
Reset	Command Option	Click Reset to clear the form and start over.		

Activity Properties

Notifications	
Notification Type	Email
Notify New	true
Notify Outstanding	true
Escalations	
Move on Escalations	false
Notification Interval	8
Notification Number	2
Tracking	
Allow Tracking	true
Allow Value Tracking	true
Display History	true

Next steps: [Financial System Error?](#)

5.4 Financial System Error?

Next steps: [Yes - Link Amount Differences](#), No - Cash Receipting Completed

5.5 Link Amount Differences

Responsible ROLE: Bank Control Clerk

Dynamic Description: Link Amount Differences for [Balancing Date] submitted by [Current User]

Link cashier totals received from all the Supervisors to the bank statement transactions for the cashier as reflected on the financial system. Provide advice on the adjustment that needs to be made on the financial system to the Cash Processing Supervisor.

Screenshot

Display the [Balancing Date] and [Current User] values from [Perform Daily Balancing] activity.

Screenshot (for indicative purposes only)

Link Amount Differences

CURRENT USER		CURRENT DATE				
USERNAME		YYYY/MM/DD				
<hr/>						
BALANCING DATE						
REFERENCE LABEL						
CASHIER TOTALS						
MACHINE NAME	CASHIER NUMBER	CHEQUE AMOUNT	CREDIT CARD AMOUNT	POSTAL ORDER AMOUNT	DIRECT DEPOSIT AMOUNT	CASH AMOUNT
REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL
CASHIER TOTAL	ERROR DESCRIPTION	LINKED?	LINK DESCRIPTION			
REFERENCE LABEL	REFERENCE LABEL	<input type="checkbox"/>	<input type="text"/>			
SUBMIT		SAVE FOR LATER COMPLETION			RESET	

Table of Fields

Caption	Type	Description	Object Group	Required
Current User	Reference Label	Display the logged on user name.		Disabled
Current Date	Reference Label	Display the current system date.		Disabled
Headerline	Reference Label	Header line description = (* if applicable)		Disabled
Balancing Date	Reference Label	Daily Balancing Date.		Disabled
Cashier Totals		Object Group Detailed below:		Populated
Machine Name	Reference Label	Display the [Machine Name] value for the [Site Name] and [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled

Caption	Type	Description	Object Group	Required
Cashier Number	Reference Label	Display [Cashier Number] data fields for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Cheque Amount	Reference Label	<ul style="list-style-type: none"> Currency field Display the [Cheque Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Credit Card Amount	Reference Label	<ul style="list-style-type: none"> Currency field Display the [Credit Card Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Postal Order Amount	Reference Label	<ul style="list-style-type: none"> Currency field Display the [Postal Order Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Direct Deposit Amount	Reference Label	<ul style="list-style-type: none"> Currency field Display the [Direct Deposit Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Cash Amount	Reference Label	<ul style="list-style-type: none"> Currency field Display the [Cash Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Cashier Total	Reference Label	<ul style="list-style-type: none"> Currency field Display the [Cashier Total] data field for each [Cashier Number] for the [Balancing Date] calculated in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Error Description	Reference Label	Display the [Error Description] data field for each [Cashier Number] for the [Balancing Date] captured in the [Verify Receipts]	Cashier Totals	Disabled

Caption	Type	Description	Object Group	Required
		Balances] activity where [Financial System Error?] = "Yes"		
Linked?	Drop Down	<ul style="list-style-type: none"> • Blank : Default value • Yes • No 	Cashier Totals	Yes
Link Description	Large Text Box	Default Visibility = True	Cashier Totals	Yes
Submit	Command Option	Triggers are applied with the following rules: <ul style="list-style-type: none"> • The command option will display an error message unless all required fields have been completed / selected. • Trigger the following activity: <ul style="list-style-type: none"> • Activity : [Make Adjustments] 		
Save For Later Completion	Command Option	Saves the current activity for later completion and places the activity in the Bank Control Clerk's Pending Tasks list.		
Reset	Command Option	Click Reset to clear the form and start over.		

Activity Properties

Notifications	
Notification Type	Email
Notify New	true
Notify Outstanding	true
Escalations	
Move on Escalations	false
Notification Interval	8
Notification Number	2
Tracking	
Allow Tracking	true
Allow Value Tracking	true
Display History	true

Next steps: [Make Adjustments](#)

5.6 Make Adjustments

Responsible ROLE: Cash Processing Supervisor

Dynamic Description: Make Adjustments for [Balancing Date] submitted by [Current User]

Make the adjustments recommended by the bank control clerk on the financial system and provide a description of what the adjustments entailed.

Screenshot

Display the [Balancing Date] and [Current User] values from [Perform Daily Balancing] activity.

Screenshot (for indicative purposes only)

Make Adjustments

CURRENT USER		CURRENT DATE				
USERNAME		YYYY/MM/DD				
BALANCING DATE		SITE NAME				
REFERENCE LABEL		REFERENCE LABEL				
CASHIER TOTALS						
MACHINE NAME	CASHIER NUMBER	CHEQUE AMOUNT	CREDIT CARD AMOUNT	POSTAL ORDER AMOUNT	DIRECT DEPOSIT AMOUNT	CASH AMOUNT
REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL
CASHIER TOTAL	ERROR DESCRIPTION	LINK DESCRIPTION	ADJUSTED?	ADJUSTMENT DESCRIPTION		
REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	<input type="checkbox"/>	<input type="text"/>		
SUBMIT	SAVE FOR LATER COMPLETION	RESET				

Table of Fields

Caption	Type	Description	Object Group	Required
Current User	Reference Label	Display the logged on user name.		Disabled
Current Date	Reference Label	Display the current system date.		Disabled
Headerline	Reference Label	Header line description = (* if applicable)		Disabled
Balancing Date	Reference Label	Daily Balancing Date.		Disabled
Site Name	Reference Label	Display the [Site Name] captured in the [Perform Daily Balancing] activity for the [Balancing Date]		Disabled

Caption	Type	Description	Object Group	Required
Cashier Totals		Object Group Detailed below:		Populated
Machine Name	Reference Label	Display the [Machine Name] value for the [Site Name] and [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Cashier Number	Reference Label	Display all the [Cashier Number] data field for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Cheque Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Cheque Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Credit Card Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Credit Card Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Postal Order Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Postal Order Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Direct Deposit Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Direct Deposit Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Cash Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Cash Amount] data field for each [Cashier Number] for the [Balancing Date] captured in the [Perform Daily Balancing] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Cashier Total	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Cashier Total] data field for each [Cashier Number] for the [Balancing Date] calculated in the [Perform Daily	Cashier Totals	Disabled

Caption	Type	Description	Object Group	Required
		Balancing] activity where [Financial System Error?] = "Yes"		
Error Description	Reference Label	Display the [Error Description] data field for each [Cashier Number] for the [Balancing Date] captured in the [Verify Receipts Balances] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Link Description	Reference Label	Display the [Link Description] data field for each [Cashier Number] for the [Balancing Date] captured in the [Link Amount Differences] activity where [Financial System Error?] = "Yes"	Cashier Totals	Disabled
Adjusted?	Drop Down	<ul style="list-style-type: none"> Blank : Default value Yes 	Cashier Totals	Yes
Adjustment Description	Large Text Box		Cashier Totals	Yes
Submit	Command Option	Triggers are applied with the following rules: <ul style="list-style-type: none"> The command option will display an error message unless all required fields have been completed / selected. Trigger the following event: <ul style="list-style-type: none"> Event : [Cash Receipting Completed] 		
Save For Later Completion	Command Option	Saves the current activity for later completion and places the activity in the Cash Processing Supervisor's Pending Tasks list.		
Reset	Command Option	Click Reset to clear the form and start over.		
Footerline	Reference Label	Footer line description = (* if applicable)		Disabled

Activity Properties

Notifications	
Notification Type	Email
Notify New	true
Notify Outstanding	true
Escalations	
Move on Escalations	false
Notification Interval	8
Notification Number	2
Tracking	
Allow Tracking	true
Allow Value Tracking	true
Display History	true

Next steps: Cash Receipting Completed

5.7 Verify Daily Bank Deposits

Responsible ROLE: Bank Control Clerk

Dynamic Description: Verify Daily Bank Deposits for [Balancing Date] submitted by [Current User]

The totals received from all the Supervisors are verified against the bank statement as reflected on the financial system. Any deviations are listed and returned to the relevant cash receiving supervisor for recommendations on corrections.

Screenshot

Display the [Balancing Date] and [Current User] values from [Perform Daily Balancing] activity.

Screenshot (for indicative purposes only)

Verify Daily Bank Deposits

CURRENT USER		CURRENT DATE				
USERNAME		YYYY/MM/DD				
BALANCING DATE						
REFERENCE LABEL						
CASHIER TOTALS						
CASHIER NUMBER	CHEQUE AMOUNT	CREDIT CARD AMOUNT	POSTAL ORDER AMOUNT	DIRECT DEPOSIT AMOUNT	CASH AMOUNT	CASHIER TOTAL
REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL
BANKING ERRORS?	PREVIOUS BANKING ERROR DESCRIPTION	BANKING ERROR DESCRIPTION	BANKING ERROR CORRECTION			
<input type="checkbox"/>	REFERENCE LABEL	<input type="text"/>	REFERENCE LABEL			
SUBMIT	SAVE FOR LATER COMPLETION	RESET				

Table of Fields

Caption	Type	Description	Object Group	Required
Current User	Reference Label	Display the logged on user name.		Disabled
Current Date	Reference Label	Display the current system date.		Disabled
Headerline	Reference Label	Header line description = (* if applicable)		Disabled
Balancing Date	Reference Label	Daily Balancing Date.		Disabled
Cashier Totals		Object Group Detailed below:		Populated
Cashier Number	Reference Label	Display the [Cashier Number] data fields for the [Balancing Date] captured in the [Perform Daily Balancing] activity.	Cashier Totals	Disabled
Cheque Amount	Reference Label	• Currency field	Cashier Totals	Disabled

Caption	Type	Description	Object Group	Required
		Display the [Cheque Amount] data field for the [Cashier Number] and [Balancing Date] captured in the [Perform Daily Balancing] activity.		
Credit Card Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Credit Card Amount] data field for the [Cashier Number] and [Balancing Date] captured in the [Perform Daily Balancing] activity.	Cashier Totals	Disabled
Postal Order Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Postal Order Amount] data field for the [Cashier Number] and [Balancing Date] captured in the [Perform Daily Balancing] activity.	Cashier Totals	Disabled
Direct Deposit Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Direct Deposit Amount] data field for the [Cashier Number] and [Balancing Date] captured in the [Perform Daily Balancing] activity.	Cashier Totals	Disabled
Cash Amount	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Cash Amount] data field for the [Cashier Number] and [Balancing Date] captured in the [Perform Daily Balancing] activity.	Cashier Totals	Disabled
Cashier Total	Reference Label	<ul style="list-style-type: none"> • Currency field Display the [Cashier Total] data field for the [Cashier Number] and [Balancing Date] calculated in the [Perform Daily Balancing] activity.	Cashier Totals	Disabled
Banking Errors?	Drop Down	<ul style="list-style-type: none"> • Blank : Default value • Yes • No 	Cashier Totals	Yes
Previous Banking Error Description	Reference Label	Concatenate and display all previous [Banking Error Description] values captured in the [Verify Daily Bank Deposits] activity for the [Cashier Number] where [Banking Errors?] = "Yes"	Cashier Totals	Disabled
Banking Error Description	Large Text Box	If [Banking Errors?] = "No" <ul style="list-style-type: none"> • [Banking Error Description] = Null • [Banking Error Description].Visibility = False 	Cashier Totals	

Caption	Type	Description	Object Group	Required
		<p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> [Banking Error Description].Visibility = True [Banking Error Description].Input = Required 		
Banking Error Correction	Reference Label	<p>If [Banking Errors?] = Null</p> <ul style="list-style-type: none"> [Banking Error Correction].Visibility = False <p>If [Banking Errors?] = "Yes"</p> <ul style="list-style-type: none"> Concatenate and display all previous [Banking Error Correction] values for the [Cashier Number] where [Banking Errors?] = "Yes" 	Cashier Totals	Disabled
Submit	Command Option	<p>Triggers are applied with the following rules:</p> <ul style="list-style-type: none"> The command option will display an error message unless all required fields have been completed / selected. Trigger the following activities: <ul style="list-style-type: none"> Activity : [Declare Balancing Complete] <ul style="list-style-type: none"> Condition : [Banking Errors?] = "No" for all line items Activity : [Perform Daily Balancing] <ul style="list-style-type: none"> Condition : [Banking Errors?] = "Yes", return the specific line item 		
Save For Later Completion	Command Option	Saves the current activity for later completion and places the activity in the Bank Control Clerk's Pending Tasks list.		
Reset	Command Option	Click Reset to clear the form and start over.		

Activity Properties

Notifications	
Notification Type	Email
Notify New	true
Notify Outstanding	true
Escalations	
Move on Escalations	false
Notification Interval	8
Notification Number	2
Tracking	
Allow Tracking	true
Allow Value Tracking	true

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Display History	true
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Next steps: [Banking Errors?](#)

5.8 Banking Errors?

Next steps: [No - Declare Balancing Complete](#), [Yes - Perform Daily Balancing](#)

5.9 Declare Balancing Complete

Responsible ROLE: Bank Control Principle Clerk

Dynamic Description: Verify Balancing Complete for [Balancing Date] submitted by [Current User]

Once all the totals received from the Supervisors have been verified and the banking errors (if any) have been resolved, the Principal Clerk needs to declare that the daily balancing totals have been verified and reconcile with the totals deposited.

Screenshot

Display the [Balancing Date] and [Current User] values from [Perform Daily Balancing] activity.

Screenshot (for indicative purposes only)

Declare Balancing Complete

CURRENT USER		CURRENT DATE	
USERNAME		YYYY/MM/DD	
BALANCING DATE			
REFERENCE LABEL			
CASHIER TOTALS			
CASHIER NUMBER	CASHIER TOTAL	BANKING ERROR DESCRIPTION	BANKING ERROR CORRECTION
REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL	REFERENCE LABEL
I declare that the balancing for [Balancing Date] has been verified and completed			
BALANCING COMPLETE			
<input checked="" type="checkbox"/>			
SUBMIT		RESET	

Table of Fields

Caption	Type	Description	Object Group	Required
Current User	Reference Label	Display the logged on user name.		Disabled
Current Date	Reference Label	Display the current system date.		Disabled
Headerline	Reference Label	Header line description = (* if applicable)		Disabled
Balancing Date	Reference Label	Daily Balancing Date.		Disabled
Cashier Totals		Object Group Detailed below:		Populated
Cashier Number	Reference Label	Display the [Cashier Number] data fields for the [Balancing Date] captured in the [Perform Daily Balancing] activity	Cashier Totals	Disabled
Cashier Total	Reference Label	• Currency field	Cashier Totals	Disabled

Caption	Type	Description	Object Group	Required
		Display the [Cashier Total] data field for the [Cashier Number] and [Balancing Date] calculated in the [Perform Daily Balancing] activity.		
Banking Error Description	Reference Label	Concatenate and display all [Banking Error Description] values captured in the [Verify Daily Bank Deposits] activity for the [Cashier Number]	Cashier Totals	Disabled
Banking Error Correction	Reference Label	Concatenate and display all [Banking Error Correction] values captured in the [Verify Daily Bank Deposits] activity for the [Cashier Number]	Cashier Totals	Disabled
Declaration Balancing Complete	Check Box	Default value = False		Yes
Submit	Command Option	Triggers are applied with the following rules: <ul style="list-style-type: none"> The command option will display an error message unless all required fields have been completed / selected. Trigger the following event: <ul style="list-style-type: none"> Event : [Balancing Verified] 		
Reset	Command Option	Click Reset to clear the form and start over.		

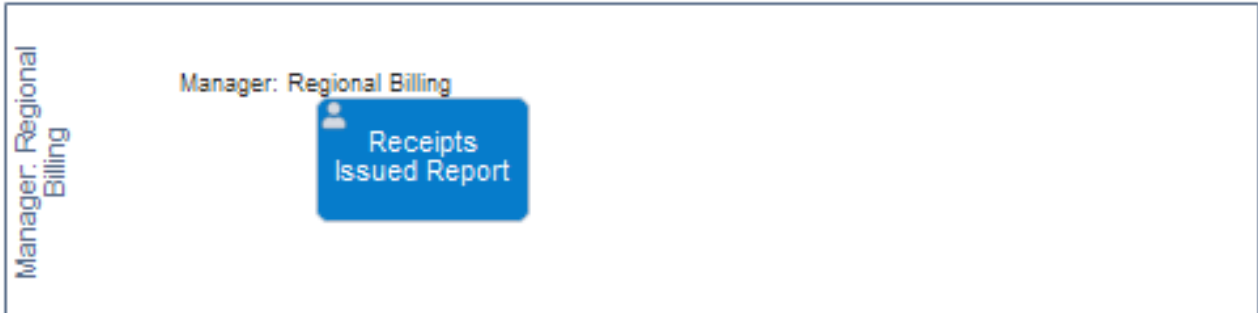
Activity Properties

Notifications	
Notification Type	Email
Notify New	true
Notify Outstanding	true
Escalations	
Move on Escalations	true
Notification Interval	3
Notification Number	2
Tracking	
Allow Tracking	true
Allow Value Tracking	true
Display History	true

Next steps: Balancing Verified

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6 Reports



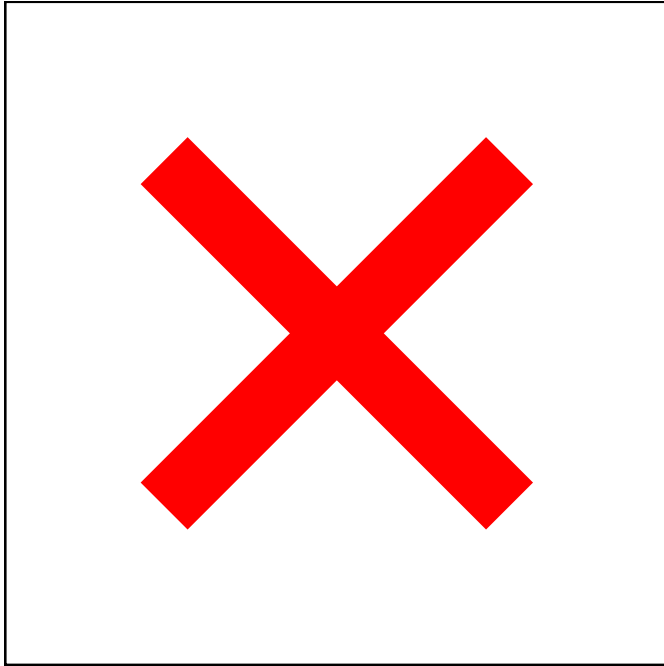
6.1 Receipts Issued Report

Responsible ROLE: Manager: Regional Billing

Restrictions: Report only available to Manager: Regional Billing

This report gives the number and value of receipts issued from each site and the total for all sites for a specified time period.

Screenshot



Screenshot (for indicative purposes only)

Receipts Issued Report



CURRENT USER	CURRENT DATE
USERNAME	YYYY/MM/DD
<hr/>	
REPORT DATE FROM	REPORT DATE TO
<input type="text"/> 	<input type="text"/> 
GENERATE REPORT	

Table of Fields

Caption	Type	Description	Object Group	Required
Current User	Reference Label	Display the logged on user name.		Disabled
Current Date	Reference Label	Display the current system date.		Disabled
Headerline	Reference Label	Header line description = (* if applicable)		Disabled

Caption	Type	Description	Object Group	Required
Report Date From	Advanced Date Picker	Default value = The first day of the month in [Current Date]		Yes
Report Date To	Advanced Date Picker	Default value = Current Date		Yes
Generate Report	Command Option	<p>On trigger : Generate Report [Receipts Issued Report]</p> <p>Add [Total Receipts] captured in [Perform Daily Balancing] activity for each [Site Name]</p> <p>Add [Cashier Total] calculated in [Perform Daily Balancing] activity for each [Site Name]</p>		

Table of Fields

The following inputs are required:

- [Report Date From]
- [Report Date To]

Business rules

- [Report Date From] <= [Report Date To]

Routing

Not Applicable

Integration

Not Applicable

7 User List

The information provided in the tables below is incomplete. Business X will provide a full user list within 5 working after sign-off of the Approval document.

The following table defines the user roles.

- Report To - the person to whom the user reports to.
- Route To - the person who will be taking care of the user's tasks if the user is unavailable.
- Escalate To - the person to whom the user's unresolved tasks will be escalated to in order to be completed.

Role	User Name	Report To	Route To	Escalate To
Balancing Supervisor		Manager: Billing and Processing Control	Cash Processing Supervisor	Manager: Billing and Processing Control
Cash Receipting Supervisor1	Nomazizi - 1001	Manager: Regional Billing		Manager: Regional Billing
Cash Receipting Supervisor2	nomvuselel	Manager: Service Centres & Satellites		Manager: Service Centres & Satellites
Cash Receipting Supervisor3	Zukie74	Manager: Service Centres & Satellites		Manager: Service Centres & Satellites
Cash Receipting Supervisor4	tabisa	Manager: Service Centres & Satellites		Manager: Service Centres & Satellites
Cash Processing Supervisor	Carol	Manager: Billing and Processing Control	Balancing Supervisor	Manager: Billing and Processing Control
Bank Control Principal Clerk	tinari	Accountant: Bank Control		Senior Accountant: Bank Control
Cash Processing Clerk1	Lindeka	Cash Processing Supervisor	Cash Processing Clerk2	Cash Processing Supervisor
Cash Processing Clerk2	Melisa	Cash Processing Supervisor	Cash Processing Clerk1	Cash Processing Supervisor
Bank Control Clerk1	gracez	Bank Control Principal Clerk	Bank Control Clerk2	Bank Control Principal Clerk
Bank Control Clerk2	pumelas	Bank Control Principal Clerk	Bank Control Clerk1	Bank Control Principal Clerk

User Name	Name and Surname	Email Address
Nomazi - 1001	Nomazi	nomazi@companyx.gov.za
nomvusel	Nomvuelo	Nomvuelom@companyx.gov.za
Carol	Carol	Carol@companyx.gov.za
Linde	Linde Dondolo	LindeD@companyx.gov.za
Melisa	Melisa	MelisaS@companyx.gov.za

8 Role Groups

Example: Please note that a full list will be provided by Revenue Management and the below list is only an example of what is required in order to link Roles and Role Groups on the BPM system.

- **Manager**
 - Includes all Managers and Programme Managers within
 - Billing and Processing Control
 - Service Centres & Satellites
 - Bank Control
 - Regional Billing
- **Supervisor**
 - Includes all cash receipting, cash processing and bank control supervisors
- **Clerk**
 - Includes all the cash processing and bank control clerks

Role	Role Group
Manager: Regional Billing	Manager
Manager: Service Centres & Satellites	Manager
Manager: Billing and Processing Control	Manager
Programme Manager: Bank Control	Manager
Cash Receipting Supervisor	Supervisor
Cash Processing Supervisor	Supervisor
Bank Control Principal Clerk	Supervisor
Balancing Supervisor	Supervisor
Cash Processing Clerk	Clerk
Bank Control Clerk	Clerk

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9 Tracking and Archive Rights

The following section defines which user roles have access to which of the processes. Note that the Originator of a process has Tracking and Archive rights by default:

Role/Role Groups	Processes
Cash Processing Supervisor	All Activities

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10 Not in Scope

All items not explicitly documented in the Scope of Work and/or Functional Specification are regarded as being out of scope.