

Authorization System



Objectives:

System has developed for:

- Move on paperless environment to reduce Paper and Accessory cost
- To develop more security with flexibility as only Authorized access.
- To maximize the working (Operation) speed even in the absence of personals the work carry on.
- To set a same approval pattern in all departments with in the organization.
- Online Tracking / Access for all the important operational documents.



Introduction:

- CG Authorization is basically developed to Meet the mentioned objectives.
- Its totally a paperless environment which provides online, Routing and Approval of documents only from authorized user's.
- It has set the same pattern in all the departments with in the company and also facilitates the users to access their required documents in lighting speed.
- Moreover its also reduced the overall stationary cost of the company.
- By this we completely moved from manual \ traditional documentation to electronic documentation.



Applications \ Documents

Following are the Important Documents route from the Authorization System.

- Demands \ Requisitions
- Purchase Order
- Purchase Receipts
- Purchase Returns
- Purchase Invoices
- GL Accounts
- GL Vouchers
- AR Invoice
- AR Receipts
- AP Payments
- AP Invoice

Applications \ Documents

- Item Requisition \ Issuence
- Email / Internet Applications
- AP- Vendors
- AR- Customers
- Helpdesk Tasks
- Leave Application
- Schedule Change Applications
- Inward \ Outward Gate Passes
- Over Time Applications
- Production Reports

CG Authorization Interface

File Approval Helpdesk Transactions Help

FARRUKH.SOHAJ

Applications: Pending Documents: Report Preview:

INTAZAR
P23-10-02476

Chenab Limited **Requisition**
P23-10-02476

Nishatabad
Faisalabad, Punjab 38000
Phone: 0092 41 8754472
Fax: 0092 41 8752700

Reference	Description	Default Vendor
P23-10-02476	JUNGLE PASSAGE CML#0712/2010 (ONLY BAG CARTON DEMAN	

Item Number	Description	Unit	Stock		
			Demand	In Hand	Requi
04-06-TYS1-1511 Comments: D (01+7)POL SHOWER CURTAIN (FRONT 213X")	PVC WHITE ZIP BAG 8.75X11.25X1.5" TYPING F.PRT 12MM	PCD	2,040	0	2
04-33-7110-1510 Comments: D (01+7)POL SHOWER CURTAIN PACIFIC COAST (TWO SIDE PRINT)	C.O.T PLY 18.5X12.5X5.5" PRINTED	NO	336	0	:
	PACIFIC COAST SP#1527/2010 WK#1028		2,376		2

Comments Status Signs Scans

Status: Next Authority: Above person only.

Comments/Remarks:
Comments Portion. All comments \ remarks May forward from here with the document.

Save & Send

Ready. FARRUKH.SOHAJ 1800

CG Auth Flow for Demand Requisition for a Particular Department

The screenshot shows the 'Authorization Workflow' application window. The title bar includes a blue 'B' icon and standard window controls. The main area is divided into three sections:

- Workflow Tree:** A hierarchical tree structure with a root node 'Made Ups' (green plus icon). Under 'Made Ups', there are eight steps: '1 - Prepared By Madeups' (highlighted in blue), '2 - Manager Madeups', '3 - GM Madeups', '4 - Director', '5 - Dy GM Stores', '6 - Director (PPC)', '7 - General Manager Purchase', and '8 - PO Creator'. Below this are 'Madeups Workshop' and 'Main Store'.
- Users List:** A list of users with a scroll bar and arrow buttons. The users listed are: A.GHAFFAR, A.RAZZAQ, A.REHMAN, AAMIR, AAMIR.HAFEEZ, AAMIR.IRSHAD, AAMIR.JAVED, and AAMIR.RIAZ.
- Application User:** A text input field containing the name 'ZULIFQAR'.

Below the workflow tree is the 'Workflow Entry' section, which contains several input fields and a search function:

- Authorization ID:** 123
- Application ID:** 12 (with a search icon and the text 'Demand & Requisition')
- Department:** 0142 (with a search icon and the text 'Made Ups')
- Group:** 34 (with a search icon and the text 'Prepared By Madeups')
- Level:** 1 (with a checkbox for 'Last Level')

On the right side of the 'Workflow Entry' section, there are two buttons: 'Add User in Current Workflow' and 'Delete User from Workflow'.

Only the Users define in Prepared By (Level 1) can create and send the documents to Authorization System.

Demand \ Requisition Interface and Routing

CHENAB - P/O Requisition Entry (Customized)

File Settings Help

Requisition Number: P24-10-02464

Vendor Number: [] Source: Entered

Requisition | Optional Fields

Requisition Date: 17/08/2010 Expiration Date: / / On Hold

Date Required: 14/09/2010 Requested by: MADE UPS

Location: 10101 Mills-Main Store

Description: LEIGHTON TAPESTRY CML#0938/2010 Reference: P24-10-02464

Comment: C-USA SP#1526/2010 WK#1038
SP.RECV DATE:06-07-2010

Lin...	Completed	Item Number	Item Description
1	No	06-8876-PL-0000-MMC	THREAD CONE POLYESTER S#206E
2	No	06-8876-08-0077-438	COTTON CORE SPUN THREAD CON
3	No	06-8793-PL-3872-883	DORI POLYESTER 4MM WHITE
4	No	04-33-W259-1513	C.C 5 PLY 590X560X380 MM
5	No	04-33-W258-1513	C.C 5 PLY 590X560X315 MM
6	No	04-33-W257-1513	C.C 5 PLY 590X560X270 MM

Detail...

Post Delete Close

At the post event this documents will move in Paperless System at set level (Level 1).

- After the document came into Authorization system the document keep moving from level 1 (First person) to last level (Last Authority) with the approval and signature of every authority at every level.
- When the last person approves the document the status of the document will be changed.
i.e. **From Not Complete to Completed.**
- And At the End You would have complete recode about the document approval,
i.e. **Who, When, From which System the document approved.**

- And at every stage you can see the level and status of the document from document tracking Form.
- You can also see who has approved the document and whose approval is pending.

Tracking

Application: 0012 Demand & Requisition Status: Not Completed Document Number: p24-10-02464 No of Records: 100

Find

Department	Department Name	Row ID	Document No.	Current Level	Completed	Created
0142	Made Ups	1023211	P24-10-02464	6	<input type="checkbox"/>	17/08/2010 11:04:56 AM

Current Level [Detail / Comments](#) [Email Log](#)

User Name	Login User	Audit Date	Approved	Comments	Ext. No
Intazar Ahmad		17/08/2010 11:04:56 AM	<input checked="" type="checkbox"/>		359
Intazar Ahmad	INTAZAR	17/08/2010 11:11:16 AM	<input checked="" type="checkbox"/>		359
Naveed Hussain	NAVEED.HUS	17/08/2010 03:18:58 PM	<input checked="" type="checkbox"/>		328
arif.mehmood	ARIF.MEHMOO	17/08/2010 03:27:48 PM	<input checked="" type="checkbox"/>		
Umar Ashfaq	MUMAR	17/08/2010 03:40:31 PM	<input checked="" type="checkbox"/>		399
Tariq Mehmood(Store)	SAJIDARSHA	18/08/2010 08:59:25 AM	<input checked="" type="checkbox"/>		520

Document Preview (Demand \Requisition)

Chenab Limited

Nishatabad
Faisalabad, Punjab 38000
Phone: 0092 41 8754472
Fax: 0092 41 8752700

Requisition

P24-10-02464

Date Aug 17, 2010	Page 1
Requisition Number P24-10-02464	

Reference P24-10-02464	Description LEIGHTON TAPESTRY CML#0938/2010	Default Vendor	Requisition Date Aug 17, 2010	Expiration Date	Date Required Sep 14, 2010
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Item Number	Description	Unit	Stock			Rec. Cost	From Whom Purchase	Supply Date	Remarks
			Demand	In Hand	Required				
04-33-W257-1513 Comments: D [0244]FOR FULL COMPORIER SET	C.C 5 PLY 590X560X270 MM	PCG	80	0	80		PACKAGES LTD	14/09/2010	
04-33-W258-1513 Comments: D [0244]FOR QUEEN COMPORIER SET	C.C 5 PLY 590X560X315 MM	PCG	273	0	273		PACKAGES LTD	14/09/2010	
04-33-W259-1513 Comments: D [0244]FOR KING+Q- KING COMPORIER SET	C.C 5 PLY 590X560X380 MM	PCG	154	0	154		PACKAGES LTD	14/09/2010	
06-8793-PL-3872-883 Comments: D [0244]FOR COMPORIER SET	DORI POLYESTER 4MM WHITE	MTR	8,465	0	8,465		M TAYYAB TAHIR TRADE	14/09/2010	
06-8876-08-0077-438 Comments: D [0244]FOR COMPORIER SET	COTTON CORE SPUN THREAD CONE 75TKT S#2065	COONE	55	0	55		ALIRAZA ENTERPRISES	14/09/2010	
06-8876-PL-0000-MMC Comments: D [0244]FOR COMPORIER SET	THREAD CONE POLYESTER S#2066(5000 YARD) Fine Quality	COONE	55	0	55		ALIRAZA ENTERPRISES	14/09/2010	
	Comments: C-USA SP#1526/2010 WK#1038 SP.RECV DATE:06-07-2010		9,082		9,082				

Purchase Order Entry Form

CHENAB - P/O Purchase Order Entry (Customized)

File Help

PO Number: OTR-KW-08-10-015

Vendor Number: 007-0300 IMPREST TO PURCHASER M. SARWAR

Last Receipt No.:
Source: Entered

Order | Taxes | Optional Fields | Totals

Template: From Requisition: On Hold:

PO Date: 17/08/2010 FOB Point: Arrival Date: / /

PO Type: Active

Ship-To Location: 23601 Ship Via:

Bill-To Location: Terms Code: CASH Cash Payment on Delivery:

Description: Reference: KWNG-370

Lin...	Completed	Item Number	Item Description
1	No	08-09-0234	SPINDLE OIL
2	No	09-09-3281	STEEL NAIL 2.5"
3	No	08-09-0234	SPINDLE OIL

Item/Tax... Order Subtotal: 15,250.00 RS

Close

Purchase Order Preview

Chenab Limited

Nishatabad
 Faisalabad, Punjab 38000
 Phone : 0092 41 8754472
 UAN:111-243-622(CHENAB)
 Fax : 0092 41 8752700

Purchase Order

Sales Tax Registration No

04-03-5111-009-91

NTN: 0688377-0

Bill Must be Dispatched alongwith goods

Date Aug 17, 2010	Page 1
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Purchase Order Number OTR-KW-08-10-015

Reference your Quotation/Letter No ----- Dated -----

We are Pleased to place the following Order with you on the condition prescribed hereunde

Vendor Address: IMPREST TO PURCHASER M. SARWAR
 FAISALABAD

Ship To: Chenab W/ing I-Main Store
 40X40/135X85-116
 16-01-461-6075-0411-0001
 ()

Reference	Contact	Vendor Number	PO Date	Terms	Ship Via	Expected Arrival
KWNG-370		007-0300	17/08/2010	CASH		

Qty. Ord.	Item Number	Description	Unit Cost	UOM	Extended Price
50.00	08-09-0234	SPINDLE OIL	<u>150.00</u>	LTR	7,500.00
2.00	09-09-3281	STEEL NAIL 2.5"	<u>125.00</u>	PKT	250.00
50.00	08-09-0234	SPINDLE OIL	<u>150.00</u>	LTR	7,500.00
					15,250.00

Comments:

Sales Tax Summary:
 09 0.00

Less:
 included tax

0.00

Subtotal

15,250.00

G.S.T

0.00

Excise Duty

0.00

Total purchase order

15,250.00

Note: The supplier shall make good the loss to the buyer to the extent of amount of Sales Tax being charged in case his Sales Tax invoices are declared faulty by the Sales Tax Department at any later stage.

AR- Receipt Entry Form

CHENAB - A/R Receipt Entry
File Settings Help

Batch Number
Batch Date Bank Code Currency
Entry Number
Transaction Type Date Year/Period
Customer Number
Amount Receipt Type
Check/Receipt No. Unapplied Amount
Mode Select Direct

Document Number	Payment Number	Applied Amount	Discount Taken	Adjustment Amount	Pend. Payment To...	Pend. Dis
INV-10-3168	1	261,703.00	0.00	0.00	0.00	

AR- Receipt Preview

Chenab Limited

Nishatabad, Faisalabad
Cash/Bank Receipt Voucher

Batch Status: **Posted**

Page: 1

Voucher No: **AR/CA/006630/00007**

Description: **ADNANS(RECET PROCESSING**

Date: **27/07/2010**

Code	Description	Debit	Credit
41339-10100 BOP07	BOP A/C 0000010002 Chenab Mills-Chb Ltd BOP A/C 0001 Nishatabad Mills-Chb Ltd 1988858 # RCVD.(AL-REHMAT TRADERS) AGST PROCESSING	261,703.00	
36000-10100-1 D01-0098	LOCAL DEBTORS-Mills (1) AL-REHMAT TRADERS (PVT) LTD. BOP A/C 0001 Nishatabad Mills-Chb Ltd1988858 NO CHQ OF		261,703.00
Pak Rupees two hundred sixty-one thousand seven hundred three only.		261,703.00	261,703.00

Leave Application Form

LEAVE APPLICATION

Leave ID	151155 <input type="button" value="New"/>	Date	08-02-2010
Location	Chenab Ltd		
Employee ID	29270 <input type="button" value="..."/>	Employee Name	Farrukh Sohail
Shift Code	Y	Father Name	Muhammad Saleem Gaisar
Leave Required	1	Department	Computer Cell
From	07-30-2010	Designation	Asst. Manager
To	07-30-2010	Login Name	farrukh.sohail
Section		Computer Name	IT1.chenabltd.com

Reason of Leave

Suffering from fever

Address While on Leave

Select Department

Computer Cell

Send for Approval

Farrukh.Sohail

Leave App Preview in Authorization

LEAVE APPLICATION

Document # 151,155

Employee Information :

Pin Code: 29270 Shift Code: Y Date: 02/08/2010

Full Name Farrukh Sohail

Father Name Muhammad Saleem Qaisar

Department: Computer Cell

Designation: Asst. Manager

Leave Required : 1

Section:Software Section

From : 30-July-2010

To : 30-July-2010

Available Leave Balance

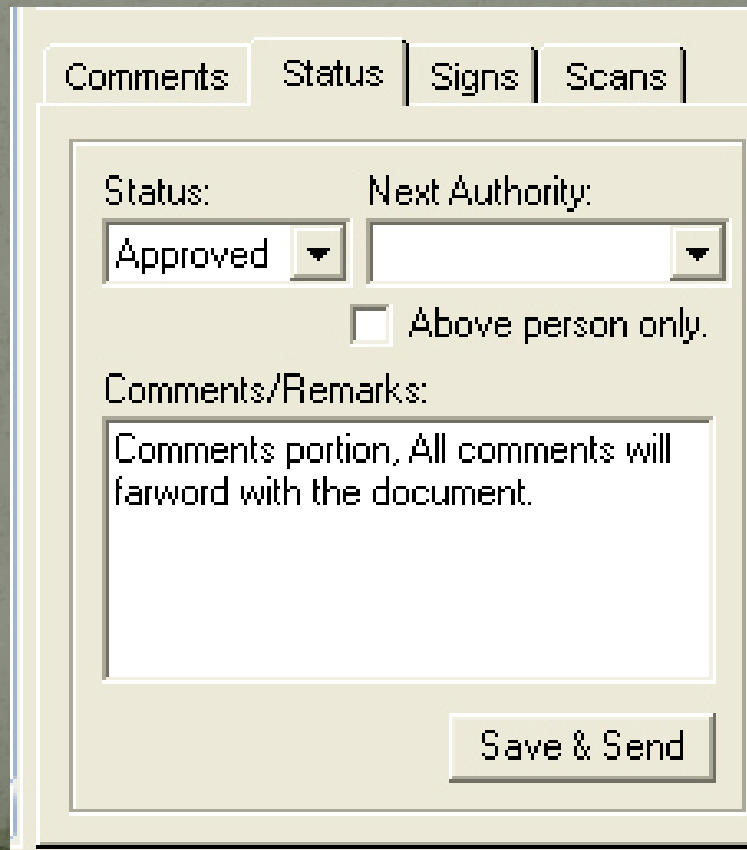
	Casual	Annual	Sick	Previous	Wop	Others	Absent	Total
Leave Due	6.70	0.00	5.30	0.00				12.00
Sanctioned	6.00	0.00	4.00	0.00	0.00	1.00	1.00	12.00
Balance	0.70	0.00	1.30	0.00				2.00

Suffering from fever

Address while on Leave :

Comments in Every Approval

At every level all the Authorities have the facility to Comment / Remarks against the approval of every documents, These comments will also route with the documents. Against every comment the date and time will also be saved.



The screenshot shows a software interface with a tabbed menu at the top containing 'Comments', 'Status', 'Signs', and 'Scans'. The 'Comments' tab is selected. Below the tabs, there are two dropdown menus: 'Status' (set to 'Approved') and 'Next Authority' (empty). A checkbox labeled 'Above person only.' is present and unchecked. Below these is a text area labeled 'Comments/Remarks:' containing the text 'Comments portion, All comments will farword with the document.' At the bottom right is a 'Save & Send' button.

Comments	Status	Signs	Scans
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Status: Next Authority:

Above person only.

Comments/Remarks:

Attachments with Main Documents

At Every step the Users can also add supporting material\documents with the main document.

This supporting can be in the form of PDF, JPEG, GIF format.

You may also link any report as supporting material with the main document.

The screenshot shows a web application interface with a light beige background. At the top, there are four tabs: "Comments", "Status", "Signs", and "Scans". Below the tabs is a section labeled "Attachments:" followed by a large empty rectangular box. Underneath the box are two tabs: "Upload File" and "Link Report". Below these tabs is a section labeled "Application:" with a dropdown menu currently showing "AP-Payments". At the bottom of this section, there is a text input field, a button with two dots "...", a "Check" button, and a "Link" button.

Reporting And Additional Features

Authorization System also present the following reports,

- Pending Document Report
- User Wise Efficiency Report
- Document Wise Detail Report
- Task Analysis Report

Additional Features

Through Authorization system You can also have chat or meeting with all online (Active) users in the same system.

Security / User Authenticity

Authorization System is highly secured, User's authenticity is checked in many ways at the same time.

User Authenticity is verified regarding his / her...

- User ID

- User Password

- User Name

- Domain Name

- Computer Name

With all this the Authorization system also have other data about the User. i.e.

- Email Id

- Employee Code

- Employee Department

- Phone Extension

In that way it becomes impossible that Unauthorized user's can access the System.

Thanks