

STAFF UNIFORM

NEW SYSTEM FOR DISTRIBUTING STAFF UNIFORM

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Project Summary

Create new system for distributing Staff Uniforms.

Stages

1. Request for Uniform (Can be Initiated by Employee or Sales Manager)
2. Approval
3. Uniform Receive & Accounts Transaction

1. Request for Uniform

Request for uniform can be initiated by Employee (If his Probation period is completed) or Sales Manager (For Single Employee). After Submission of Request It will move to Approval Stage.

Requirement from AX: List of Item codes and its details.

No Workflow

2. Approval

Request for Uniform will show in Approval Stage as in approved pdf report (attached).

Workflow : Sales Manager → HR → CEO

3. Uniform Receive & Accounts Transaction

After Approval of CEO, Workflow will be started with Retail Supervisor. Retail Supervisor will hand over the uniform to Employee (He must print the request and get it signed from Employee and attached the scanned copy in Workflow) and approve the Workflow.

After Approval stock must be deducted from AX Inventory and related Accounts Transaction must be generated.(Needs a discussion with AX Team and Chief Accountant.)

Workflow: Retail Supervisor → Internal Auditor → Chief Accountant

Details to be clarified before starting the project in Badran:

- 1. Item Codes & its list required from AX**
- 2. AX Function to Adjust AX inventory after Uniform Distribution**
- 3. Account Transaction to be generated after inventory adjustment.**