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| **TREASURY APPLICATION USER ACCOUNT CREATION FORM**  **The Colombo Fort Land & Building Company PLC**  CFLB LOGO PDF (002)-page-001.jpgNo.8-5/2 Leyden Bastian Road, York Arcade Building, Colombo 01 | | | | | |
| **Section 01** | | | | | |
| User Name: |  | | | | |
| Designation: |  | | | | |
| Cluster: |  | | | | |
| Company: |  | | | | |
| E-Mail: |  | | | Mobile |  |
| **Section 02** | | | | | |
| Allow Access to: | | Borrowing Facilities | | | |
| Inter Company Balances | | | |
| Foreign Currency Exchange | | | |
| Accessible Companies: | | All Companies | | | |
| All Companies within the Cluster | | | |
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| **Section 03** | | | | | |
| Borrowing Facility: | | CC Mail Notification L1 | Approve Bank Facilities | | |
| View All Companies in  Dashboard | CC Mail Notification L2 | | |
| Inter Company Balances: | | CC Mail Notification L1 | Approve ICB | | |
| View All Companies in  Dashboard | CC Mail Notification L2 | | |
| Show Transaction Status | | | |
| Foreign Currency Exchange: | | View All Companies in Dashboard | | | |

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Date Requestors Signature Head of Department Head of Finance

**Instructions**

Please use this form to create users for the Group Treasury Application.

1. **Section 01** should filled by the requesting user and sent for the approval of the HOD and HOF.
2. **Section 02** should filled to define the access level for the particular user defined in **Section 01**.
3. **Section 03** should filled only if the user needs more than data entry operation facilities in the system**.**

**Definitions**

1. **Notifications** 
   1. **CC Mail Notification L1** : Will genrate e-mail notfications when a data entry user dosen’t complete his/hers work in the given threshold for that month and will notfiy the user copying the immeeediate supervisor. Ideally this should be ticked if there are any subordinates for the user.

ie: Executive < Manger

* 1. **CC Mail Notification L2** : Will genrate e-mail notfications after one week from the L1 notfication date if the data entry user have not completed his/hers work.   
     The notfication will be sent to the user copying the immeediate supervisor and the second level supervisor . Ideally this should be ticked if there are any subordinates for the user and which are manged by a lower level manger than the user.

ie:Excutive <Manger<General Manger

1. **Dashboards**
   1. **View All Companies in Dashboard** : The user will be able to view infromation on all company dashboards in the sytem within the defined area.
2. **Approvals**
   1. **Approve ICB** & **Approve Bank Facilities** : This user has rights to approv any transactions on given companies for that user