

Comment [AHS1]:

PREMIUM AMADANI CERTIFICATE (PAC)

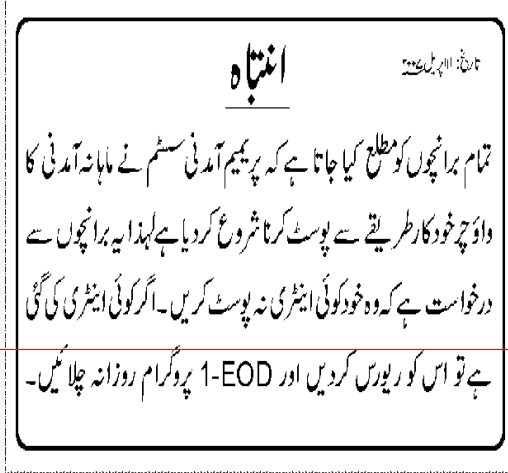
Change Request Submission / Supervision Manual

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IMPORTANT ANNOUNCEMENT: 11/APR/2007 -- All branches are advised that premium aamdani system has started auto generated monthly prof



User Name

Password

Auto login until I logout explicitly
 Save my user name
 Always ask for my user name and password

Login

[FORGET PASSWORD](#) [REGISTER](#)

Figure 1: Certificate Detail

Details of Figure 1 are as under:

- ✓ **User Name** – Enter branch user name
- ✓ **Password** – Enter branch user password
- ✓ **Auto login until I logout explicitly** – If this option checked, system will be remained logged-in until perform logout by the branch user
- ✓ **Save my user name** – If this option checked, it will keep saving branch user name
- ✓ **Always ask for my user name and password** – If this option checked, system will always ask user name & password of the branch user

After entering user name & password, branch user will press the **Login** button. After doing this, **Figure 2** will be shown on the screen:

National Bank of Pakistan											Thursday, June 28, 2007														
Premium Amadani Scheme											Nazimabad														
ISSUE CERTIFICATES											LIST CERTIFICATES			LIST CHANGE REQUESTS			REPORTS			CHANGE PASSWORD			SIGN OUT		
SEARCH / INQUIRY																									
Certificate No.											Certificate Title			SEARCH			CREATE NEW ACCOUNT								
OPENING DATE	STATUS	ACCOUNT CODE	PRDPT A/C	MATURITY	TITLE OF A/C /	AMOUNT	UPDATE STATUS	UPDATE A/C	LAST CR DATE	CR ISSUED	CR CORRECTED	CR PENDING	DETAILS	CHANGE REQUEST											
2/26/2007 10:01:14 AM	ACTIVE	42/2007/2	0550017	MIS-05, MIS 5 Year	ATTIA ALNOOR	500,000			6/12/2007 10:32:07 AM	2	1	6	DETAILS	CHANGE REQUEST											
2/26/2007 10:06:06 AM	ACTIVE	42/2007/3	550017	MIS-05, MIS 5 Year	ATTIA ALNOOR	500,000			6/28/2007 11:32:10 AM	2	0	2	DETAILS	CHANGE REQUEST											
2/26/2007 10:11:41 AM	ACTIVE	42/2007/4	550017	MIS-05, MIS 5 Year	ATTIA ALNOOR	500,000			6/12/2007 4:24:06 AM	2	0	1	DETAILS	CHANGE REQUEST											
6/11/2007 4:34:19 PM	ACTIVE	42/2007/5	550017	MIS-05, MIS 5 Year	ABDUL RAHMAN	50,000			6/28/2007 11:26:01 AM	6	0	6	DETAILS	CHANGE REQUEST											
						1,550,000																			

Figure 2: Certificate Detail

In order to submit change request, branch data processor will use the page as shown in **Figure 2**.

In **Figure 2**, branch user will click on **Change Request** link, and then **Figure 3** will be shown, as given below.

ISSUE CERTIFICATES											LIST CERTIFICATES			LIST CHANGE REQUESTS			REPORTS			CHANGE PASSWORD			SIGN OUT		
REGION *											Karachi West														
BRANCH *											42, Nazimabad														
REQUESTED BY *											B0042														
CERTIFICATE DETAILS *											42/2007/3, ATTIA ALNOOR														
REQUEST DATE *											6/28/2007 11:57:19														
CHANGE? *											Issue Date														
CORRECTION *											02/09/2007			Old Value: 2/26/2007 10:06:06 AM											
											Date Format: mm/dd/yyyy														
REASON *											The link to head office was failed, and we could not enter the certificate on the issue date.														
GL Balance As On											55536														
																				SEND					

Figure 3: Change Request Submission

Figure 3 is used to submit change request to respective branch manager. It has following different fields/options available.

- ✓ **Region** – Select respective region
- ✓ **Branch** – Select respective branch
- ✓ **Requested By** – Select requester ID
- ✓ **Certificate Detail** – Select respective certificate detail
- ✓ **Request Date** – Enter request date
- ✓ **Change** – Enter nature of change
- ✓ **Correction** – Enter correction. If the intended field is date then its format should be **MM/DD/YYYY** like 02/16/2007
- ✓ **Reason** – Enter reason for change

After filling all fields mentioned in **Figure 3**, branch user will click **SEND** button to submit the change.

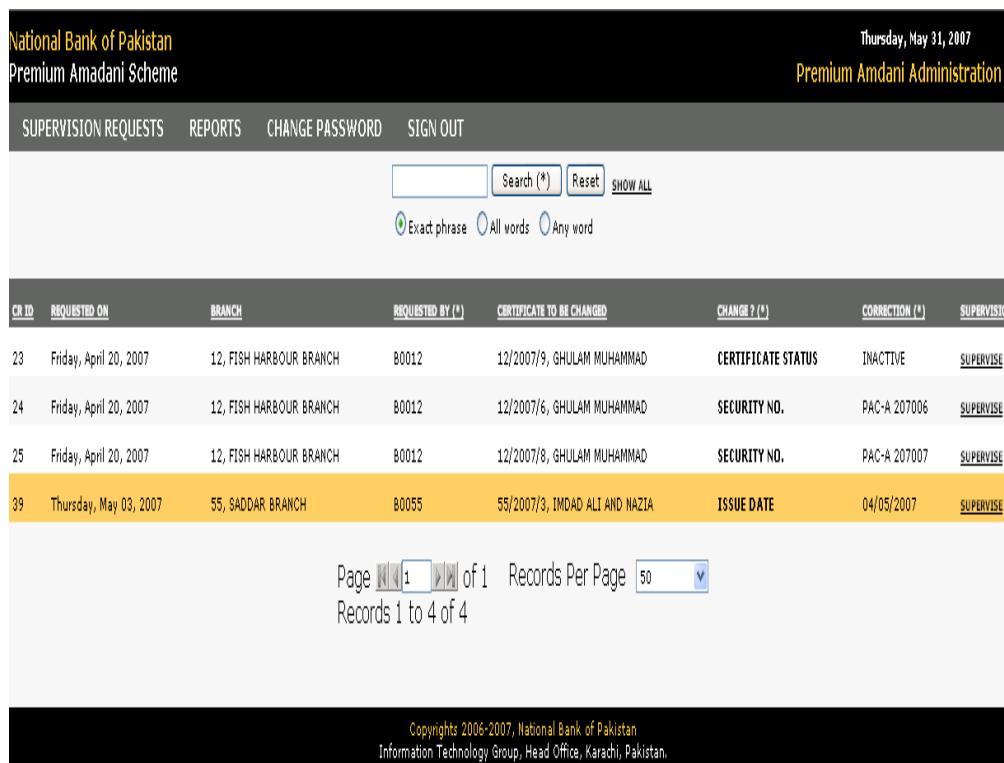
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Branch Manager: BRANCH MANAGERS / OPERATIONS MANAGERS

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Supervise Change Request

In order to supervise change requests, submitted by the branch users, Branch Manager will first login with user name & password, as shown in **Figure 1**.



National Bank of Pakistan
Premium Amdani Scheme

Thursday, May 31, 2007
Premium Amdani Administration A

SUPERVISION REQUESTS REPORTS CHANGE PASSWORD SIGN OUT

Search (*) Reset SHOW ALL

Exact phrase All words Any word

CR ID	REQUESTED ON	BRANCH	REQUESTED BY (*)	CERTIFICATE TO BE CHANGED	CHANGE ? (*)	CORRECTION (*)	SUPERVISION
23	Friday, April 20, 2007	12, FISH HARBOUR BRANCH	B0012	12/2007/9, GHULAM MUHAMMAD	CERTIFICATE STATUS	INACTIVE	SUPERVISE
24	Friday, April 20, 2007	12, FISH HARBOUR BRANCH	B0012	12/2007/6, GHULAM MUHAMMAD	SECURITY NO.	PAC-A 207006	SUPERVISE
25	Friday, April 20, 2007	12, FISH HARBOUR BRANCH	B0012	12/2007/8, GHULAM MUHAMMAD	SECURITY NO.	PAC-A 207007	SUPERVISE
39	Thursday, May 03, 2007	55, SADDAR BRANCH	B0055	55/2007/3, IMDAD ALI AND NAZIA	ISSUE DATE	04/05/2007	SUPERVISE

Page 1 of 1 Records Per Page 50
Records 1 to 4 of 4

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Figure 4: Supervise Change Request

Figure 4 is used to select change requests, submitted by any one of branch users. Details of **Figure 4** are follows:

- **CR ID**, Change Request unique ID for change request
- **Requested On**, date when the request initiated
- **Branch**, the branch who requested for change
- **Requested By**, branch user
- **Certificate to be changed**, certificate to be changed
- **Change**, nature of certificate change
- **Correction**, corrected text or data
- **Supervision**, supervision of change

After clicking **Supervision** link beside respective change request, **Figure 5** will appear on the screen.

SUPERVISION REQUESTS		REPORTS	CHANGE PASSWORD	SIGN OUT
CR ID *	92			
REGION *	Karachi West			
BRANCH *	42, Nazimabad			
REQUESTED BY *	Nazimabad			
CERTIFICATE DETAILS *	42/2007/5, ABDUL RAHMAN			
REQUEST DATE *	Tuesday, June 12, 2007			
CHANGE? *	Issue Date			
Old Value *	6/11/2007 4:34:19 PM			
CORRECTION *	2/2/2007			
REASON *	The link to head office was failed, and we could not enter the certificate on the issue date.			
I SUPERVISE THE REQUEST AS CORRECT. *	<input checked="" type="radio"/> Yes <input type="radio"/> No			
<input type="button" value="SUPERVISE"/>				

Figure 5: Supervision Confirmation

Figure 5 will show all detail pertaining to change request. Details are as under:

- CR ID
- Region
- Branch
- Requested By
- Certificate Details
- Request Date
- Change
- Correction
- Reason

Branch Manager will tick either **Yes** or **No** in front of option **"I supervise the request as correct"** and then click on **Supervise** button.

→ **Yes** means change request has been supervised successfully

→ **No** means change request has been rejected

If the change request is rejected, changes will not take effect and hence the branch user will resubmit the request after correction.

Help Desk:

For assistance regarding issues in 1- EOD, PAC System Connection Errors, Change Password Request, or any other system related issue, please dial following numbers of Help Desk in ITG, at Head Office:

Telephone No. 021- 921 7784 – 85 and 021-921 2236

Instructions to End-users

- 1) For all types of data change i.e., **Issuance Date, Customer Profit Account Number, Certificate Amount etc** in Nbp Premium Aamdani System, the data processor at branch must forward change request to Branch Manager within FIVE (5) days using PAC application.
- 2) Branch Manager / Supervisors will supervise change request using PAC application.
- 3) Supervised request will be processed and the status will be updated automatically by the PAC application.
- 4) All data processors must enter all the required information regarding an NBP-Premium Aamdani Certificate only once; repeated requests for different changes in same certificate will not be accepted.
- 5) PAC System takes data entry date as certificate issuance date and hence starts calculating profit from the date of data entry.
- 6) The data processor at branch should send his/hers all data change requests maximum with 5 days from the date of issuance of certificate, after which the system will not accept any changes.
- 7) Branch Managers are specifically advised that they should monitor or review their emails regularly.
- 8) **In the end, the Rule-of-Thumb in profit posting is that the branch must run 1 - EoD daily.**

Explanation of using Change Request Module through following examples:

- A. If a branch issues a certificate on July 15th, 2007 but due to any reason could not enter the data into PAC System on the same day, should enter the data into the system within next 5 (five) working days and simultaneously send the change request using Branch Manager Account or Operations Manager Account for change of date.
 - a. **In case the system fails to update the certificate date due, the alternate method will be inactivating the certificate by setting status to 'INACTIVE' using change request system. Once the certificate is Inactive, a new certificate is to be entered with same details and a change request for issue date of new certificate should be submitted.**
- B. If a branch issues a certificate on 02-Feb-2007 but entered the data in PAC system on 20th - Aug - 2007, should send the change request to Region / Supervisor for change of date in the system within next 5 (five) working days. Once date has been corrected in the system at regional level, the system will start calculating monthly profit from the corrected issuance date. Branch will pay all previous monthly profit manually. **The premium Aamdani system will not pay any previous profits automatically as a result of change in issuance date.**
- C. If a branch issues a certificate on 02-Feb-2007 but entered the data in PAC system on 15-May-2007 and later on realized that system is not generating profit entries on due date i.e., 1st of next month. This is due to the reason that system takes data entry date as the issuance date and branch did not request for the change of issuance date from Head Office. In this case branch should request the region for the deletion of the certificate and simultaneously re-enter the data in the system and once the previous entry is deleted should send the change of date request to region.

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