# DREAMS User Manual

## Compliance Processes

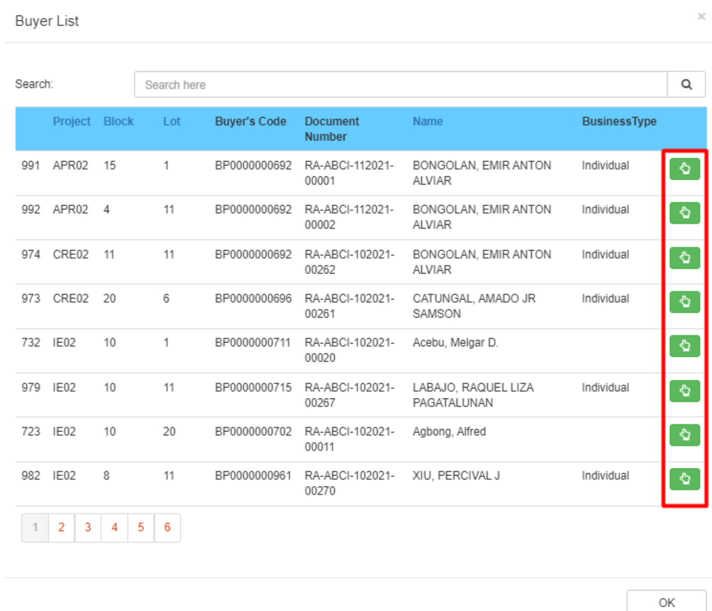
# Contents

# DOCUMENT REQUIREMENTS

This process pertains to the uploading of certain Buyer's documentary requirements.

**Document Uploading**
**Software:** Web Browser
**Path:** http://54.251.216.76:9779/pages/Documents.aspx

1. Upon visiting the ***Document Requirements*** page, the ***Buyer's List*** window will appear. Select a specific Buyer you'd like to upload documents for, by clicking on the green button to its right.



Buyer List

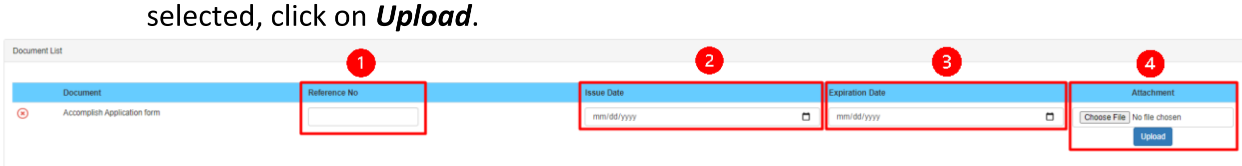
Search: Search here

| | Project | Block | Lot | Buyer's Code | Document Number | Name | BusinessType |
|---|---|---|---|---|---|---|---|
| 991 | APR02 | 15 | 1 | BP0000000692 | RA-ABCI-112021-00001 | BONGOLAN, EMIR ANTON ALVIAR | Individual |
| 992 | APR02 | 4 | 11 | BP0000000692 | RA-ABCI-112021-00002 | BONGOLAN, EMIR ANTON ALVIAR | Individual |
| 974 | CRE02 | 11 | 11 | BP0000000692 | RA-ABCI-102021-00262 | BONGOLAN, EMIR ANTON ALVIAR | Individual |
| 973 | CRE02 | 20 | 6 | BP0000000696 | RA-ABCI-102021-00261 | CATUNGAL, AMADO JR SAMSON | Individual |
| 732 | IE02 | 10 | 1 | BP0000000711 | RA-ABCI-102021-00020 | Acebu, Melgar D. | |
| 979 | IE02 | 10 | 11 | BP0000000715 | RA-ABCI-102021-00267 | LABAJO, RAQUEL LIZA PAGATALUNAN | Individual |
| 723 | IE02 | 10 | 20 | BP0000000702 | RA-ABCI-102021-00011 | Agbong, Alfred | |
| 982 | IE02 | 8 | 11 | BP0000000961 | RA-ABCI-102021-00270 | XIU, PERCIVAL J | Individual |

1 2 3 4 5 6

OK

2. Once selected, you will see a list of documents that the Buyer will need on the ***Document List*** area. Locate the document type you will upload and input the details on the following fields:
   - ***Reference Number***
   - ***Issue Date***
   - ***Expiration Date***
   - ***Attachment***
     Click on the ***Choose File*** button and select the document from your files. Once selected, click on ***Upload***.

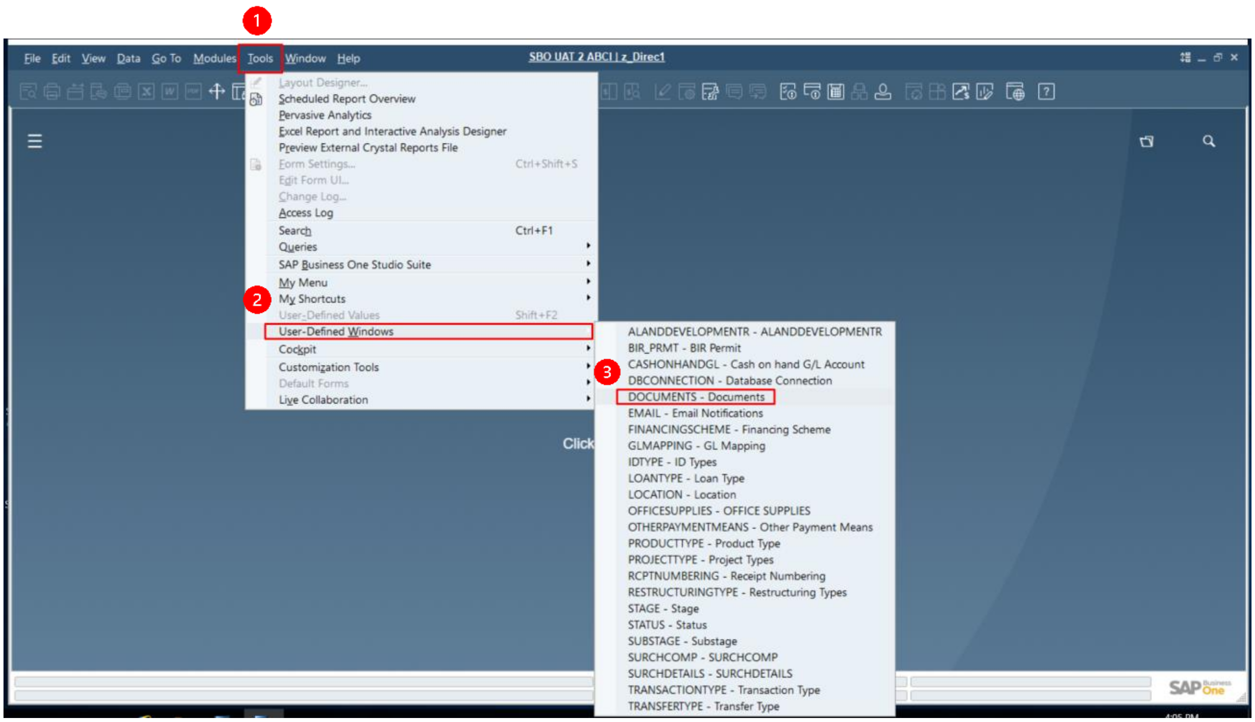


**Adding Additional Documents**

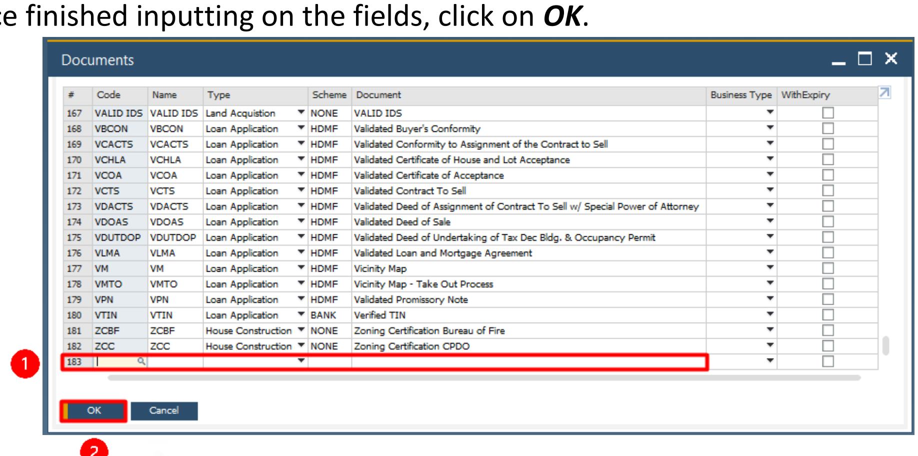
**Software:** Web Browser

**Path:** SAP Business One > Tools > User-Defined Windows > DOCUMENTS - Documents

1. On SAP Business One, on the Navigation Bar, click on ***Tools***. Under ***Tools***, go to ***User-Defined Windows***. Under ***User-Defined Windows***, click on ***DOCUMENTS - Documents***. The ***Documents*** window will appear.

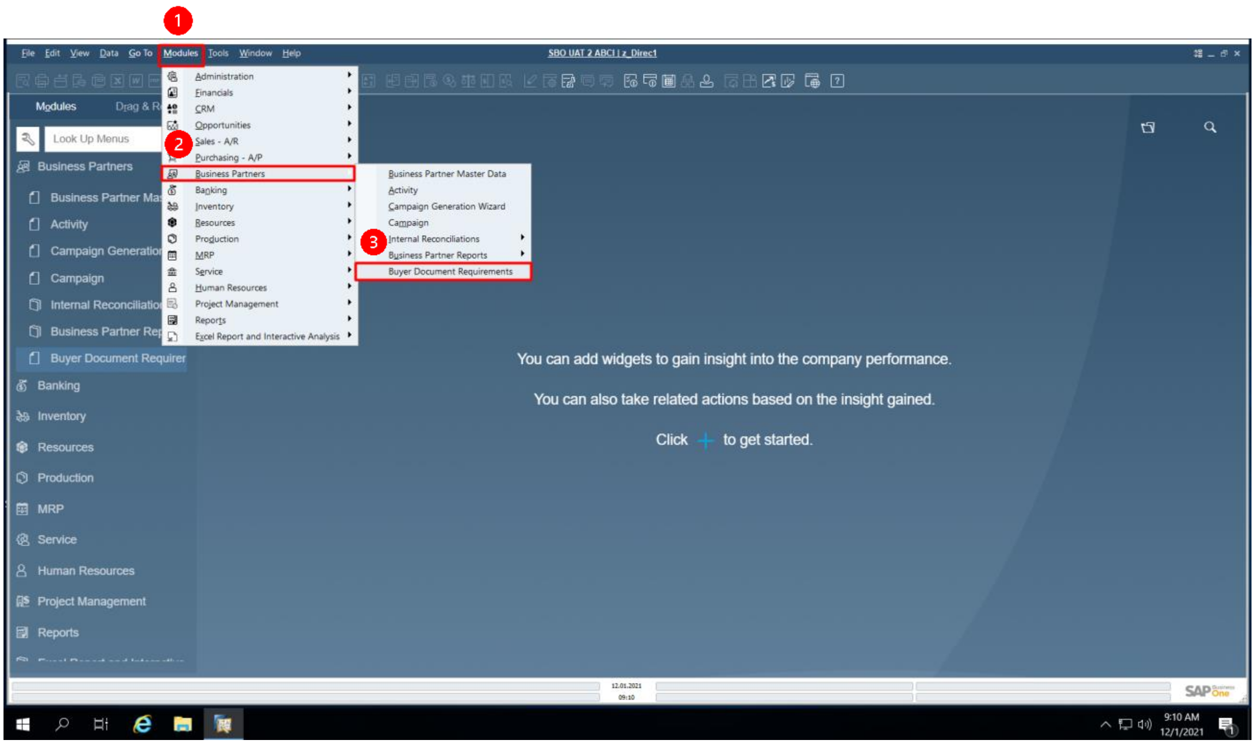



2. To add a new Document, scroll down to the very bottom on the **Documents** window, and input the following fields on the blank row:
   - ***Code*** & ***Name*** – used as a reference to be called for later use.
   - ***Type*** – the type of the Document.
   - ***Scheme*** – the Loan Type the document will be used for.
   - ***Document*** – the full name of the document.
3. Once finished inputting on the fields, click on ***OK***.

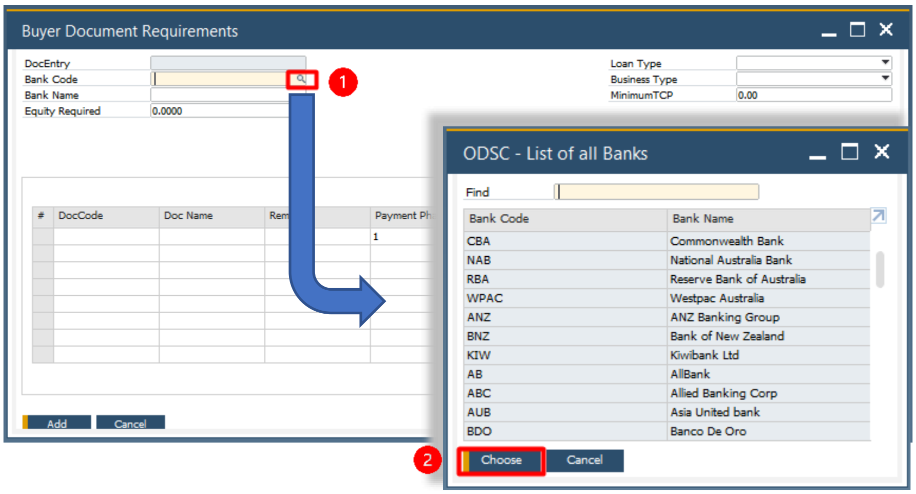


**Assigning Additional Documents per Bank**
**Software:** Web Browser
**Path:** SAP Business One > Modules > Business Partners > Buyer Document Requirements

1. On SAP Business One, on the Navigation Bar, click on ***Modules***. Under ***Modules***, go to ***Business Partners***. Under ***Business Partners***, click on ***Buyer Document Requirements***. The ***Buyer Document Requirements*** window will appear.

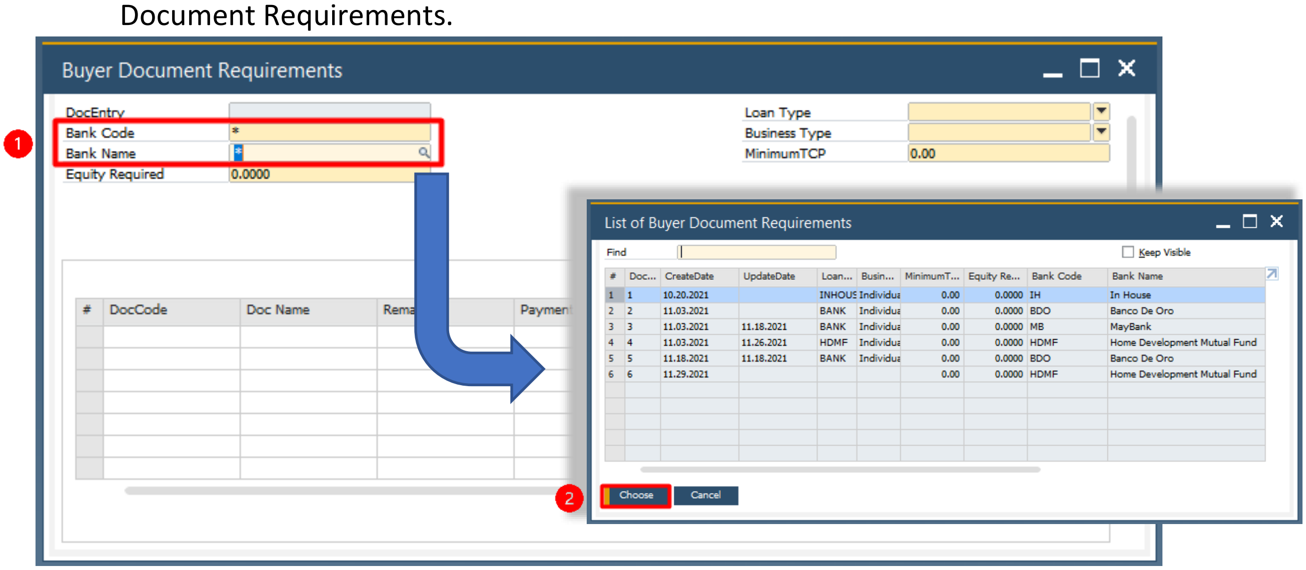


2. To find a specific bank that you'd like to add Document Requirements to:
   a) Click on the ***Bank Code*** field, and click on the magnifying glass icon. The ***ODSC – List of all Banks*** window will appear. On the ***ODSC – List of all Banks*** window, you will see a list of all the available banks. Locate the certain bank you'd like to add document requirements to. To select it, double-click on the bank's row, or click on it once, and click on the ***Choose*** button. Once a Bank has been selected, on your keyboard, press on ***Enter***.

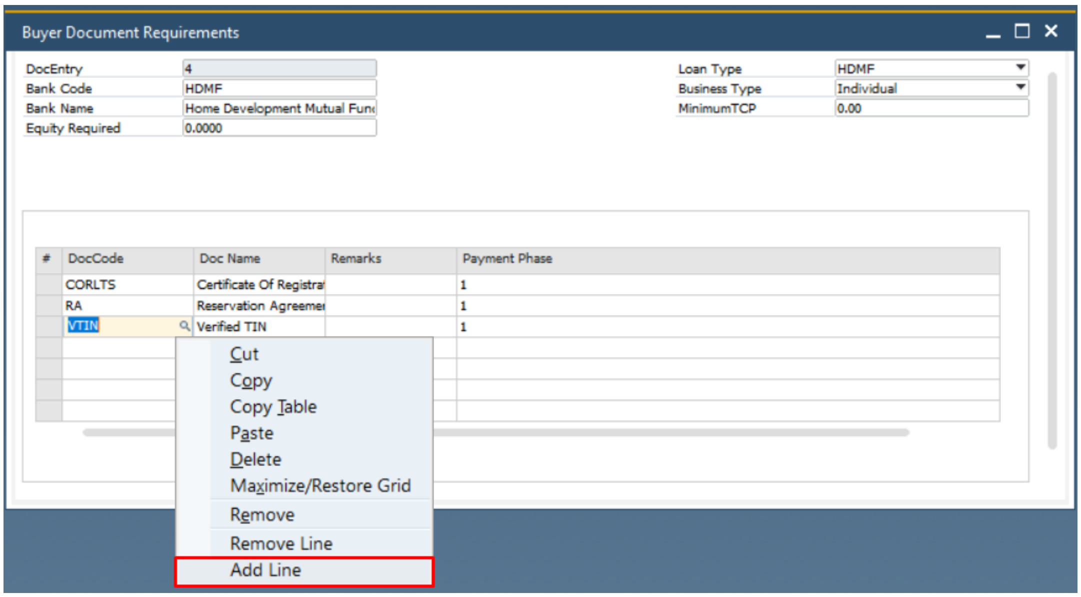



   b) On your keyboard, press on ***Ctrl*** + ***F*** to activate the Find function. You may type on the following fields to search:
      - ***Bank Code*** – type the certain Bank Code. Once inputted, on your keyboard, press on ***Enter***.
      - ***Bank Name*** – type the certain Bank Name. Once inputted, on your keyboard, press on ***Enter***.

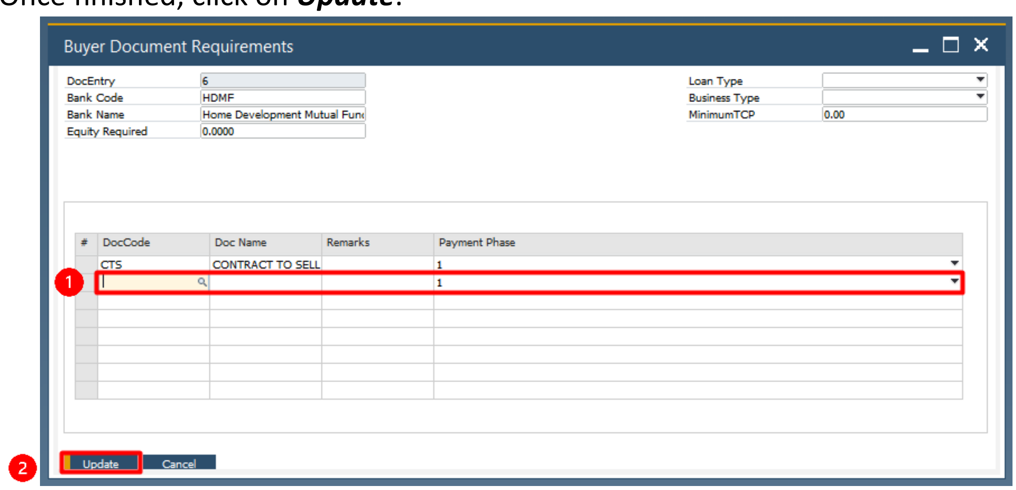
   You may also type an asterisk (*) on either field to see a list of all existing Banks with Document Requirements.



3. On the ***ODSC – List of all Banks*** window, you will see a list of all the available banks. Locate the certain bank you'd like to add document requirements to. To select it, double-click on the bank's row, or click on it once, and click on the ***Choose*** button.
4. Once a bank has been chosen, you can see a list of preexisting document requirements on the table. Right-click on any existing row, and on the selections, click on ***Add Line***. A new line item/row will be created with blank values.




5. To add a preexisting document, on the newly added row, click on the ***DocCode*** column, and click on the magnifying glass icon to its right. The ***@BANKREQ – DocCode*** window will appear.
6. On the ***@BANKREQ – DocCode*** window, to select a document, locate the document's row. Once the document's row has been located, double-click on the row, or click on it once and click on ***Choose***. The document will be automatically added to the ***Buyer Document Requirements*** table.
7. Once finished, click on ***Update***.

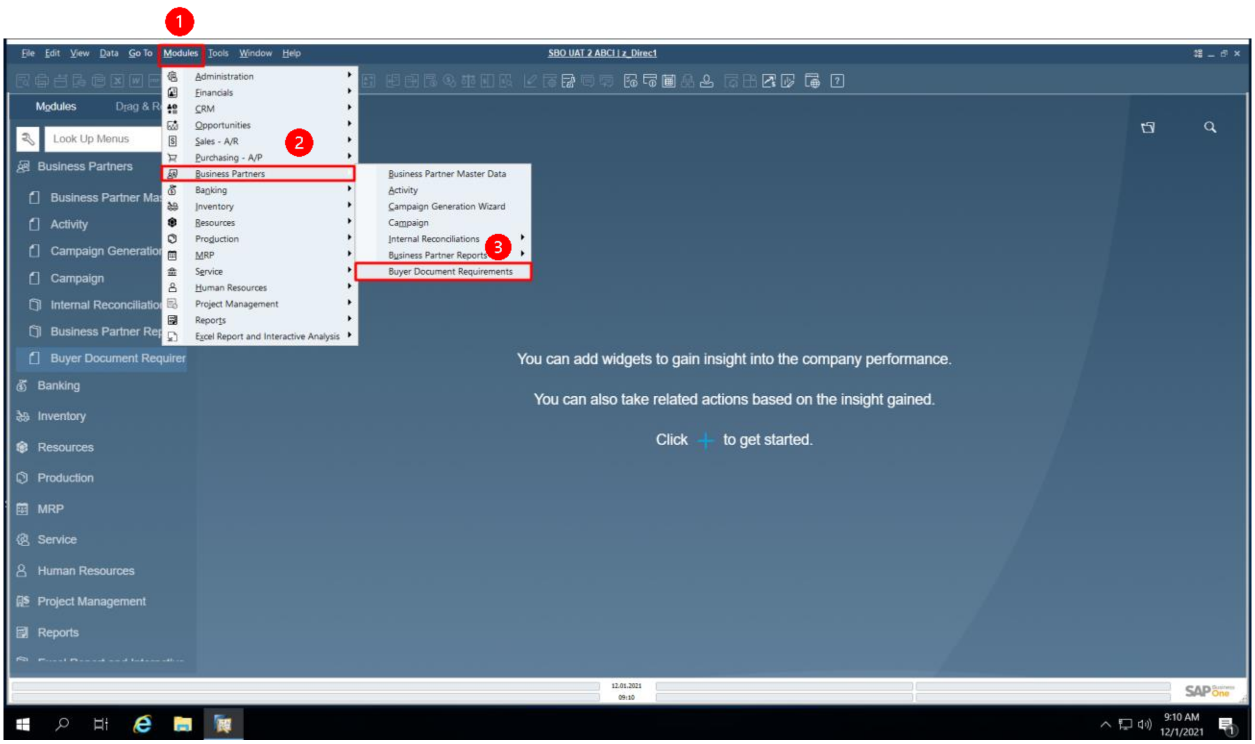


**Deleting Documents Requirements per Bank**

**Software:** Web Browser

**Path:** SAP Business One > Modules > Business Partners > Buyer Document Requirements

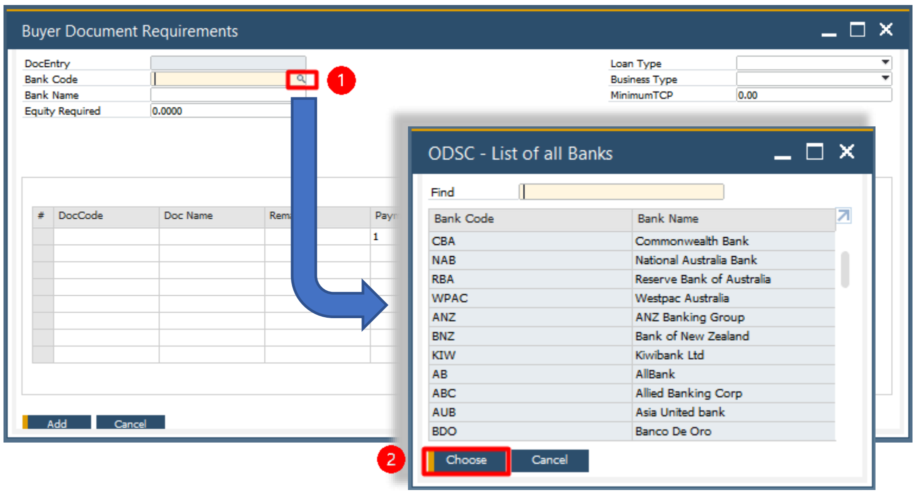
1. On SAP Business One, on the Navigation Bar, click on ***Modules***. Under ***Modules***, go to ***Business Partners***. Under ***Business Partners***, click on ***Buyer Document Requirements***. The ***Buyer Document Requirements*** window will appear.





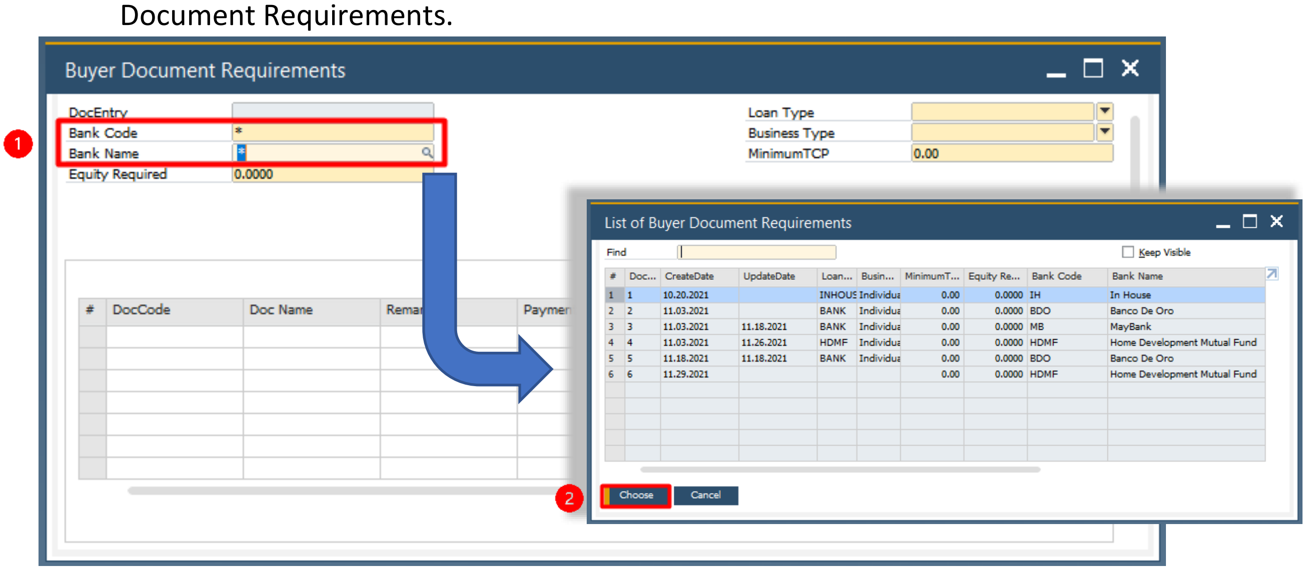

direc business technologies inc. SAP Business One

2. To find a specific bank that you'd like to remove Document Requirements to:
   a) Click on the ***Bank Code*** field, and click on the magnifying glass icon. The ***ODSC – List of all Banks*** window will appear. On the ***ODSC – List of all Banks*** window, you will see a list of all the available banks. Locate the certain bank you'd like to remove document requirements to. To select it, double-click on the bank's row, or click on it once, and click on the ***Choose*** button. Once a Bank has been selected, on your keyboard, press on ***Enter***.

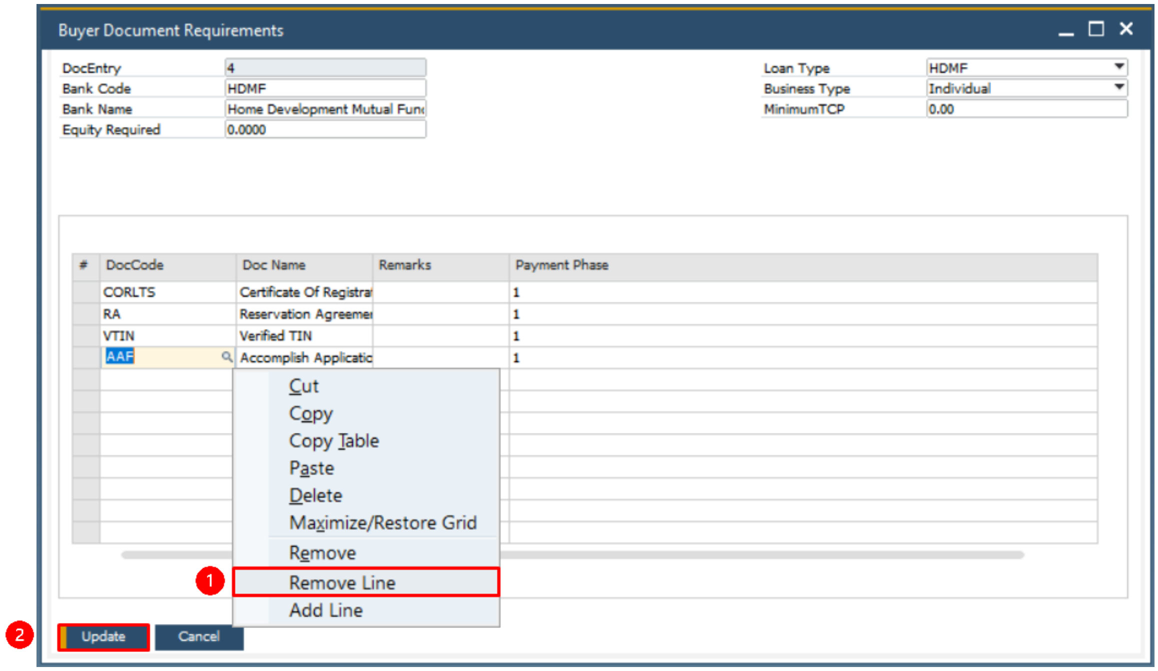



   b) On your keyboard, press on ***Ctrl*** + ***F*** to activate the Find function. You may type on the following fields to search:
      - ***Bank Code*** – type the certain Bank Code. Once inputted, on your keyboard, press on ***Enter***.
      - ***Bank Name*** – type the certain Bank Name. Once inputted, on your keyboard, press on ***Enter***.

   You may also type an asterisk (*******) on either field to see a list of all existing Banks with Document Requirements.

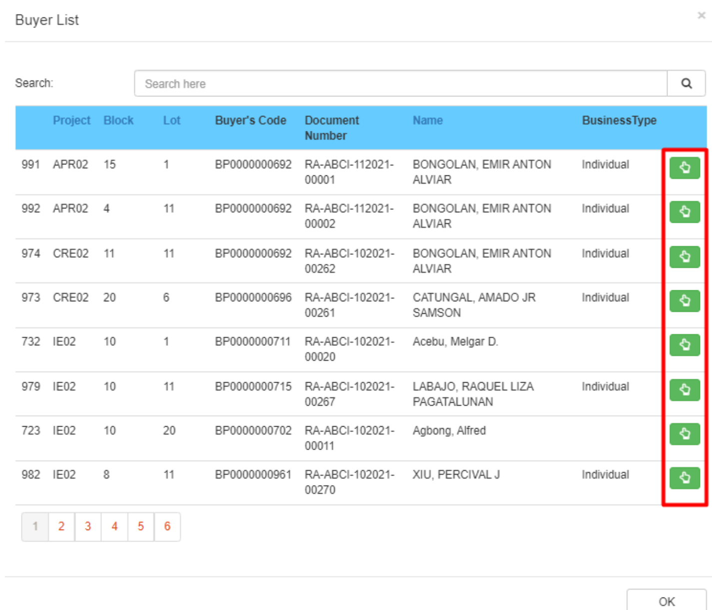


3. After selecting a Bank, on the ***Buyer Document Requirements*** window, the list of documents for that Bank will be shown on the table. Locate the document you'd like to remove. Once located, right-click on the row, and on the selections, click on ***Remove Line***.
4. Once removed, click on ***Update***.

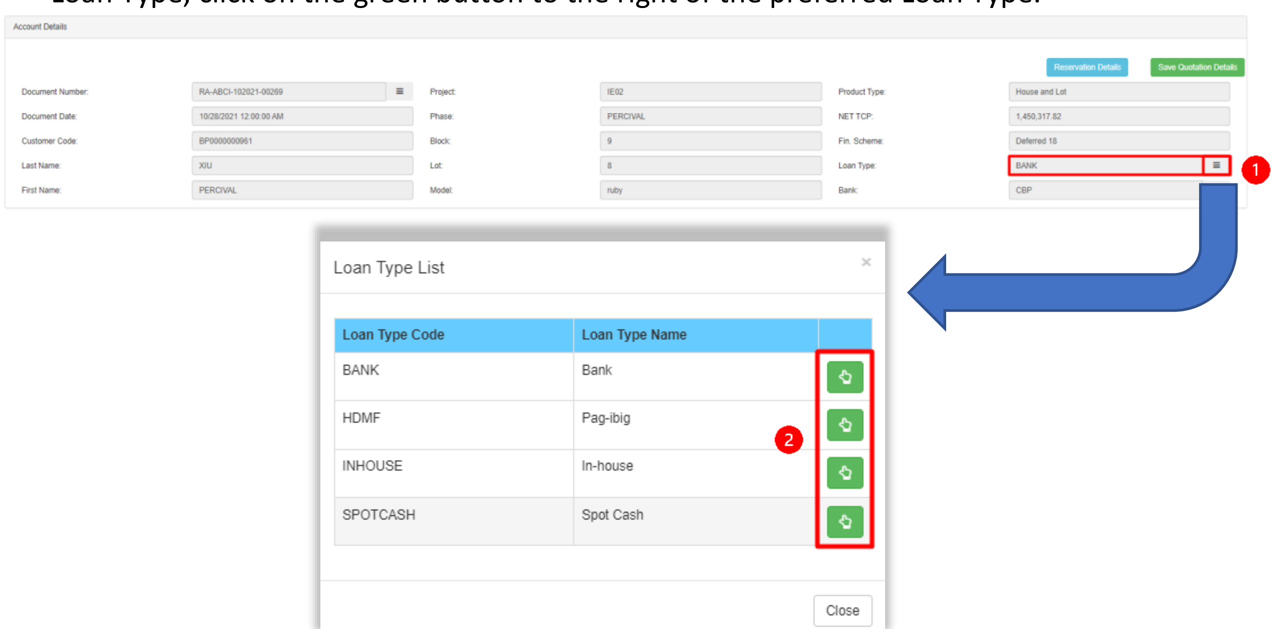


**Change in Loan Type**
**Software:** Web Browser
**Path:** http://54.251.216.76:9779/pages/Documents.aspx

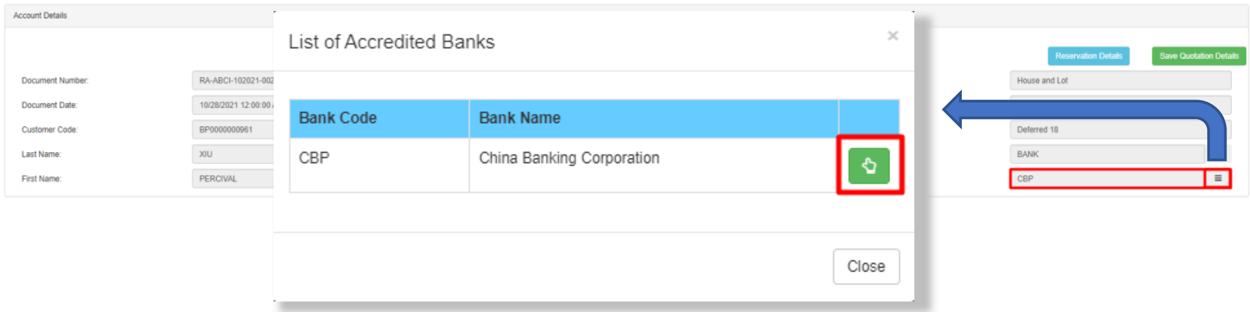
1. Upon visiting the ***Document Requirements*** page, the ***Buyer's List*** window will appear. Select a specific Buyer you'd like to change the Loan Type of.



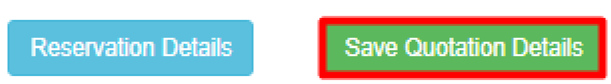

2. On the ***Account Details*** section, click on the menu icon to the right of the ***Loan Type*** field. Once clicked, the ***Loan Type List*** window will appear.
3. On the ***Loan Type List*** window, locate the preferred Loan Type. To select the preferred Loan Type, click on the green button to the right of the preferred Loan Type.



4. If ***Bank*** was the chosen Loan Type, you will also need to select an option from the ***Bank*** field. Click on the menu icon to the right of the ***Bank*** field. The ***List of Accredited Banks*** window will appear. To select the preferred Bank, click on the green button to the right of the preferred Bank.




5. To save the changes, click on the green ***Save Quotation Details*** button.

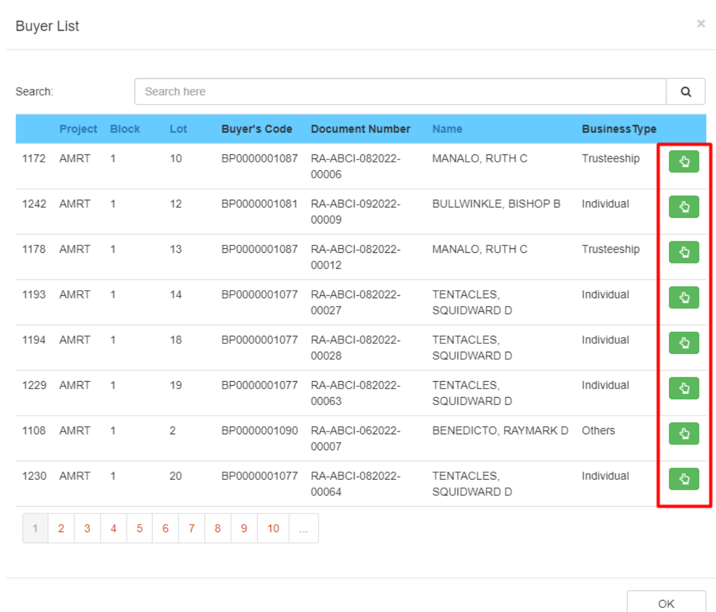


**Printing of “Contract to Sell” and “Deed of Absolute Sale Documents”**
**Software:** Web Browser
**Path:** http://54.251.216.76:9779/pages/Documents.aspx

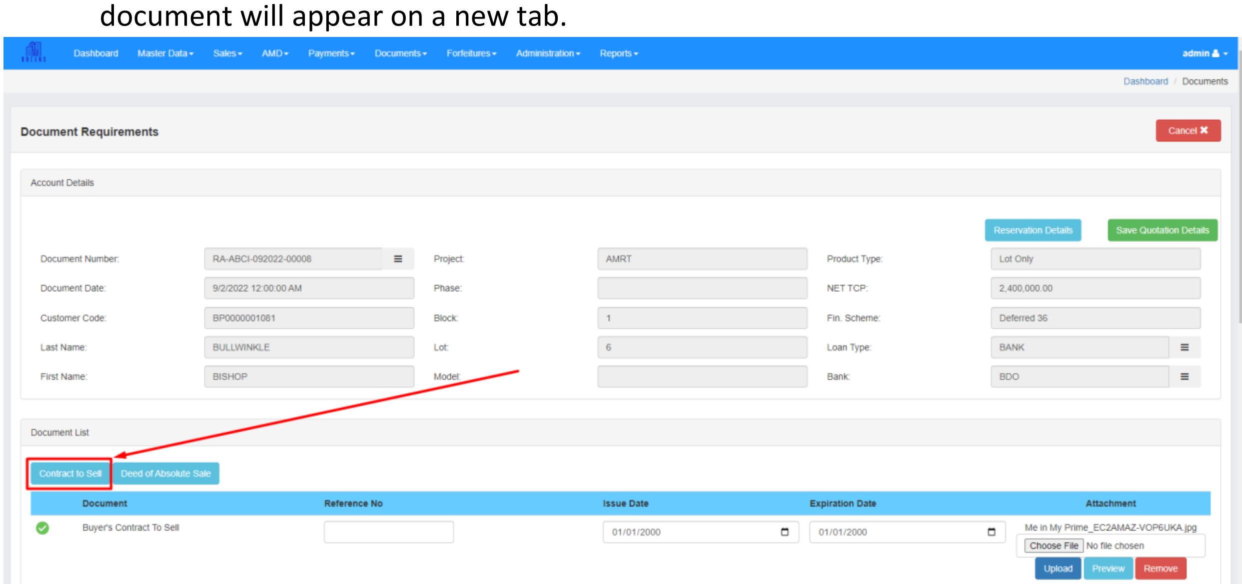
- **Contract To Sell**

This process will only be applicable if the contract’s first DP payment has been settled.

1. Upon visiting the ***Document Requirements*** page, the ***Buyer’s List*** window will appear. Select a specific Buyer you’d like to upload documents for, by clicking on the green button to its right.



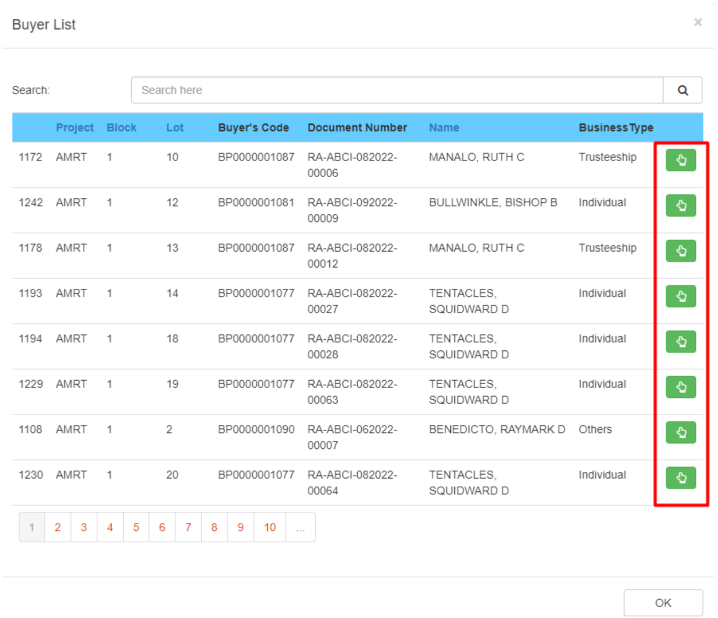

2. On the ***Document List*** section, before the list of documents, if available, you will see the ***Contract to Sell*** button. Click on the ***Contract to Sell*** button, and the ***Contract to Sell*** document will appear on a new tab.



- **Deed of Absolute Sale**

This process will only be applicable if the contract has been fully paid for.

1. Upon visiting the ***Document Requirements*** page, the ***Buyer's List*** window will appear. Select a specific Buyer you'd like to upload documents for, by clicking on the green button to its right.




2. On the ***Document List*** section, before the list of documents, if available, you will see the ***Deed of Absolute Sale*** button. Click on the ***Deed of Absolute Sale*** button, and the ***Deed of Absolute Sale*** document will appear on a new tab.