USER GUIDE

LICENSE TO SELL ISSUANCE

Direc Business Technologies Inc.
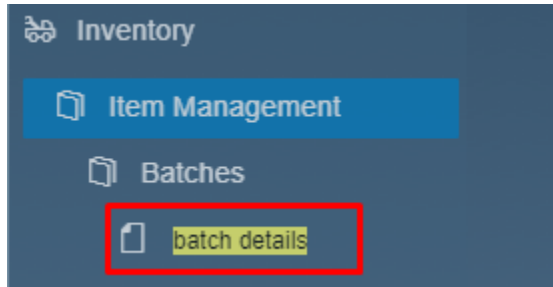
21/02/2021

1.1.1 Update License to Sell details on lot master data
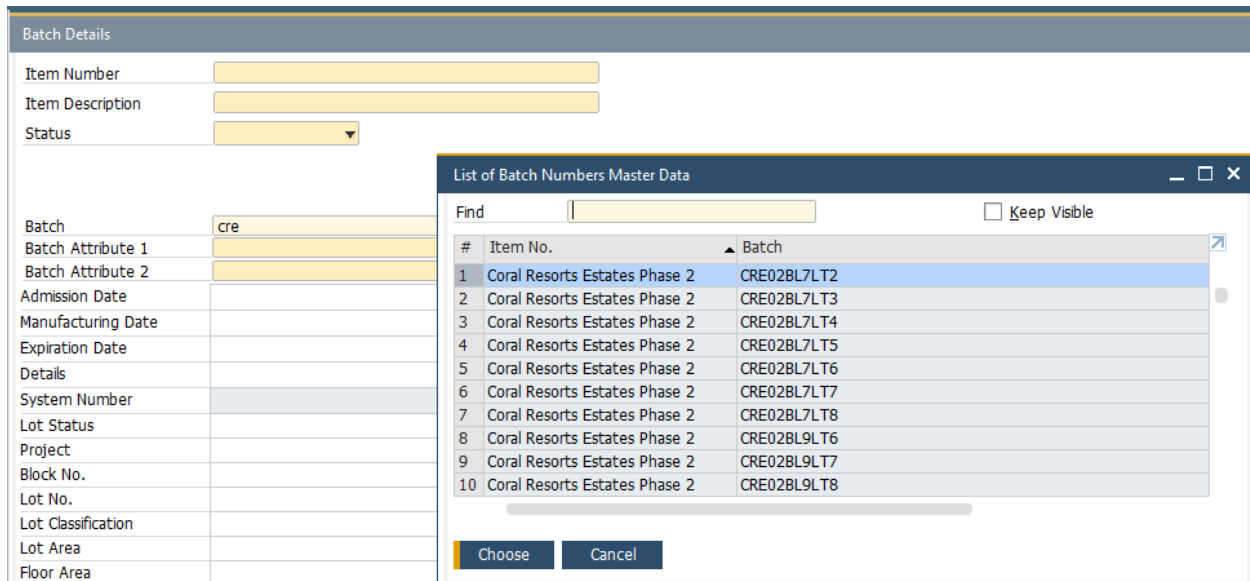
PIC: Compliance
Software: SAP
Path: Inventory > Item Management > Batches > Batch Details

Once Batch Details is opened, enter the batch name of the project, block and lot (e.g., CRE02BL7LT2), you may also opt to enter the project code so all units of the project will appear.

Click Enter to open the List of Batch Numbers Master Data based on your search. If you have entered a specific block and lot, this will open directly the batch details of the specific lot.

In the List of the Batch Numbers Master Data, select project block and lot and then click 'Choose'.
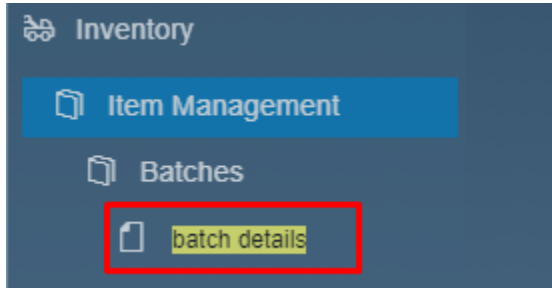
Enter LTS No. and LTS Issuance Date, then click 'Update.'

1.1.2 Update amortization details based on license to sell details.
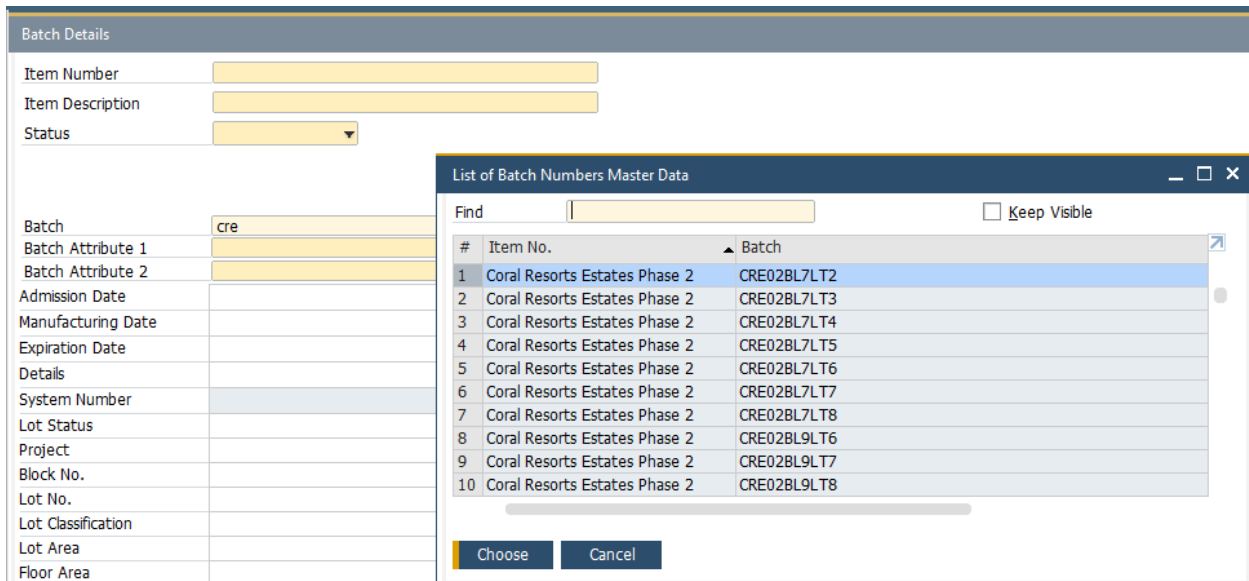
PIC: Credit and Collection
Software: SAP
Path: Inventory > Item Management > Batches > Batch Details

Once Batch Details is opened, enter the batch name of the project, block and lot (e.g., CRE02BL7LT2), you may also opt to enter the project code so all units of the project will appear.

Click Enter to open the List of Batch Numbers Master Data based on your search. If you have entered a specific block and lot, this will open directly the batch details of the specific lot.

In the List of the Batch Numbers Master Data, select project block and lot and then click 'Choose'.

Select 'Yes' on the 'LTS Update' field, then click 'Update.'

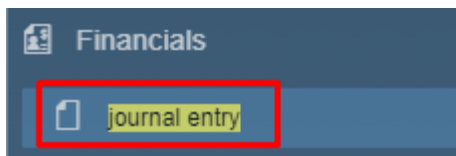This will update the following quotation details:

1. LOI Status will now be 'NO.'
2. LTS Number will now be posted.
3. Amortization due dates will start based on the LTS Issuance Date.

1.1.3   Issuance of Official Receipt

PIC: Credit and Collection
Software: SAP
Path: Financials > Journal Entry

To issue an Official Receipt to the payments made on a LOI account, create a journal entry first to reverse Accounts Payable – Others and recognize Deposit from Customers – RE.

1. In the Header of the Journal Entry document, select 'LTS' as Trans code.

2. To recognize Deposit from customers, click the hamburger button or press tab on the 'G/L Acct/BP Code' field. This will open the List of Accounts window, search for the account and click choose or right-click the selected account. Enter then the credit amount.

3. To reverse the Accounts Payable – Others, press Ctrl + tab on the 'G/L Acct/BP Code' field. This will open the List of Business Partners, search for the buyer and click choose or right-click the selected buyer. Enter then the debit amount.

On the 'Control Acct' field, if the G/L account is not yet Accounts Payable – Others, delete the data on the field then press tab or click the hamburger button to select the Accounts Payable - Others on the List of Accounts.

On the User- defined window (Ctrl + Shift + U), select the buyer on the 'BP code' field.

Once selected, click the magnifying glass icon on the Account No. field. If the buyer only has one unit, this will automate the project, block and lot of the unit, if multiple, this will open a list of his units.

Press tab and this will automate the Project, Block No, Lot No and DREAMS quotation no. reference based on the unit chosen. This will also automate the OR No. Enter Remarks , if necessary.

Review Journal Entry, then click 'Add.'

To print OR, go to File > Preview Layouts then select ABCI – Official Receipt.

Choose Layout
Layout
ABCI - Official Receipt
BIR008-S 2307 Form Transactional [New Format]
BIR1606 Form Transactional [New Format]
Journal Entry (System)

OK   Cancel