

DREAMS User Manual

Compliance Processes

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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:

| 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**.

Document List

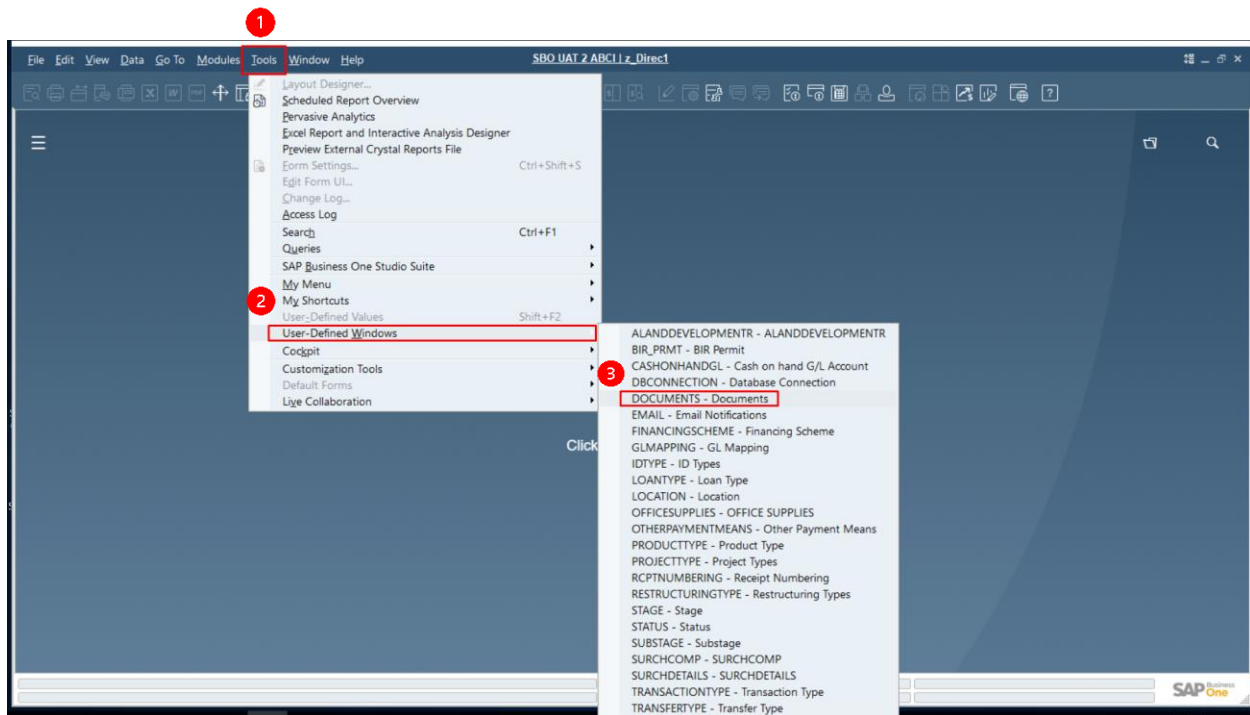
| Document | Reference No. | Issue Date | Expiration Date | Attachment |
|-----------------------------|----------------------|---|---|--|
| Accomplish Application form | <input type="text"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="text" value="mm/dd/yyyy"/> | <input type="button" value="Choose File"/> No file chosen <input type="button" value="Upload"/> |

Adding Additional Documents

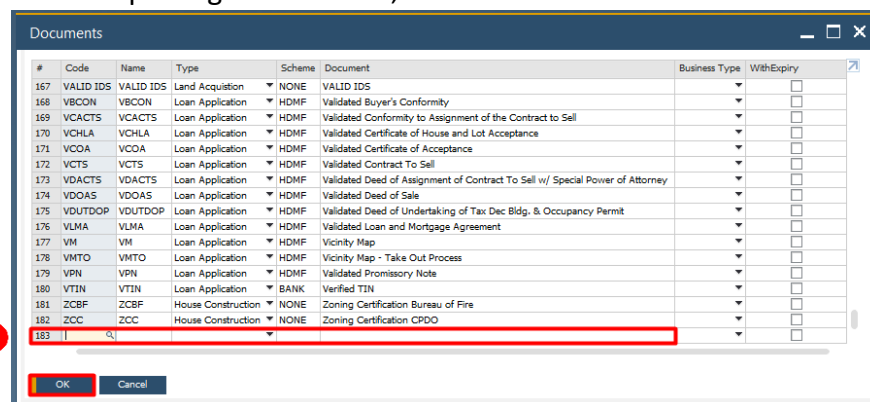
Software: Web Browser

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**.

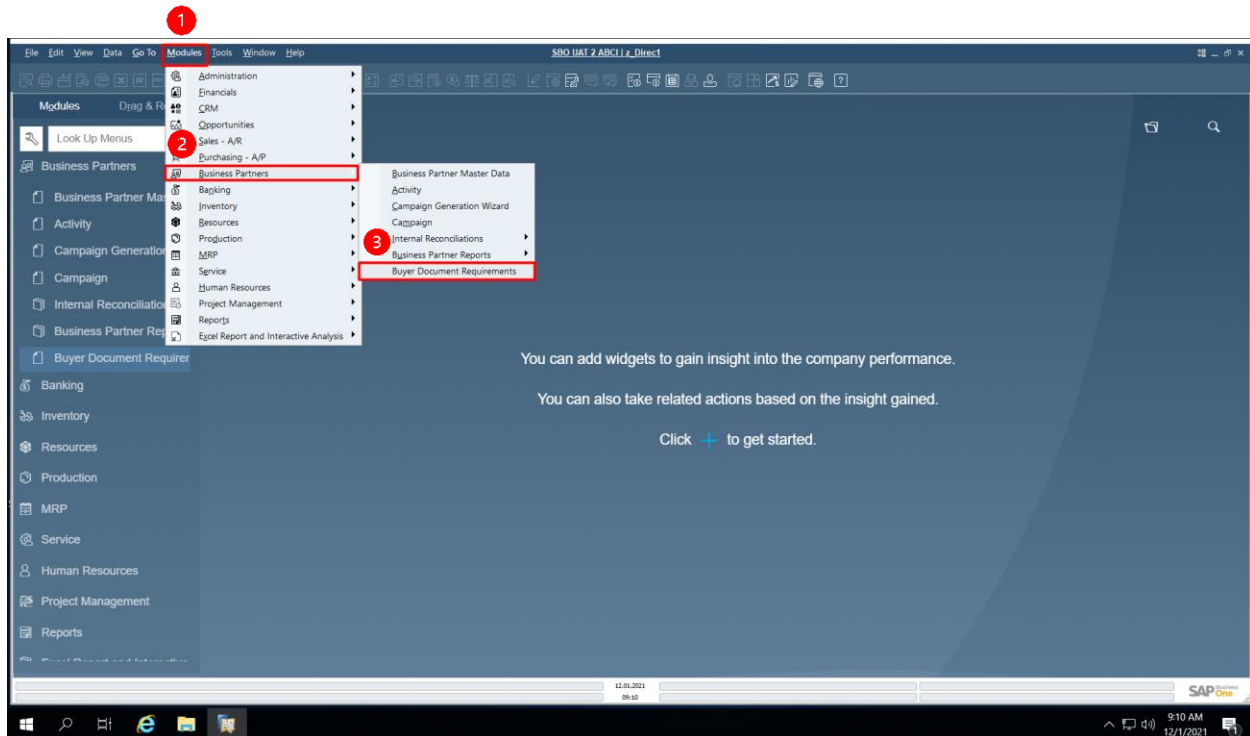


Assigning Additional Documents per Bank

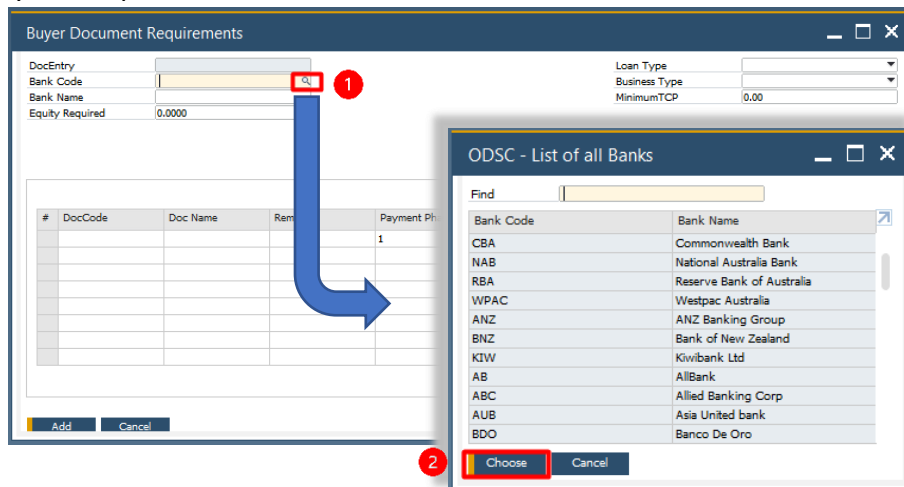
Software: Web Browser

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.

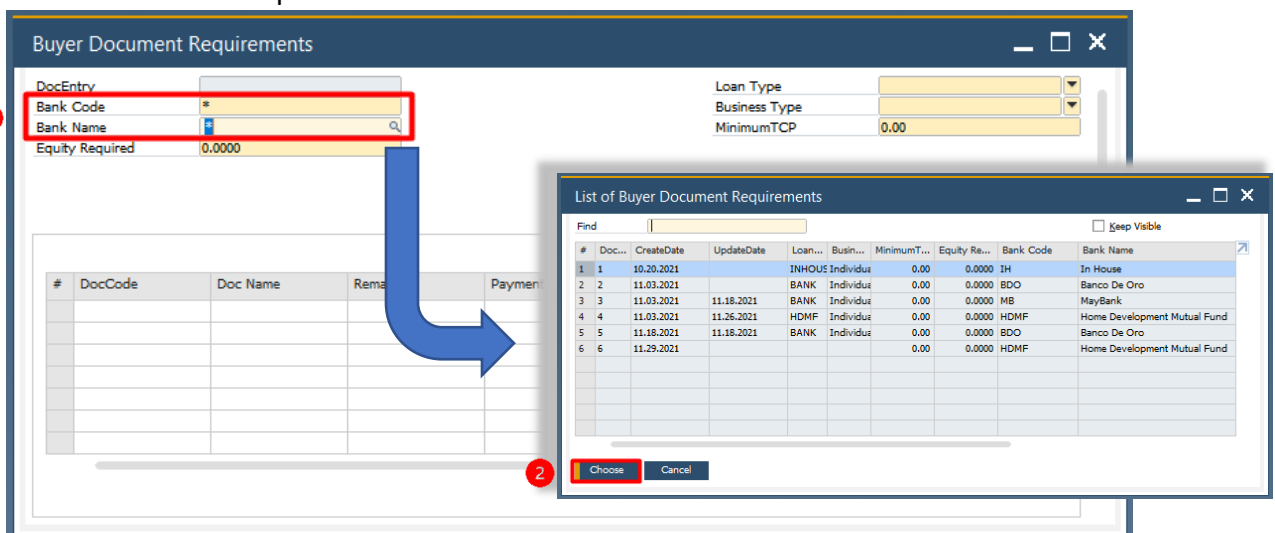


2. To find a specific bank that you'd like to add Document Requirements to:
 - a) Click on the **Bank Code** field, and click on the magnifying glass icon. The **ODSC – List of all Banks** window will appear. On the **ODSC – List of all Banks** window, you will see a list of all the available banks. 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.



- 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 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.

| # | DocCode | Doc Name | Remarks | Payment Phase |
|---|---------|-----------------------------|---------|---------------|
| | CORLTS | Certificate Of Registration | | 1 |
| | RA | Reservation Agreement | | 1 |
| | VTIN | Verified TIN | | 1 |

- 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.
- 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.
- Once finished, click on **Update**.

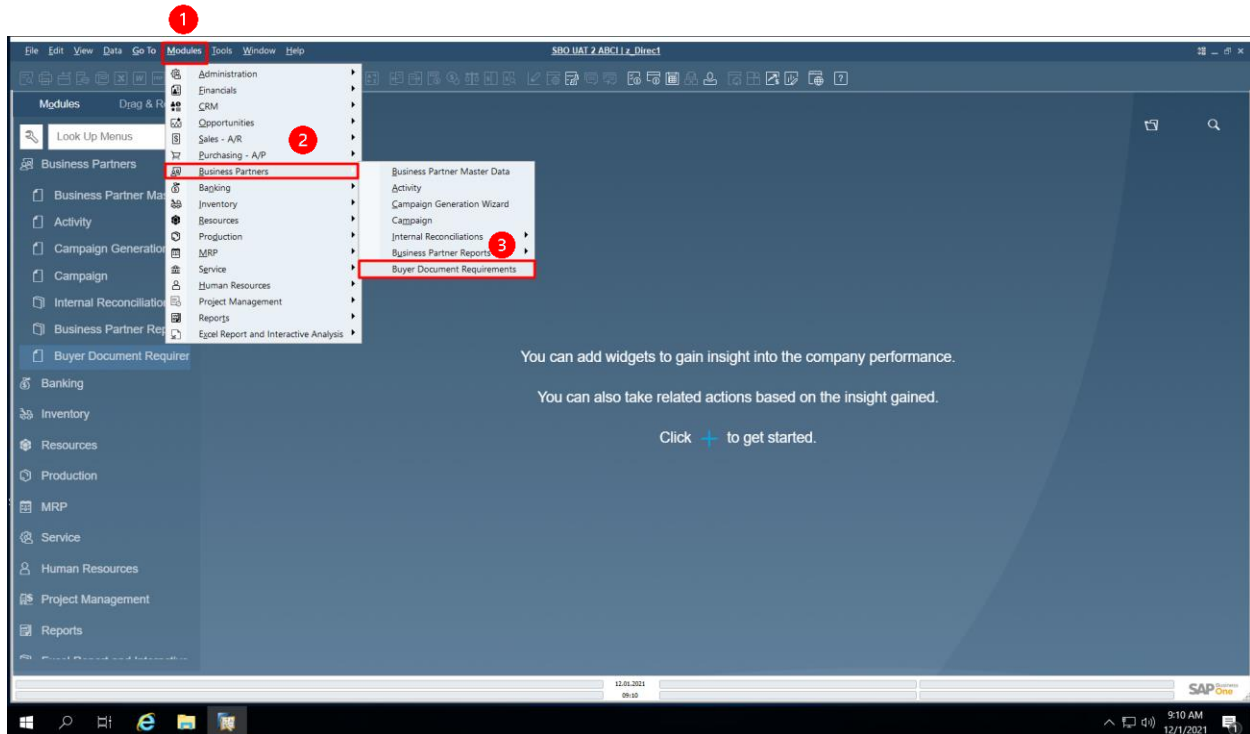
| # | DocCode | Doc Name | Remarks | Payment Phase |
|---|---------|------------------|---------|---------------|
| | CTS | CONTRACT TO SELL | | 1 |
| | | | | 1 |
| | | | | |
| | | | | |

Deleting Documents Requirements per Bank

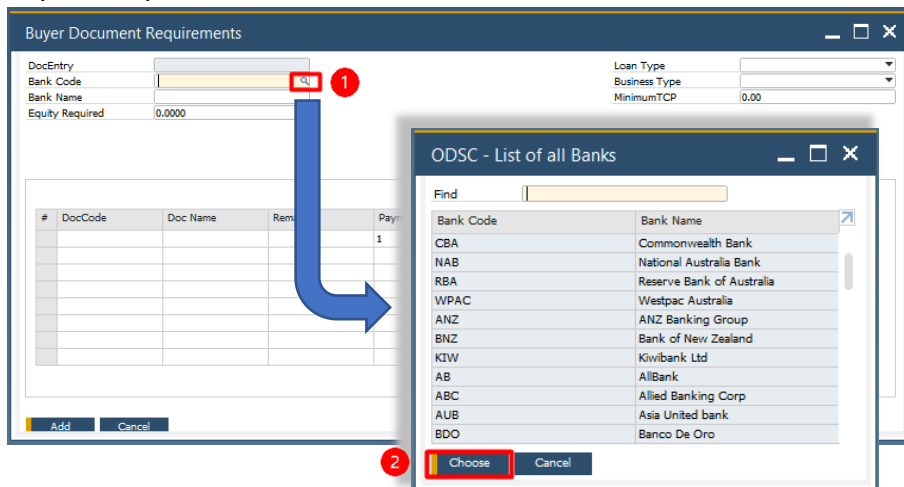
Software: Web Browser

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.

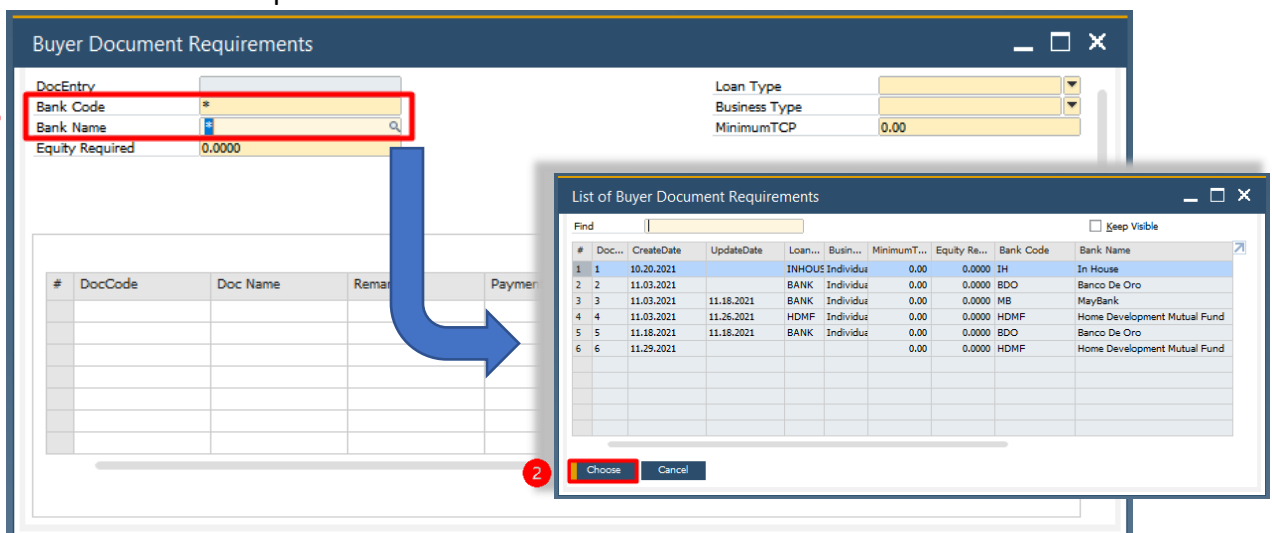


2. To find a specific bank that you'd like to remove Document Requirements to:
 - a) Click on the **Bank Code** field, and click on the magnifying glass icon. The **ODSC – List of all Banks** window will appear. On the **ODSC – List of all Banks** window, you will see a list of all the available banks. 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**.

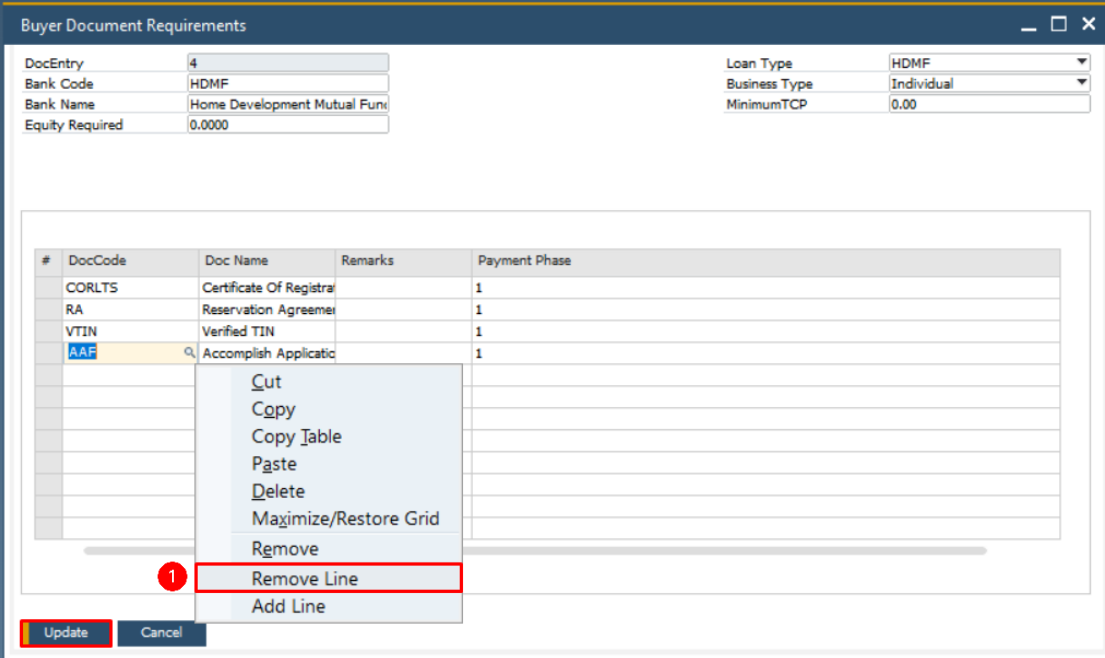


- b) On your keyboard, press on **Ctrl + F** to activate the Find function. You may type on the following fields to search:
 - **Bank Code** – type the certain Bank Code. Once inputted, on your keyboard, press on **Enter**.
 - **Bank Name** – type the certain Bank Name. Once inputted, on your keyboard,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



The screenshot shows the 'Buyer Document Requirements' window. At the top, there are input fields for 'DocEntry' (4), 'Bank Code' (HDMF), 'Bank Name' (Home Development Mutual Fund), 'Equity Required' (0.0000), 'Loan Type' (HDMF), 'Business Type' (Individual), and 'MinimumTCP' (0.00). Below these is a table with columns: #, DocCode, Doc Name, Remarks, and Payment Phase. The table contains four rows: CORLTS (Certificate Of Registrar), RA (Reservation Agreement), VTIN (Verified TIN), and AAF (Accomplish Application). A right-click context menu is open over the 'AAF' row, with 'Remove Line' highlighted. A red circle with the number '1' is next to the 'Remove Line' option. At the bottom left, there are 'Update' and 'Cancel' buttons, with a red circle and the number '2' next to the 'Update' button.

| # | DocCode | Doc Name | Remarks | Payment Phase |
|---|---------|--------------------------|---------|---------------|
| | CORLTS | Certificate Of Registrar | | 1 |
| | RA | Reservation Agreement | | 1 |
| | VTIN | Verified TIN | | 1 |
| | AAF | Accomplish Application | | 1 |

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.

Buyer List

Search:

| 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 |  |

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OK

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.

Account Details

Document Number: RA-ABCI-102021-00269 Project: IE02 Product Type: House and Lot

Document Date: 10/26/2021 12:00:00 AM Phase: PERCIVAL NET TCP: 1,450,317.62





Customer Code: BP0000000961 Block: 9 Fin Scheme: Deferred 18

Last Name: XIU Lot: 8 Loan Type: BANK

First Name: PERCIVAL Model: ruby Bank: CBP

Reservation Details Save Quotation Details

Loan Type List

| Loan Type Code | Loan Type Name | |
|----------------|----------------|---|
| BANK | Bank |  |
| HDMF | Pag-ibig |  |
| INHOUSE | In-house |  |
| SPOTCASH | Spot Cash |  |

Close

- 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.

Account Details

Document Number: RA-ABCI-102021-002

Document Date: 10/28/2021 12:00:00

Customer Code: BP00000000961

Last Name: XU

First Name: PERCIVAL

List of Accredited Banks

| Bank Code | Bank Name |
|-----------|---------------------------|
| CBP | China Banking Corporation |

Close

Reservation Details Save Quotation Details

House and Lot

Deferred 10

BANK

CBP

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

Reservation Details Save Quotation Details

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.

Buyer List

Search:

| Project | Block | Lot | Buyer's Code | Document Number | Name | BusinessType | | |
|---------|-------|-----|--------------|-----------------|----------------------|------------------------|-------------|--|
| 1172 | AMRT | 1 | 10 | BP0000001087 | RA-ABCI-082022-00006 | MANALO, RUTH C | Trusteeship | |
| 1242 | AMRT | 1 | 12 | BP0000001081 | RA-ABCI-092022-00009 | BULLWINKLE, BISHOP B | Individual | |
| 1178 | AMRT | 1 | 13 | BP0000001087 | RA-ABCI-082022-00012 | MANALO, RUTH C | Trusteeship | |
| 1193 | AMRT | 1 | 14 | BP0000001077 | RA-ABCI-082022-00027 | TENTACLES, SQUIDWARD D | Individual | |
| 1194 | AMRT | 1 | 18 | BP0000001077 | RA-ABCI-082022-00028 | TENTACLES, SQUIDWARD D | Individual | |
| 1229 | AMRT | 1 | 19 | BP0000001077 | RA-ABCI-082022-00063 | TENTACLES, SQUIDWARD D | Individual | |
| 1108 | AMRT | 1 | 2 | BP0000001090 | RA-ABCI-062022-00007 | BENEDICTO, RAYMARK D | Others | |
| 1230 | AMRT | 1 | 20 | BP0000001077 | RA-ABCI-082022-00064 | TENTACLES, SQUIDWARD D | Individual | |

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OK

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.

Dashboard | Master Data | Sales | AMD | Payments | Documents | Forfeitures | Administration | Reports | admin

Document Requirements

Account Details

Document Number: RA-ABCI-092022-00008 | Project: AMRT | Product Type: Lot Only

Document Date: 9/2/2022 12:00:00 AM | Phase: | NET TCP: 2,400,000.00

Customer Code: BP0000001081 | Block: 1 | Fin. Scheme: Deferred 36

Last Name: BULLWINKLE | Lot: 6 | Loan Type: BANK

First Name: BISHOP | Model: | Bank: BDO

Reservation Details | Save Quotation Details

Document List

Contract to Sell | Deed of Absolute Sale

| Document | Reference No | Issue Date | Expiration Date | Attachment |
|----------------------------|--------------|------------|-----------------|---|
| ✓ Buyer's Contract To Sell | | 01/01/2000 | 01/01/2000 | Me in My Prime_EC2AMAZ-VOPEUKA.jpg Choose File No file chosen Upload Preview Remove |

- **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.

Buyer List

Search:

| Project | Block | Lot | Buyer's Code | Document Number | Name | Business Type | | |
|---------|-------|-----|--------------|-----------------|----------------------|------------------------|-------------|--|
| 1172 | AMRT | 1 | 10 | BP0000001087 | RA-ABCI-082022-00006 | MANALO, RUTH C | Trusteeship | |
| 1242 | AMRT | 1 | 12 | BP0000001081 | RA-ABCI-092022-00009 | BULLWINKLE, BISHOP B | Individual | |
| 1178 | AMRT | 1 | 13 | BP0000001087 | RA-ABCI-082022-00012 | MANALO, RUTH C | Trusteeship | |
| 1193 | AMRT | 1 | 14 | BP0000001077 | RA-ABCI-082022-00027 | TENTACLES, SQUIDWARD D | Individual | |
| 1194 | AMRT | 1 | 18 | BP0000001077 | RA-ABCI-082022-00028 | TENTACLES, SQUIDWARD D | Individual | |
| 1229 | AMRT | 1 | 19 | BP0000001077 | RA-ABCI-082022-00063 | TENTACLES, SQUIDWARD D | Individual | |
| 1108 | AMRT | 1 | 2 | BP0000001090 | RA-ABCI-062022-00007 | BENEDICTO, RAYMARK D | Others | |
| 1230 | AMRT | 1 | 20 | BP0000001077 | RA-ABCI-082022-00064 | TENTACLES, SQUIDWARD D | Individual | |

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OK

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.

Document Requirements

Account Details

Document Number: RA-ABCI-092022-00008 Project: AMRT Product Type: Lot Only

Document Date: 9/2/2022 12:00:00 AM Phase: NET TCP: 2,400,000.00

Customer Code: BP0000001081 Block: 1 Fin. Scheme: Deferred 36

Last Name: BULLWINKLE Lot: 6 Loan Type: BANK

First Name: BISHOP Model: Bank: BDO

Document List

Contract to Sell Deed of Absolute Sale

| Document | Reference No. | Issue Date | Expiration Date | Attachment |
|--------------------------|---------------|------------|-----------------|------------------------------------|
| Buyer's Contract To Sell | | 01/01/2000 | 01/01/2000 | Me In My Prime_EC2AMAZ-VOPEUKA.jpg |

Choose File No file chosen

Upload Preview Remove