Savills (SPML, GPML) Business and Operations Overview (Dataswift related) Operation When there is new or change of existing client **Daily Operation** Monthly Operation **Annual Opeartion** Billing and Collection 2.1 Collection (Cash/ Book-keeping Cheque) 2.2 Collection (e-2.4 Posting of Receipt 2. Billing payment) vouchers 2.3 Collection (Autopay) Property Management ("PM") and Tenancy Management ("TM") Credit Control 3. Late Payment Financial Reporting Reminder 9. Financial Reporting Sundry Receipt Management 13. Budgeting 4. Sundry Receipt Management 10. Fixed Asset Management 1. Master Data Setup and Maintenance <u>Deposit Handling</u> 11. Month-End Closing -→ 11.1 Year-End Closing 5. Deposit Collection 5.1 Deposit Refund **Analytics and** Inventory Management Book-keeping Reporting 6. Inventory Management 12. Management 7.2 Payment Analysis and Reporting Vendor Management, Procurement and <u>Payment</u> 7. Vendor Creation 7.1 Procurement Tenancy Management Specific Fee Handling TM only 8. Rental Collection Fee/Commission 8.1 Rental Refund Collection





























