

Business Requirements Document (BRD)

1. Project Description

Project Name

Billing and Collection System

Project Background

The Billing and Collection System aims to enhance the efficiency and accuracy of billing and collections for Cosmotech Philippines Inc. The system will support various billing categories, report generations, and user functionalities, ensuring compliance with both local and international standards.

Primary Goals

1. Automate billing processes for various types of accounts.
2. Provide accurate and timely bill generation and collections.
3. Generate comprehensive reports for monitoring and auditing purposes.
4. Ensure integration and compatibility with existing HRIS and other enterprise systems.

2. Objectives

- To streamline the billing process for residential, commercial, and enterprise accounts.
- To support bulk printing and customized billing statements.
- To provide a notification system for aging accounts and payment reminders.
- To ensure compliance with local tax and billing laws.

3. Scope

The project encompasses the development and implementation of a billing and collection system with functionalities including bill preparation, collection tracking, report generation, and system integration.

4. System Users

User Role	Description
User Administrator	Manages user access rights.
Finance	Maintains and generates billing statements.

User Role	Description
Cashier	Facilitates payment entries.

5. General Requirements

Requirement

Support for advance and partial payments.
Facility to handle due dates and interest rates.
Integration with existing systems for data import/export.
Facility for bulk printing of billing statements.
Notification system for errors and approval tagging.

6. Process Flow

Refer to Annex A for the detailed billing and collection flow chart.

7. Detailed Requirements

Detailed Requirement 1: Batch Printing of Billing Statements for Dormitories

Component	Description
Business Rules	Rates and account codes must be updatable; printing per bill date.
Input Description	Account Code, Billing No., Name, Address, Dormitory Rental, Number of Lodgers, Water Consumption.
Detailed Process Flow	1. Encode billing data for the month. 2. Update reference tables. 3. Compute total billing. 4. Check computed billing statements. 5. Batch print billing statements.
Screen Description	Input fields for Account Code, Billing No., Name, Address, Dormitory Rental, Number of Lodgers, Water Consumption.
Report Description	Dormitory Billing Statement Report – includes fields such as Account Code, Billing No., Name, Address, Dormitory Rental, Number of Lodgers, Water Consumption, Total Current Billing, Total Amount Due.
Messages/Notifications	Email notification for errors in billing statements, reminders for pending approvals.

Detailed Requirement 2: Batch Printing of Billing Statements for Apartments

Component	Description
Business Rules	Similar to Requirement 1.
Input Description	Account Code, Billing No., Name, Address, Apartment Rental, Water Meter Readings.

Component	Description
Detailed Process Flow	Similar to Requirement 1.
Screen Description	Input fields for Account Code, Billing No., Name, Address, Apartment Rental, Water Meter Readings.
Report Description	Apartment Billing Statement Report – includes fields such as Account Code, Billing No., Name, Address, Apartment Rental, Water Meter Readings, Total Current Billing, Total Amount Due.
Messages/Notifications	Email notification for errors in billing statements, reminders for pending approvals.

Requirement 3: Batch Printing of Billing Statements for Commercial (w/ Meter)

Component	Description
Business Rules	Similar to Requirement 1.
Input Description	Account Code, Billing No., Name, Address, Space Rental, Water Meter Readings.
Detailed Process Flow	Similar to Requirement 1.
Screen Description	Input fields for Account Code, Billing No., Name, Address, Space Rental, Water Meter Readings.
Report Description	Commercial Billing Statement Report (w/ Meter) – includes fields such as Account Code, Billing No., Name, Address, Space Rental, Water Meter Readings, Total Current Billing, Total Amount Due.
Messages/Notifications	Email notification for errors in billing statements, reminders for pending approvals.

Requirement 4: Batch Printing of Billing Statements for Commercial (w/o Meter)

Component	Description
Business Rules	Similar to Requirement 1.
Input Description	Account Code, Billing No., Name, Address, Space Rental, Fixed Water Amount, Sewerage.
Detailed Process Flow	Similar to Requirement 1.
Screen Description	Input fields for Account Code, Billing No., Name, Address, Space Rental, Fixed Water Amount, Sewerage.
Report Description	Commercial Billing Statement Report (w/o Meter) – includes fields such as Account Code, Billing No., Name, Address, Space Rental, Fixed Water Amount, Sewerage, Total Current Billing, Total Amount Due.
Messages/Notifications	Email notification for errors in billing statements, reminders for pending approvals.

Requirement 5: Batch Printing of Billing Statements for Cafeteria

Component	Description
Business Rules	Similar to Requirement 1.
Input Description	Account Code, Billing No., Name, Address, Space Rental, Water Meter Readings.
Detailed Process Flow	Similar to Requirement 1.
Screen Description	Input fields for Account Code, Billing No., Name, Address, Space Rental, Water Meter Readings.
Report Description	Cafeteria Billing Statement Report – includes fields such as Account Code, Billing No., Name, Address, Space Rental, Water Meter Readings, Total Current Billing, Total Amount Due.
Messages/Notifications	Email notification for errors in billing statements, reminders for pending approvals.

8. Business Rules

Ref #	Business Rules
1	Rates are used as a reference value for the preparation of billing statements.
2	Rates are updatable.
3	Rates Table can be generated through PDF format.
4	List of Account Codes are based on the Commission on Audit.
5	List of Account Codes and Type are updatable.
6	List of Account Codes can be generated through PDF format.
7	Billing Statements are updatable.
8	Billing Statement can be generated through PDF format.
9	Printing of billing statement is per bill date.
10	Generation of Receipts are not updatable.
11	Receipts can be generated through PDF format.
12	Date Entry of reports is not updatable.
13	Reports can be generated through PDF format.

9. Screen Descriptions

Detailed screen descriptions are provided in section 6.3 of the document, outlining data items, field types, and element descriptions for various billing categories.

10. Deliverables

Deliverable	Description
Functional System	Complete and operational Billing and Collection System.
User Manuals and Training	Comprehensive documentation and training

Deliverable	Description
	materials for users.
System Integration	Seamless integration with existing enterprise systems.
Regular Updates and Maintenance	Ongoing support, updates, and maintenance services.

11. Timeline

Phase	Duration
Requirements Gathering	2 months
System Design and Development	4 months
Testing and Quality Assurance	2 months
Deployment and Training	1 month

12. Risks and Mitigation

Risk	Mitigation
Data migration issues	Thorough data validation and testing phases.
User resistance to new system	Comprehensive training and support.

13. Approval and Sign-Off

Name	Position	Signature	Date
Project Manager			
Finance Head			
IT Head			

Annex A: Process Flow Chart

(Include the detailed flow chart here, as shown in the images provided)