abeo
international

SAP Business One Implementation

Business Blueprint Documentation For
HMMP Limited

Version: 1.4
Date: 9/11/2015

Revision History

Ver. #	Date	Prepared By	Significant Changes	Reviewed By
1.0	7/10/2015	Yvaine Kong	Initial URS Document	Nick Tapang
1.1	23/10/2015	Yvaine Kong	Blueprint review with users Pg 12: Credit limit, payment term Pg 13: Decimal places Pg 17: Revenue account Pg 23: Tax group, payment term Pg 24: Document numbering Pg 25: Asset group Pg 27: Customized financial report Pg 35: Sales G/L account will no longer be specific to insurance company Pg 36: Sales Accrual Pg 44, 45: HMDC invoice creation Pg 45: YOT revenue account Pg 46, 47: HMMPD invoice creation Pg 54: Customer master data	Users
1.2	2/11/2015	Yvaine Kong	Interface	
1.3	5/11/2015	Yvaine Kong	Users' review	Ally & Olive
1.4	9/11/2015	Yvaine Kong	Fine tune	

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1. Introduction

1.1   Overview

The document is created based on the discussion on at the premises of **HMMP Limited** in Hong Kong. The discussion is in the presence of End-Users from Finance and IT department (for interface).

The objective of having discussion and documentation is to have clear understanding on the requirements and deliverables items from **HMMP Limited** and **Abeo International Pte Ltd,** the project team.

User's requirements study has been conducted on below dates.

Date	Topics	Attendees
5/10/2015	Sales, Purchase	Amy Tan, Amy Siu, Yvaine Kong, Ally, Olive
6/10/2015	Banking, Admnistration	Yvaine Kong, Ally, Olive
7/10/2015	Interface, customer/supplier/item master data, finance, fix asset	IT, Olive, Ally, Yvaine Kong, Amy Siu
8/10/2015	HMI and HMMS	Rochelle, Olive, Ally

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1.2   Company Profile

These are the companies that will be setup by **Abeo International Pte Ltd**.

Company Name (1)	Health Maintenance Medical Practice Limited
Address Address Line 1: Address Line 2: Address Line 3: Address Line 4: Country: Zip Code:	Unit 405, 4/F., Tower 1, Silvercord, 30 Canton Road, Tsim Sha Tsui, Kowloon
Tel: Fax: Email: Website:	25292132 http://www.hmmp.com.hk/
Business Registration /GST Reg no.	

Company Name (2)	Health Maintenance DentalCare Limited
Address Address Line 1: Address Line 2: Address Line 3: Address Line 4: Country: Zip Code:	Unit 405, 4/F., Tower 1, Silvercord, 30 Canton Road, Tsim Sha Tsui, Kowloon
Tel: Fax: Email: Website:	25292132 http://www.hmmp.com.hk/
Business Registration /GST Reg no.	

Company Name (3)	YOT Tse Ng Tsui Ha Dental Clinic Limited (YOT)

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Address	
Address Line 1:	Unit 405, 4/F., Tower 1, Silvercord,
Address Line 2:	30 Canton Road, Tsim Sha Tsui, Kowloon
Address Line 3:	
Address Line 4:	
Country: Zip Code:	
Tel:	25292132
Fax:	
Email:	
Website:	http://www.hmmp.com.hk/
Business Registration /GST Reg no.	

Company Name (4)	HMMP (Dental) Limited
Address	
Address Line 1:	Unit 405, 4/F., Tower 1, Silvercord,
Address Line 2:	30 Canton Road, Tsim Sha Tsui, Kowloon
Address Line 3:	
Address Line 4:	
Country: Zip Code:	
Tel:	25292132
Fax:	
Email:	
Website:	http://www.hmmp.com.hk/
Business Registration /GST Reg no.	

Company Name (4)	HM Investment Holding Limited
Address	
Address Line 1:	Unit 405, 4/F., Tower 1, Silvercord,
Address Line 2:	30 Canton Road, Tsim Sha Tsui, Kowloon
Address Line 3:	
Address Line 4:	
Country: Zip Code:	
Tel:	25292132
Fax:	
Email:	
Website:	http://www.hmmp.com.hk/

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Business Registration /GST Reg no.	

Company Name (4)	Health Maintenance Management Services Limited
Address Address Line 1: Address Line 2: Address Line 3: Address Line 4: Country: Zip Code:	Unit 405, 4/F., Tower 1, Silvercord, 30 Canton Road, Tsim Sha Tsui, Kowloon
Tel: Fax: Email: Website:	25292132 http://www.hmmp.com.hk/
Business Registration /GST Reg no.	

1.3   Scope

Database to be created by Abeo:

HMMPL, HMDC, YOT, and HMMPD

Database to be created by FHG:

HMI and HMMS

The Modules covered under this implementation as follows:
- Administration
- Financials
  - ✓ Customized PL with clinics break down
  - ✓ Customized aging report by customer
  - ✓ Upload of journal entries with DTW format
- Banking
  - ✓ Incoming payment created from Medjetco and CMSS file for cash sales
  - ✓ Cheque printing
- Sales
  - ✓ Interface with Medjetco and CMSS System
- Purchase
  - ✓ Interface with Medjetco and CMSS System for reimbursement
- Inventory
- Interface

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Change requests as follows:
- ✓ Upload of recurring posting template
- ✓ Upload of receipt settlement with different unique key combination
- ✓ Upload of A/R invoice (Possible to use existing program from Indonesia entity)
- ✓ Upload of A/P invoice (Possible to use existing program from Indonesia entity)
- ✓ Upload of A/P and goods issue with batch management for HMDC and YOT (CR)
- ✓ Aging report by insurance company (transactions level)

2 System Configuration

2.1 Company Details – Basic Initialization

No.	Fields	Setting
1.	Chart of Account (COA)	User Defined Template (Harmonized COA across FHG) YOT uses separate COA (removed)
2.	Local currency ***It is the operating currency in the system.*	HKD
3.	System currency *** It is the reporting currency. Users have an option to see your financial reports in another currency besides Local currency if it is necessary because in SAP each account is refined in Local, System or Specific Currency. In financial reports, you can only see via Local or System Currency*	SGD
4.	Default Account Currency	HKD
	Important: Company currency setup cannot be amended or changed anymore if there are transactions posted to the system.	
5.	Display credit balance with negative sign. ****** Option cannot be changed once selected.	Yes
6.	Negative amount for all reverse transactions. [Yes/No] Example: **Normal (No)** Debit Expenses 100 Credit Bank 100 <mark>**Reversal →**</mark> Debit Bank 100 Credit Expenses 100 ❖ Total Debit and Credit Values increased.	No

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No.	Fields	Setting
	Example: **<u>Negative (Yes)</u>** Debit Expenses <mark>-</mark>100 Credit Expenses <mark>-</mark>100 ❖ Total Debit and Credit Values do not increase.	

7.	What is the default valuation (costing) method you prefer?
	
	The available valuation methods are:
	
	(a) *Moving Average:* Calculate the inventory value by the item cost. By selecting this option, the item cost is updated dynamically by every inventory receipt posting.
	
	(b) *Standard Price:* Calculate the inventory value by a fixed price. The item's standard price should be set before you start working in your company.
	
	** A variance account required: - In certain scenarios, if there are differences between the standard price and the actual price in the purchasing documents, these differences are recorded in the variance account.
	
	(c) *FIFO:* Calculates the inventory value by the first in first out method.
	
	    o Each inventory receipt transaction creates a "layer" of quantities linked to cost.
	    o Each inventory release transaction uses quantities and their corresponding costs from the first open layers.
		Use FIFO by warehouse and batch

8.	Manage Item Cost as per warehouses? [Yes] - Different warehouse can have different item cost. [No] - One item cost for all warehouse.	Yes and by batch HMDC and YOT have one warehouse each.
9.	Allow stock to be released without Item Cost.	Yes

2.2   Financial Period

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Queries	Setting
What is the financial period of your company?	from : January 1 To: December 31
Number of Periods in one Financial Year 1 (year), 4 (quarters), 12 (months)	12 months
Fiscal to be configure in SAP for initial setting:	2012, 2013 and 2014

2.3   Document Setting

No.	Field	Customer Choice
1	**Calculate Gross Profit (%)** **-** Profit / Sales Price - Profit / Base Price (Item Cost) ⬛ **EXAMPLE** You have an item with a base price of $30 and a sales price of $40. ▪ Calculated according to the base price, the gross profit would be: **gross profit/base price x 100 = (40– 30)/30 x 100 = 33%** ▪ Calculated according to the sales price, the gross profit would be: **gross profit/sales price x 100 = (40– 30)/40 x 100 = 25%**	Profit / Sales Price
2	**Manage Inventory by Warehouse** - If Yes, does not take the stock from another warehouse when the main warehouse does not have inventory. - If No, takes stock from any available warehouse that has stock	Yes
3	**Block Negative Inventory** - [Yes] Do not allow release of item if stock level is 0. - [No] Allow release of item if stock level is 0. Recommended Answer = Yes. It's better to keep the correct stock level in the system and if it is FIFO.	Yes
4	**Response to Release of Inventory below the minimum level** - Without warning - Warning only - Block Release	Block Release
5	**Rounding Method** -By Document When rounding occurs due to exchange rate conversions, put the rounding amount to the Discount field. -By Currency When rounding occurs due to exchange rate conversions, put the rounding amount to the Rounding field.	By Currency
6	**Use Warehouse Address**	No

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No.	Field	Customer Choice
	- [Yes] It will take Warehouse address during PO - [No] It will take Company address during PO	
7	**Manage Freight in Documents** - [Yes] User can enter freight charge when create AR/ AP - [No] User cannot enter freight charge when create AR/AP	N/A at the moment
8	**Block documents with earlier Posting Date** - [Yes] User can post a JE with earlier posting date In each user authorization, you may decide to allow if this user is allowed or disallowed to submit documents with earlier posting date.	No
9	**Allow Future Posting Date** - [Yes] User can post a JE with later posting date In each user authorization, you may decide to allow if this user is allowed or disallowed to submit documents with later posting date.	Yes

- This is the recommended setting for user environment. If there is any change, users can amend the setting according to their need.

2.4   General Setting

2.4.1   General Setting – BP (Business Partner)

** You can change this setting at any time.

Seq.	Queries	Customer Choice
1.	Is it a requirement to setup credit limit for your customers? If yes, where do you want to check the Credit Limit? AR Invoice | Sales Order | Pick list	Yes at A/R invoice, default set to 9,999,999 for all customers first. Warning only
2.	Default Payment Term for Customer - When creating new Customer, it will take this default Customer Choice	Net 30 days from document date (invoice date will be same and put as posting and document date)
3.	Default Payment Term for Vendor - When creating new Vendor, it will take this default Customer Choice	Net 60 days from posting date (invoice date put in document date and creation date put in posting date)
4.	Activate Approval Procedures function.	Not required
5.	Display Customer Balances by grouping against their Control Accounts?	Yes.

2.4.2   General Setting – Budget

** You can change this setting at any time.

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Seq.	Queries	Customer Choice
1.	Is it a requirement to setup Budget for your company? Annual or monthly budget?	Yes, budget amount to be define by each entity
2.	Where should the budget checking be set? Purchase Orders | Goods Receipt POs | Accounting	Accounting
3.	Alerts that is needed if over budget?	Yes

2.4.3   General Setting – Display

Seq.	Queries	Customer Choice
1.	What would the default Customer Choice for: (a) Language (b) Color (c) Length UoM (d) Weight UoM (e) Time Format [12H, 24H] (f) Date Format (g) Separator	(a) English (UK) (b) SAP Signature Design (c) Meter (d) KG (e) 24 H (f) Dd/mm/yyyy (g) /
(h)	Decimal places (0…6) (a) Amounts (b) Prices (c) Rates (d) Quantities (e) Percent (f) Units (g) Separator (h) Thousand Separator	(a) 2 (b) 2 (c) 4 (d) 0 (e) 2 (f) 2 (g) . (h) ,
3.	Currency code on the right.	No.
4.	Exchange Rate Posting methods: Assumed the local currency is SGD dollar and the foreign currency is the US dollar. (a). Direct (multiplying) If you choose the Direct option, then on the Exchange rates table, you would enter 1.2465 as today's rate for the US dollar rate. Example : 1.00 USD = 1.2462 SGD	Indirect 1 HKD = 0.2 SGD

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(b). Indirect (dividing) If you choose the Indirect option, then on the Exchange rates table, you would enter 0.8024 as today's rate for the US dollar rate. Example **:** 1 SGD = 0.8024 USD	

2.4.4   General Setting – Font & Bkgd

Seq.	Queries	Customer Choice
1.	Font type and size	Font Type : Arial Font Size : 12
2.	Background image to be display and how. Image display : Centralize / Full screen / Tile	Without background.

2.4.5   General Setting – Inventory

Seq.	Queries	Customer Choice
1.	Manage item by serial no. or batches?	Yes, some items are managed by batch for HMDC and YOT
2.	How to manage? (a) **On Every Transaction** – you are required to assign serial / batch numbers for every inventory transaction. (b) **On Release Only** – you are required to assign serial or batch numbers for inventory release transactions only.	Every transaction
3.	Serial No. will be unique by. (a) None (b) Mrf. Serial No. (c) Serial Number (d) Lot Number	NA
4.	Automatically create Equipment Service Card?	No
6.	Default warehouses for all the items	Yes
7.	G/L Accounts are set by;	Warehouse level, put into same sales and inventory account
8.	Auto. Add All Warehouses to New Items • If you choose Yes, for all new items, it will	Yes

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	be tagged to the list of all physical and virtual warehouses in the database. You have to remove manually those warehouses that you do not need to use. • If you choose No, no warehouse will be tagged to the item. You have to tag manually.	

2.5   User ID

This window is used to create a new User Name and Password.

2.5.1   User ID and License assignments.

User ID	User Name	Pass	Email	License Type	Remarks
Bonnie	Bonnie Ho	1234	bonnieho@hmmp.com.hk	Professional	
Olive	Olive Yeung	1234	oliveyeung@hmmp.com.hk	Professional	
Ally	Ally Lau	1234	allylau@hmmp.com.hk	Professional	
Kaman	Kaman Kan	1234	kamankan@hmmp.com.hk	Professional	
Wing	Wing Tong	1234	wingtong@hmmp.com.hk	Professional	No need to be created in HMI and HMMPL
Tim	Tim Wong	1234	timwong@hmmp.com.hk	Professional	
Fanny	Fanny Chu	1234	fannychu@hmmp.com.hk	Limited Financial	A/P
Maggie	Maggie Tao	1234	maggietao@hmmp.com.hk	Limited Logistic	A/R, Banking
Cherry	Cherry Choy	1234	cherrychoy@hmmp.com.hk	Limited Logistic	A/R, banking

3   Financial

3.1   Chart of Account Structure

- In SAP B1, the Chart of Accounts is organized by drawers and levels. All drawers are level 1.
- These drawers, which have been defined by SAP and cannot be changed.

	Drawer Name	Account Code	
Level 1	100000000000000	Assets	Balance Sheet Accounts
	200000000000000	Liabilities	
	300000000000000	Capital and Reserves	
	400000000000000	Turnover	Profit and Loss
	500000000000000	Cost of Sales	
	600000000000000	Operating Costs	

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700000000000000	Non-operating income and expenditure
800000000000000	Taxation and Extraordinary Items

- A maximum of 4 levels can be defined (including the drawer level).

Example – Standard COA

100000000000000 – Assets   Level 1
  15000000 -- Current Assets   Level 2
    15101000 – Inventory   Level 3
      15101100 – Inventory (Item Group No 1)
      15101200 – Inventory (Item Group No 2) Level 4

Seq.	Query	Customer Choice
1.	How is the structure of the COA, do they have different G/L account for Inventory, Sales, COGS per item group / warehouse?	No
2.	How do you analyze your profit and loss currently? For example: Item Group / Location / Others?	By Division, Cost Centers
3.	How do you want to allocate the cost / revenue? The allocation will be setup in G/L Account Determination. (a) Warehouse (b) Item Group	GL determination is at Item Code based on revenue type

3.2 G/L Account Determination

GL Account Determination is used to define default G/L accounts for transactions created in SAP. All the transaction involves item posting, (i.e. AR Invoice) accounting entry will be captured by the system automatically from this setup.

Account determination is for non-stock and is defined at Item Code level.
For eg: Outpatient – Consultation, Premium Plan

3.2.1 G/L Determination Account – Sales Tab

Field	Description/Activity	Setting
Domestic Accounts Receivable Foreign Accounts Receivable	Define the *Receivables* account for domestic and foreign customers. Make sure the account is located in the *Assets* drawer and defined as a control account. The Receivables account for domestic and foreign can be the same G/L account.	1-12100-00 – Trade Receivables – Local 1-12200-00 – Trade Receivables - Foreign

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Field	Description/Activity	Setting
Checks Received	Define the default Checks Clearing account the system will use for incoming payments where the payment means is "Check". The system debits this account in the incoming payment posting and credits the account when you deposit the check. In the incoming payment window you can change the *Checks Clearing* account manually. Account: The code will provide in the COA listing.	Default bank account. Only one default bank account for one company/entity. Users required change bank account if required. For HMDC and YOT, default bank account is set at clinic level only for interface purpose.
Cash On Hand	Define the default Cash Clearing account the system will use for incoming payments, where the payment means is "Cash". The system debits this account in the incoming payment posting and credits the account when you deposit the cash. In the incoming payment window you can change the Cash Clearing account manually. You must define the accounts as Cash Account.	Default bank account. Only one default bank account for one company/entity. Users required change account if required. For HMDC and YOT, default bank account is set at clinic level only for interface purpose.
Down Payment Clearing Account	Define a default clearing account to be used when adding A/R down payment invoices. G/L accounts defined as control accounts cannot be selected.	N/A
Cash Discount	Define an account to be used as the default when a cash discount is used.	N/A
Revenue Account Revenue Account – Foreign	Define the G/L account to be used when transactions of sales are created.	HMMPL: 4-11000-00 – Consultation Some customer has specific revenue account depending on insurance company HMDC & YOT: Income - Private HMMPD: Income-Package
Sales Credit Account Sales Credit Account - Foreign	Select a control account to be used as the default when a credit transaction of revenue is created, for example, an A/R credit memo.	HMMPL: 4-11000-00 – Consultation Some customer has specific revenue account depending on insurance company

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Field	Description/Activity	Setting
		HMDC & YOT: Income - Private HMMPD: Income-Package

3.2.2   G/L Determination Account – Purchase Tab

Field	Description/Activity	Setting
Permit Change of Control Accts	Select if you want to assign different control accounts to different vendors.	Yes
Domestic Accounts Payable Foreign Accounts Payable	Define the *Payable* account for domestic and foreign customers. Make sure the account is located in the *Liabilities* drawer and defined as a control account. The Payable account for domestic and foreign can be the same G/L account.	2-12100-00 – Trade Payable – Local 2-12200-00 – Trade Payable - Foreign
Bank Transfer	Define a default account to use when paying by bank transfer.	Default bank account. Only one default bank account for one company/entity. Users required change bank account if required. For HMDC and YOT, default bank account is set at clinic level only for interface purpose.
Cash Discount	Define an account to use as default when a cash discount is used.	N/A
Expense Account, Expense Account - Foreign	The system selects this account as a default when you create new warehouses, item groups, item master data records and AP Invoice. The expense account is applicable only when you use non-inventory items.	5-11000-00 - Cost of goods - GP
Purchase Credit Account	Define an expense account for SAP Business One to use as default when you create a credit transaction for purchasing; for example, an A/P credit memo. This account is the default when new warehouses, item groups and item master data records are created. The purchase credit account can be the same as the Expense Account, if you do not wish to record	5-11000-00 - Cost of goods - GP

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Field	Description/Activity	Setting
	credits to a separate account.	

3.2.3   G/L Determination Account – General Tab

Field	Description/Activity	Setting
Rounding Account	Select a default account to be used in journal entries created for rounding differences. This may occur when you define rounding for certain currencies.	6-32160-00 – Rounding difference
Period-End Closing Account	Define an account to be used when performing period and closing processes.	3-20200-00 - Retained earnings current year
Realized Exchange Diff. Gain, Realized Exchange Diff. Loss	Select accounts to be used as default accounts for journal entries created to reflect loss and gain caused by exchange rate differences in sales, purchase and General Ledgers transactions. Please indicate the Realized Exchange Diff Gain and Realized Exchange Diff. Loss Account for each types of transaction.	6-50030-00 – Exchange difference – Operating Hong Kong

3.2.4   G/L Determination Account –Inventory Tab

Field	Description/Activity	Setting
Expenses Account	Reflects the Non-Inventory final value and is recorded during the AP Invoice Transaction.	Only for HMDC and YOT: Cost of sales - FFS Dental Supplies Goods will be issued out from warehouse and delivered to clinics instead of selling them. Users can select other GL account if required
Inventory Account	Reflects the inventory final value and is recorded in every inventory transaction in SAP Business One.	Inventory (for HMDC and YOT)
Cost of Goods Sold Account	Define the G/L account to be used when transactions of goods sold are created.	NA Goods will not be sold

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Field	Description/Activity	Setting
Allocation Account	This clearing account is used as an offsetting account to the stock account in goods receipt POs and A/P credit memos. The balance of this G/L account reflects the total amount of open goods receipt POs and goods returns.	NA Users directly create A/P invoice for inventory items
Variance Account	This G/L account is used only in a standard-price inventory system. In certain scenarios, if there are differences between the standard price and the actual price in the purchasing document, these differences are recorded in the variance account.	N/A
Negative Inventory Adjustment Acct (Block negative stock)	This account is used only if inventory quantity is negative when the inventory posting takes place, and the document price is different than the moving average or the FIFO price (this account is not relevant for standard price valuation method). In these cases the moving average or FIFO prices are held static and the differences between these prices and inventory values as a result of adding new document are posted to this account. **We do not recommend using negative inventory from an accounting perspective**.	N/A
Inventory Offset – Decrease Account, Inventory Offset – Increase Account	These accounts are used as balancing accounts when the stock value is increased or decreased due to the creation of a **material revaluation document.** (Transaction posted from Inventory Good Issue/Good Receipt/Stock takes)	Only for HMDC and YOT: Cost of sales - FFS Dental Supplies Goods will be issued out from warehouse and delivered to clinics instead of selling them. Users can select other GL account if required

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Field	Description/Activity	Setting
Sales Returns Account	Define the G/L account to be used when a transaction for a goods return is created.	NA Any returning of goods will be done through goods receipt module (not A/R) where users manually select the GL account Dr inventory, Cr [GL account]
Expense Account - Foreign	Reflects the Non-Inventory final value and is recorded during the AP Invoice Transaction, where the pay-to address country is not local.	NA
G/L Decrease Account	An offsetting account to the Stock account used in Goods Issues and negative difference in Stock Postings (updates after inventory). You can change this account manually while creating its corresponding document. *(Transaction posted from Inventory revaluation)*	Only for HMDC and YOT: Cost of sales - FFS Dental Supplies Goods will be issued out from warehouse and delivered to clinics instead of selling them. Users can select other GL account if required
G/L Increase Account	Offsetting account to the stock account used in goods receipts and positive differences in stock postings (updates after inventory). You can change this account manually while creating its corresponding document. *(Transaction posted from Inventory revaluation)*	Cost of sales - FFS Dental Supplies Goods will be issued out from warehouse and delivered to clinics instead of selling them. Users can select other GL account if required
WIP Inventory Account	This account maintains the value of the items that are included in work process. That is, the period when production has begun but the final product is not ready. *(Transaction posted from Production Order.)*	NA

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3.3   Division (Dimensions) and Cost Centers

Company	Dimension	Cost Center Code(8)	Cost Center Name (20)	Default bank account for interface purpose
HMMPL	CORPORATE	OP	Operation	
		FN	Finance	
		MK	Marketing	
		IT	IT	
	MBMS	..		
		..		
HMDC	CLINICS	032	Mong Kok Clinic	SCB: 562-1-011098-7 (S/A)
		016	Causeway Bay Clinic	SCB: 562-1-011008-1 (S/A)
		033	Central Clinic	SCB: 562-1-010372-7 (S/A)
YOT	CLINICS	044	Tai Po Clinic	
		046	Tuen Mun Clinic	
		047	Kwai Fong Clinic	
		OUT	OUTREACH	
		OUT(YOT)	OUTREACH(YOT)	
		048	Ma On Shan Clinic	
HMMPD	CORPORATE	OP	Operation	
		FN	Finance	
		MK	Marketing	
		IT	IT	
	MBMS	..		
		..		

HMMPL and HMMPD – revenue and cogs by customer (MBMS and TPA). MBMS cost center will be provided in customer upload file.

Information
- A profit center is a company unit or division that performs a specific business function. For example, a specific company unit might be responsible for manufacturing a product or providing a service.

Disadvantage: They have to be keyed in every transaction, if you have missed out, P&L will not be accurate.

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3.4   Project

Seq.	Queries	Customer Choice
1.	Is there a need to analyst your Profit and Loss by project? ** You have to be selecting the project code in every transaction, if you have missed out, P&L will not be accurate.	Standard SAP *required field during creation of marketing documents, and journal entries.

3.5   Tax Setup

Please see below for the standard tax codes used in SAP Business One.
Codes are from Info care system.

OUTPUT TAX (Sales)			INPUT TAX (Purchase)		
Code	Rate	Description	Code	Rate	Description
SNA – Not Applicable			PNA – Not Applicable		

3.6   Payment Terms Setup and Payment Details

Payment Terms	No of Days
14 Days	14
30 Days	30
60 Days	60
45 Days	45
120 Days	120
COD	0

Seq.	Query	Customer Reply
1.	Which of the following date do you want to use to calculate for your due date? (a) Posting Date (b) Document Date	A/R: Document Date A/P: Posting Date

3.7   Document Numbering

Document and Type	HMMPL Prefix	HMDC Prefix	YOT Prefix	HMMPD Prefix	Start Number	End Number
Sales Quotation – 23	-	-	-	-	NA	
Sales Order – 17	-	-	-	-	16000001	16999999
AR Invoice – 13	-	-	-	P (package)	16200001 16000001	16999999 16099999

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				T (visit)	16100001	16199999
AR Credit Note - 14	CN	CN	CN		16200001	16999999
				PCN (package)	16000001	16099999
				TCN (visit)	16100001	16199999
Delivery – 15					NA	
Returns – 16					NA	
AR DP Invoice – 203					NA	
Purchase Quotation - 54					NA	
Purchase Order - 22					NA	
AP Invoice – 18	-	-	-	-	16000001	16999999
AP Credit Note - 19	-	-	-	-	16000001	16999999
AP DP Invoice -203	-	-	-	-	16000001	16999999
Goods Receipt PO - 20	-	-	-	-	NA	
Goods Return PO - 21	-	-	-	-	NA	
Journal Entry – 30					16000001	16999999
Incoming Payment - 24					16000001	16999999
Outgoing Payment - 46					16000001	16999999
Goods Receipt - 59					16000001	16999999
Goods Issue – 60					16000001	16999999
Inventory Transfer - 67					NA	

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3.8 Fix asset

HMMP is going to make use below methods to create fix asset
1)   Fix asset master data
•   Create fix asset master data and assigned to asset class
•   Create A/P invoice to purchase fix asset
•   Capitalization is automatically created

If there is repair for fix asset, it will go into expense.
Fix asset will be depreciated monthly using straight line method, using Net Book Value / Remaining Life.

The depreciation of the asset always starts from the first day of the current period during which the asset acquisition takes place.

HMMP is going to make use of the depreciation run with the calculated depreciation amount in SAP. Should any revaluation or change of the depreciation schedule of the asset happens, the difference from previous depreciation will be posted in the next run/period in lump sum.
        Cr accumulated depreciation – asset, Dr depreciation.

Once a depreciate run is executed, it is not possible to run depreciation for other assets in previous period.

When retirement takes place, calculate the asset depreciation till the last day of the posting period prior to the period of retirement. All assets will be fully depreciated.

The Asset Groupings are:

Asset Group (15 characters)	Asset Name (100 characters)	Depreciation Schedule
OE	OFFICE EQUIPMENT	60 months
FF	FURNITURE & FIXTURES	60 months
CO	COMPUTER	36 months
LI	LEASEHOLD IMPROVEMENTS	48 months

3.9 Others Finance Functions

Journal Voucher (In scope)
• Journal Voucher is a draft stage that creates no values in the general ledger.   • User can check the Journal Voucher before convert it to the Journal Entry.

Journal Entry (In scope)
• This function allows user to create Journal Entries manually.   • The created Journal Entry will be recorded directly to the database and cannot be edited.

Posting Template (In Scope)
• User can create fixed templates for transactions that frequently used.

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- User calls out the template at Journal Entry or Journal Voucher screen.
- This feature is useful when user has to pass the same GL Item but in different values.

SAP B1 standard function. To be cover in training session.

Recurring Posting (In Scope)

- This function is useful when user has transactions that are occurring for every month or at certain period. User can define the posting frequency.
- Example: Rental or Payroll or PUB

SAP B1 standard function. To be cover in training session.

Exchange Rate Differences (In Scope)

- It checks the execution date exchange rate and transactional exchange rate to derive the unrealized exchange gain or loss amount.
- It is used if user maintains a foreign currency (FC) business partner or accounts.

HMMP can use the SAP Business One Exchange Rate Difference functions to reconcile between the Foreign Currency (FC) balance and the Local Currency (LC) balance to Calculate Unrealized Exchange Gain/Loss, considering the fluctuation in the FC exchange rate.
In exchange-rate-differences transaction, user can select Auto Reverse function to prompt user to add the reversal transaction for the exchange rate differences.
When this option is selected, the Reversal Date field is editable, so user can determine the date for the reverse transaction.

Realized Exchange Gain/ Loss journal transaction will be posted to reconcile between FC balance and the LC balance upon incoming and outgoing payment to a
foreign business partner when the payment exchange rate is different from the paid invoice exchange rate automatically.

Conversion Differences (In Scope)

- Relevant for companies whose defined system currency is different from the local currency
- Make adjustments between the account/business partner balance in the system currency and the balance in the local currency

Conversion difference may happen in HMMP as they require to report financially in two currencies, HKD as the local currency as SGD as system currency
.
One example when this could happen is:
Invoice made on 1 August: HKD 1000, also reported as SGD 182 (system currency)
Receipt made on 1 September: HKD 1000, also reported as SGD 178 (SGD rate has changed in SAP system) There is no realized exchange gain/loss in this case because the invoice and receipt are both in same currency. This difference in SGD is called conversion difference.

HMMP will use the Conversion Differences function to make adjustments between the account/business partner balance in the system currency

---

Financial Report Templates (In Scope)

- Allow users to display Financial Reports according to the business needs.

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- Financial Report Templates can be created for reports:-
  - Balance Sheet
  - Trial Balance
  - Profit and Loss Statement

To be cover in training session.

Budget (In Scope)

- It is used to create the budget scenario for every fiscal year.
- Standard B1 budget is set on a monthly basis.
- Standard B1 budget is defined for each GL Accounts.

SAP Standard , HMMP will make use of the budget at GL level (accounting)

3.10 Financial Reports

Seq.	Query	Customer Reply
1.	Financial Reporting needed.	
2.	Need to consolidate report submit to your HQ?	Yes (Company Consolidation using Anaplan)
3.	SAP Standard Financial Report	o Balance Sheet per Entity o Trial Balance Report o Profit and Lost report o Aging Report (AP/AR) o Statement of Account o Sales Invoice Listing o Credit Note Listing o General Ledger Report o Tax Report (GST Input, GST Output and Consolidated)
4.	Customized Reports	o Profit and Loss Statement – Parameters per Division, per cost center, comparative year, budget comparison. (Existing report from FHG) o Profit and Loss statement with clinic breakdown, show all levels based on chart of account format. o Profit and Loss statement with clinic breakdown from HMDC & YOT (User need to generate separate reports from two entities and combine outside the system) o Aging report from perspective of insurance company (change request) o Statement of Account from FHG o Sending of SOA to email (existing program from FHG)

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4   Banking Module

4.1   House bank details

HMMPL

Bank Name	HKD	HKD	MOP	RMB
Bank Code	003	024		003
Bank Name	Standard Chartered Bank	Hang Seng Bank		Standard Chartered Bank
Branch				
Account				
Bank Account No	562-1-011521-0 (S/A) 562-0-009658-2 (C/A)	277-058236-001 (C/A)		396-1-003548-8 (S/A) 562-0-015185-0 (C/A)
Message				
SWIFT Code				

HMMPD

Bank Name	HKD	MOP	AUD
Bank Code	003		003
Bank Name	Standard Chartered Bank		Standard Chartered Bank
Branch			
Account			
Bank Account No	340-1-018181-4 (S/A) 415-0-666682-2 (C/A)		429-1-023270-5 (S/A)
Message			
SWIFT Code			

YOT

Bank Name	HKD	HKD	MOP	RMB
Bank Code	024	012		
Bank Name	Hang Seng Bank	Bank of China		
Branch				
Account				
Bank Account No	241-6-420178 (S/A) 357-516715-	889-1-100503-4 (S/A) 889-00118936		

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	001 (C/A)	(C/A)		
Message				
SWIFT Code				

HMI

Bank Name	HKD	MOP	RMB
Bank Code	003	041	003
Bank Name	Standard Chartered Bank	Chong Hing Bank	Standard Chartered Bank
Branch			
Account			
Bank Account No	415-1-019880-3 (S/A) 415-0-666611-3 (C/A)	991-19-003344-9 (S/A) 991-29-043959-0 (C/A)	415-1-042549-4 (S/A) 415-0-038655-0 (C/A)
Message			
SWIFT Code			

HMMS

Bank Name	HKD	MOP	RMB
Bank Code			
Bank Name	HSBC		
Branch			
Account			
Bank Account No	642-027577-838 (S/A) 642-027577-001 (C/A)		
Message			
SWIFT Code			

HMDC

Bank Name	HKD	HKD	AUD	RMB
Bank Code	003	015	003	
Bank Name	Standard Chartered Bank	The Bank of East Asia	Standard Chartered Bank	
Branch				
Account				
Bank Account No	415-1-027100-4 (S/A) 562-1-010327-1	256-10-400850-3 (S/A) 256-40-400340-	429-1-023267-5	

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	(S/A) 562-1-017500-0 (S/A) 415-0-032869-0 (C/A) 562-0-011753-9 (C/A)	7 (C/A)		
Message				
SWIFT Code				

HMDC – Central Clinic

Bank Name	**HKD**	**MOP**	**RMB**
Bank Code	003		
Bank Name	Standard Chartered Bank		
Branch			
Account			
Bank Account No	562-1-010372-7 (S/A) 562-0-008530-0 (C/A)		
Message			
SWIFT Code			
Default bank account (Y/N)			

HMDC – Causeway Bay Clinic

Bank Name	**HKD**	**MOP**	**RMB**
Bank Code	003		
Bank Name	Standard Chartered Bank		
Branch			
Account			
Bank Account No	562-1-011008-1 (S/A) 562-0-008531-9 (C/A)		
Message			
SWIFT Code			
Default bank account (Y/N)			

HMDC – Mong Kok Clinic

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Bank Name	HKD	MOP	RMB
Bank Code	003		
Bank Name	Standard Chartered Bank		
Branch			
Account			
Bank Account No	562-1-011098-7 (S/A) 562-0-009681-7 (C/A)		
Message			
SWIFT Code			

4.2 Bank Set-up

Seq.	Query	Customer Reply
1.	Types of Payments SAP :Cheque/TT/Credit Card/Cash	Autopay, Cheque, Credit Cards, Cash
2.	Do you have any customer, who pays you in another currency than the Invoice Currency? Example: Invoice in HKD, Receipt in CNY?	Yes. Refer to diagrams below, user need to manually put in the difference into exchange gain/loss
3.	Do you request your customer to pay the Advance payment before the goods being delivered to their premises?	Yes 1. Direct receipt without invoice: Dr bank, Cr customer 2. With invoice + receipt: Cr advance received, Dr Customer Dr bank, cr Customer
4.	When you receive checks from customer, do you debit bank directly? Or you debit into separate checks account and debit bank after check clearance?	Directly to Bank account
5.	When you receive Credit Card from customer, do you debit bank directly? Or you debit into separate credit card account and debit bank after check clearance?	Directly to bank account
6.	Do you offer Cash Discount to your customer / vendor? If yes, what Cash Account should be posted to?	NA
7.	Do you have the scenario of contra payment between A/R Invoice and A/P	Possible

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Seq.	Query	Customer Reply
	Invoice?	
8.	Do you have any supplier request your company to do the Advance Payment?	No
9.	Bank charges	Per transaction
10.	Others	• Require upload for receipt settlement (CR) • Bank charges to be taken up in payment transactions. • Bank reconciliation will be done in SAP and externally
11.	Forms required	• FHG Receipt format • HMMPD Receipt • Cheques printing for CHB, HSBC, SCB and HSB

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Example of receipt in different currency:

Invoice in HKD, Receipt in other currency. Users will convert to HKD manually. If the invoice is in HKD, there will not be rate field where you can put the bank rate because it is local currency. Users require convert manually and put the difference into exchange gain and loss.

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Journal Entry Preview

Series	Number	Posting Date	Due Date	Doc. Date	Remarks		Fixed Ex
2015	2015002	06.10.15	06.10.15	06.10.15	Incoming Payments - C20000		

Origin	Origin No.	Trans. No.	Template Type	Template	Indicator	Project
RC	32					

Trans. Code	Ref. 1	Ref. 2	Ref. 3			Automat
	32					

Blanket Agreement

▶ Expand Editing Mode

#	G/L Acct/BP ...	G/L Acct/BP Name	Debit	Credit	Debit (SC)	Credit (SC)	Ref. 1	Ref. 2
1	⇨ 700020	Realised Foreign Exchange Gains	HKD 100.00				32	
2	⇨ 161016	SGD Bank No.1 (cheques received)	HKD 164,122.50				32	
3	⇨ 650010	Bank Charges Paid	HKD 50.00				32	
4	⇨ C20000	Maxi-Teq		HKD 164,272.50			32	
5	⇨ 650070	Conversion Difference		HKD 0.00			32	
			HKD 164,272.50	HKD 164,272.50				

Close   ☐ Display in FC   ☑ Display in SC

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5 Sales & Purchase Process

5.1 HMMPL

- Medical Package
    - HMMPL sells premium plan/package to corporate customer.
      Double entry:
      Dr customer
      Cr Out-patient – Premium Plan
    - Each corporate customer has only one insurance company (only applicable for consultation plan from Medjetco file)
    - Invoice for the premium plan will be done in SAP
    - Print invoice type "E" with free type description
    - When patients visit panel clinic
        - ✓ Patients do not need to pay and HMMPL claims the full amount from insurance company
          Double entry:
          Revenue $165
          Cost of Sales $135 (different doctor has different cost)

          Billing (AR)
          Dr Customer $165
          Cr Out-Patient – Consultation/~~AIA/VTC~~ $165
          ~~(depends on the insurance company field in the customer card)~~

          Reimbursement (A/P)
          Cr clinic $135
          Dr Cost of sales MBMS - OP Reimb to Dr $135
        - ✓ Patients need to pay co-payment and HMMPL claims the revenue amount after the co-payment deduction.
          Double entry:
          Revenue $165
          Cost of Sales $135 (different doctor has different cost)

          Bill to Customer $145
          Co-pay from Patient paid at Clinic $20

          Billing (A/R)
          Cr Out-Patient - Consultation $145
          Dr Customer $145
          * The remaining $20 of sales will be recognized at A/P

          Reimbursement (A/P)
          Dr Cost of sales MBMS - OP Reimb to Dr $135
          Cr clinic $110
          Cr Handling fee $5
          Cr Out-Patient – Consultation/~~AIA/VTC~~ $20
          ~~(depends on the insurance company field in the customer card)~~

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- Based on transaction file from Medjetco MS007_SO, a journal entry will be passed to accrue the sales based on pay_comp amount. The journal is passed per customer, per incurred month
  Double Entry:
  Dr Accounts Receivable (Estimate), Cr Out-patient – Estimate
- In Medjetco MS007_SO, there will be OUT network transactions. A journal will be passed to estimate the cost of patient reimbursement.
  Double Entry:
  Cr Accounts Payable (Estimate), Dr Patient Reimbursement Cost – Estimate
- Operation team provides finance team with the transactions ready for billing. These transactions will be recorded in the same format as MS007_AR.
- These file will contains billing for vouchers from different incurred months. Based on this file, A/R invoice will be created with transactions in the same incurred month and company. Upon creation of invoice, the estimate sales journal will be reversed. Invoice type "M" will be printed. (invoice should show only the total billable amount for that particular incurred month)
- If the transactions belong to OUT network, A/R invoice will be created and the estimate cost journal will be reversed.
- Based on transaction file from Medjetco MS002_PO, a journal entry will be passed to accrue the doctor cost, admin fee and co-payment. The journal is passed per clinic, MBMS cost center and per incurred month
  Double Entry:
  Dr Cost of sales MBMS - OP Reimb to Dr Estimate
  Cr Account payable (Estimate)
  Cr Admin cost – Estimate
  Cr Out-patient - Estimate
- Operation team provides finance team with the transactions ready for reimbursement. These transactions will be recorded in the same format as MS002_AP.
- These file will contains billing for vouchers from different incurred months. Based on this file, A/P invoice will be created with transactions per clinic, MBMS cost center and incurred month. Upon creation of invoice, the estimate cost journal will be reversed.
- If the voucher is split into multiple billing, HMMPL requires handle manually in SAP.
- If the insurance company rejects the claim, HMMPL will do a credit note manually in SAP.
- If the service is not covered by the insurance, HMMPL then will manually issue invoice type C from SAP to the customer for these charges.
- Reporting required:
  - ✓ Premium against usage.
    Based on the company code and clinic code in A/P invoice and A/R invoice, query for total A/R and A/P amount
    Company code | clinic code | voucher number | incurred date | A/R amount | A/P amount
  - ✓ Estimated sales amount for each corporate customer in the same incurred month based on sales order
    Company code | incurred month | sales order amount
- Cap Plan
  - Direct plan with customer with or without insurance company
  - Invoice will be done in SAP
    Double entry:
    Dr customer
    Cr advance received
  - Print invoice type "E" with free type description
  - They pay annually, quarterly, or monthly.
    Double entry:

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Dr bank
Cr customer

- Sales will be recognized on fix schedule.
  Double entry:
  Dr advance received
  Cr Sales
- When MS007 is received, there is no billing to customer because the service is included in the plan. However, sales order will still be created to keep track of the details. Sales order will be closed immediately upon creation.
- The customer type will determine if the customer is under cap plan
- It is not possible that patient will use service which is not included in the plan.
- Reimbursement (A/P) transactions will be done based on MS002 interface file.
  Double entry:
  Cr clinic
  Dr Cost of sales MBMS - OP Reimb to Dr

- Checkup
  - Direct checkup plan with corporate customer or private customer with or without insurance company
    Double entry:
    Dr customer
    Cr sales [Others - Vaccination, Checkup - Pre-employ, Checkup - Anl Checkup, Checkup – Individual]
  - Invoice will be done in SAP. Invoice type A and P will be printed for annual checkup and pre-employment checkup respectively.
  - It is possible that usage may exceed what is covered. If this happens, HMMPL will issue separate invoice from SAP to customer.
  - Lab will send invoice to HMMPL for the services done by patients. This will be recorded manually in SAP as A/P invoice in total lump sum per A/P code.
    Double entry:
    Dr Reimburse to Lab
    Cr clinic

- Vaccination
  - Direct checkup plan with corporate customer or private customer without insurance company
    Double entry:
    Dr customer
    Cr sales [Others - Vaccination, Checkup - Pre-employ, Checkup - Anl Checkup, Checkup – Individual]
  - Invoice will be done in SAP. Invoice type O will be printed
  - It is possible that usage may exceed what is covered. If this happens, HMMPL will issue separate invoice from SAP to customer.
  - Lab will send invoices to HMMPL for the services done by patients. This will be recorded manually in SAP as A/P invoice in total lump sum per A/P code.
    Double entry:
    Dr Reimburse to Lab
    Cr clinic

- Forms to be printed (Refer to appendix)
  - Invoice Type E
    Use footer 1.

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Customer ID: E-X810

Invoice Number: I00996

Sold To: China Taiping Insurance (HK) Co. Ltd
19/F, China Taiping Plaza,
8 Sunning Road,
CausewayBay,
Hong Kong

Attn: Ms Randa Wan

Invoice Date: 29 Oct 2014
Due Date: 29 Oct 2014
Page: 1

Description	Amount
Premium charge for Western Harbour Tunnel Co Ltd (01/10/2014 to 30/09/2015)	
For plan 1:	
Employee: 6 x HK$5,303-	31,818.00
Spouse: 5 x HK$5,303-	26,515.00
Child: 7 x HK$5,462-	38,234.00
For plan 2:	
Employee:23 x HK$2,291-	52,693.00
Spouse: 15 x HK$2,291-	34,365.00
Child: 13 x HK$2,359-	30,667.00
For plan 3:	
Employee: 158 x HK$1,350-	213,300.00
Spouse: 75 x HK$1,350-	101,250.00
Child: 69 x HK$1,350-	93,150.00
For plan 11:	
Employee: 1 x HK$7,353-	7,353.00
Spouse: 1 x HK$7,353-	7,353.00
Child: 1 x HK$7,573-	7,573.00

Note:
a. This invoice has to be settled within 14 days from the invoice date
b. Interest will be charged at 2%per month on any overdue amount
c. Please make crossed cheque payable to
"Health Maintenance Medical Practice Limited"
d. If you have any queries, please feel free to contact Operations
Department at 2302 0400 for details.

Total Invoice	644,271.00

Contents	Logistics	Accounting	Attachments

Item/Service Type Item

#	Type	Item No.	Item Description	Quantity	Unit Price	Tax Code	Gross Price	Total (LC)	G/L Account	Bas
1	T		Premium charge for Western Harbour Tunnel Co Ltd (01/10/2014 to 30/09/2015) For plan 1:							
2		Annual Premium	Employee: 6 x HK $5,303-	6	SGD 5,303.00	EO	SGD 5,303.00	SGD 31,818.00	400070	
3		Annual Premium	Spouse: 5 x HK $5,303-	5	SGD 5,303.00	EO	SGD 5,303.00	SGD 26,515.00	400070	
4		Annual Premium	Child: 7 x HK $5,462-	7	SGD 5,462.00	EO	SGD 5,462.00	SGD 38,234.00	400070	
5	T		For plan 2:							
6		Annual Premium	Employee: 23 x HK $2,291-	22	SGD 2,291.00	EO	SGD 2,291.00	SGD 50,402.00	400070	
7		Annual Premium	Spouse:15 x HK $2,291-	15	SGD 2,291.00	EO	SGD 2,291.00	SGD 34,365.00	400070	
8		Annual Premium	Child: 7 x HK $2,359-	13	SGD 2,359.00	EO	SGD 2,359.00	SGD 30,667.00	400070	

- Invoice Type M
  Use footer 1. On the screen users will see multiple invoices in the same incurred month for this billing but they should not appear on the printed invoice.

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Customer ID: M-2913

Sold To: Tom Lee Music Foundation Ltd.
c/o Bank of China Group
9/F., Wing On House,
71 Des Voeux Rd. Central,
Hong Kong
Attn: Claims Dept

Invoice Number: H79100
Invoice Date: 14 Nov 2012
Due Date: 28 Nov 2012
Page: 1

Description	Amount
Consultation fee for Sep 2012	95.00

Total Invoice	95.00

Note:
a. This invoice has to be settled within 14 days from the invoice date
b. Interest will be charged at 2% per month on any overdue amount
c. Please make crossed cheque payable to
   "**Health Maintenance Medical Practice Limited**"
d. If you have any queries, please feel free to contact Operation
   Department at 2302 0400 for details.

- Invoice Type A
  Use footer 3 and free type description. Users can setup predefined description

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Sold To: Northgate Information Solutions China L
c/o Willis Hong Kong Limited
18/F.,The Lee Gardens,
33 Hysan Avenue, Causeway Bay
Hong Kong
Attn: Ms. Grace To

Invoice Date: 10 Nov 2012
Due Date: 11 Dec 2012
Page: 1

Description	Amount
Annual Check Up for Sep 2012	2,240.00

Note:
a. This invoice has to be settled within 31 days from the invoice date
b. Interest will be charged at 2% per month on any overdue amount
c. Please make crossed cheque payable to
"Health Maintenance Medical Practice Limited"
d. If you have any queries, please feel free to contact Marketing
Department at 2302 0418 for details.

Total Invoice	2,240.00

Authorised Signature & Chop of HMMP Limited

- Invoice Type P
Use footer 3 or 4 with free type description. Users can setup predefined description

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Customer ID: P-7004A

Sold To: HK Police Force (Auxiliary Police Const
            Auxiliary Support Bureau
            Hong Kong Police Force
            No.12 Wang Chiu Rd. Kowloon Bay
            Kowloon

Attn: Ms. Silvia Leung

Invoice Number: H76832
Invoice Date: 3 Sep 2012
Due Date: 17 Sep 2012
Page: 1

Description	Amount
Medical Check Up for HK Police Force (Auxiliary Police Constable) (Refer to revised H73621)	1,680.00

Note:
a. 0.5% or 0.25% discount is allowed for payment to be made in full
within 7 or 14 working days respectively from the date of receipt of
invoice or from the date of completion of services, whichever is the later.
b. Interest will be charged at 2% per month on any overdue amount
c. Please make crossed cheque payable to
"Health Maintenance Medical Practice Limited"

Total Invoice	0.00

	Contents	Logistics	Accounting	Attachments	

Item/Service Type   Item

#	Type	Item No.	Item Description	Quantity	Unit Price	Tax Code	Gross Price	Total (LC)	G/L Account	Base Ref.	D
1	T		Medical Check Up for HK Police Force (Auxiliary Police Constable) (Refer to revised H73621)								
2		P1	Pre-Employment Checkup	1	SGD 1,680.00	EO	SGD 1,680.00	SGD 1,680.00	400000		
3						SO					

- ▪ Invoice Type C
  Use footer type 2 with free type description. Users can setup predefined text using reject reason
  code but users require fill up the rest of the details.

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Description	Amount
Reimbursement claim(s) rejected by the insurance company.	
Reject Reason: (#C) The maximum number of visits per policy year provided by the plan has been exceeded.	
Outstanding charge to be paid by the insured member:	
YEUNG ADRIAN, R194421-1, 03187634, (#C)	
Consultation date: 07/05/2015	
$155 (Consultation fee) - $0 (Patient paid at clinic) = $155	155.00

Predefined text

Note:
a. This invoice has to be settled within 14 days from the invoice date
b. Interest will be charged at 2% per month on any overdue amount
c. Please make crossed cheque payable to
   "**Health Maintenance Medical Practice Ltd**"
d. If you have any queries, please feel free to contact Operations
   Department at 2302 0400 for details.
e. You may direct deposit to our bank account for settlement of the invoice:
   您可以直接把上述款項存到我們的銀行戶口:
   BANK NAME : Standard Chartered Bank (Hong Kong) Limited
   BANK ACCOUNT NUMBER: 562-1-011521-0 (HKD Saving)
   For processing your payment correctly, please fax (2302 0500) the bank
   payment receipt with your invoice number to us after payment.
   付款後, 請把銀行存款收據連同發票號碼傳真到2302 0500, 以便確認你的付款

Total Invoice	155.00

Authorised Signature & Chop of HMMP LTD

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- Credit Note
  Use footer 8 and free type description. User can setup predefined text.

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Customer ID: M-X699

Sold To: MassMutual Finanical Group
            c/o Mass Mutual Asia Ltd.
            4/F., Mass Mutual Tower,
            38 Gloucester Rd,
            H.K.
    Attn: Emple.BenefitsClaims

CN Number: H77772CN
Date: 25 Oct 2012

Page: 1

Description	Amount
Over billed consultation fee $112 re: IAM-12089 Wong Koon Kwan V#02323322 DD05/08/2012	112.00

Note:
a. Payment is not required for this credit note.
b. The credit amount will be offset against balance on account.
c. If you have any queries, please feel free to contact Operation
   Department at 2302 0400 for details.

Total Amount	112.00

- **▪ FHG Receipt**
  Use existing template from FHG

5.2   HMDC

- There are 3 dental clinics. Please refer to clinic cost center
- Contract customer
    - ▪ After HMMPD sells plan to corporate customers, patients go to HMDC clinics for dental service.
        - ✓ Primary income
            - • Patients do not need to pay
            - • HMDC will claim 80% of the charges from HMMPD to reimburse doctor (A/R invoice created under HMMPD)
            - • The customer type in RD001 file will be "Contract" and the pay_comp will contain amount
            - • Double entry for HMDC
              Dr HMMPD
              Cr Income – Contract
        - ✓ Secondary income
            - • Patients need to pay partially because some service is not included in the plan.
            - • HMDC need to pay 20% of these fees, which was chargeable to patients, back to HMMPD through A/P invoice. This will serve as sales for HMMPD.
            - • Invoice will be created under HMMPD.

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- •A/R invoice + incoming payment will be at the same time created to recognize the sales.
- •The customer type in RD001 file will be "Contract" and the pay_client will contain amount
- •Double entry for HMDC

  A/R invoice + incoming payment:
  Dr payment method (Cash, Card, Autopay, Cheque), Cr Income – Contract
  Cr payment method, Dr clinic default bank

  A/P invoice:
  Cr HMMPD, Dr Others - Admin fee (cost)

  - ▪ Primary and secondary income could happen together in same transaction
- - Private customer
    - ▪ No contract and patients need to pay for the dental service
    - ▪ The customer type in RD001 file will be "PRIV" and the pay_client will contain amount
    - ▪ Double entry for HMDC
      Dr payment method (Cash, Card, Autopay, Cheque), Cr Income - Private
- - Salary to doctor together with commission will be done manually in SAP, through A/P or outgoing payment directly.

  Double entry for A/P and outgoing payment:
  Cr doctor
  Dr Doctors salary
  Dr Commissions On Sales

  Dr Doctor
  Cr bank

  Double entry for outgoing payment directly:
  Cr bank
  Dr Doctors salary
  Dr Commissions On Sales

5.3   YOT

- - This entity is not owned under HMMP group.
- - There are total 4 dental clinics, which 3 of them are owned by HMMS. Please refer to clinic cost center
- - Business flow same as HMDC, except YOT provides dental services to non-profit organization
- - YOT claims from government funding (For eg CSSA) for the dental services provided.
  Double entry:
  Dr Government fund (for eg CSSA)
  Cr Income - CSSA
  (some customers have specific revenue account)
- - It also possible that patients walk in for dental service with the fund given by government. In such scenario, YOT does not claim from government fund.
  Double entry:
  Dr payment method (Cash, Card, Autopay, Cheque)
  Cr CSSA Walk in (Follow customer type in RD001)

  Dr bank
  Cr payment method (Cash, Card, Autopay, Cheque)
- - Salary to doctor together with commission will be done manually in SAP, through A/P or outgoing payment directly.

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Double entry for A/P and outgoing payment:
Cr doctor
Dr Doctors salary
Dr Commissions On Sales

Dr Doctor
Cr Bank

Double entry for outgoing payment directly:
Cr bank
Dr Doctors salary
Dr Commissions On Sales

- YOT will give the net profit to HMMS manually in AP, after deducting admin fee which will serve as revenue for YOT from the net profit

5.4   HMMPD

- Broker and insurance companies sell dental package to corporate customers. Invoice will be done in SAP.
- It is also possible HMMPD directly sells contract to corporate customers. Invoice will be done in SAP.
- Revenue from customer
    - compulsory package
        - ✓ compulsory package bought for employee
          Double entry:
          Dr customer
          Cr Income - Package
    - voluntary
        - ✓ additional service bought by employee like for their families
          Double entry:
          Dr customer
          Cr Income - Voluntary
    - transaction
        - ✓ corporate don't pay first, HMMPD need to bill after visit
        - ✓ Issue A/R invoice manually in SAP.
          Double entry:
          Dr customer
          Cr Income – By Visit
- Contract customer
    - When HMMPD sells package to corporate customer, patients go to HMDC or YOT clinics for dental service.
        - ✓ Primary income
            - •Patients do not need to pay
            - •HMDC/YOT will claim 80% of the charges from HMMPD to reimburse doctor. (A/P invoice)
            - •The customer type in RD001 file will be "Contract" and the pay_comp will contain amount
            - •A/P invoice will be created under clinic (A/P code)
            - •Double entry
              Cr HMDC/YOT clinic
              Dr COS - Reimbursement
        - ✓ Secondary income

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- Patients need to pay partially because some service is not included in the contract.
- HMDC need to pay 20% of these fees, which is chargeable to patients, back to HMMPD (A/R invoice).
- The customer type in RD001 file will be "Contract" and the pay_client will contain amount
- A/R invoice will be created under clinic code (A/P code)
- Double entry

Dr HMDC/YOT clinic
Cr Income – Admin Fees

- Primary and secondary income could happen together in same transaction.
- Forms required
  - A/R Invoice type P & T
    Fix footer and free type description

INVOICE

Customer ID: I-7487
Sold To: China Sandi Holdings Limited
              c/o Willis Hong Kong Limited
              18/F The Lee Gardens,
              33 Hysan Avenue,
              Causeway Bay
Attn: Mr. Jason Cheung

Invoice Number: P13706
Invoice Date: 7 Sep 2015

Description	Amount HK$
Enrollment Fee for Panel Dental Service, provided by HMMP (Dental) Limited For the period from 4/9/2015 - 31/7/2016 3 members @$335	1,005.00
Please forward payment to our following address: Unit 405, 4/F., Tower 1, Silvercord, No. 30 Canton Road, Tsim Sha Tsui, Kowloon.	

Note:
a. This invoice has to be settled within 14 days from the invoice date.
b. Interest of 2% per month will be charged on any overdue amount.
c. Please make crossed cheque payable to "HMMP (Dental) Limited" and mail to Unit 405, 4/F., Tower 1, Silvercord, No. 30 Canton Road, Tsim Sha Tsui, Kowloon.

Total Invoice	1,005.00

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Customer ID:	I-9915		Invoice Number:	T1871

Sold To : Vocational Training Council
c/o Dr. Vio
3/F., Seaview Commercial Bldg.
21-24 Connaught Road
Sheung Wan, HK.

Attn : Dr. Vio

Invoice Date : 22 Sep 2015

Description	Amount HK$
Treatment charges for Panel Dental Services, provided by HMMP (Dental) Ltd for August 2015	35,218.00
Please make payment to our following address: Unit 405, 4/F., Tower 1, Silvercord, No. 30 Canton Road, Tsim Sha Tsui, Kowloon.	

Total Invoice	35,218.00

Note:
a. This invoice has to be settled within 14 days from the invoice date.
b. Interest of 2% per month will be charged on any overdue amount.
c. Please make crossed cheque payable to "HMMP (Dental) Limited"
   and mail to Unit 405, 4/F., Tower 1, Silvercord, No. 30 Canton Road,
   Tsim Sha Tsui, Kowloon.

_____
Authorised Signature & Chop of HMMP (Dental) Ltd

- Credit Note
  Printed from A/R Credit Note screen, fix footer and free type description

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Customer ID: I-1125A

CN Number: CN0901

Sold To: Sompo Japan Nipponkoa Ins. (HK) Co Ltd
             Rm 1901, Lincoln House,
             Taikoo Place, 979 King's Rd
             Island East,
             HK

Date: 10 Sep 2015

Attn: Ms. Molly Wong

Description	Amount
Refund of Termination 10 members - refer to the attachment	1,655.44
Total Amount	1,655.44

Note:
a. Payment is not required for this credit note.
b. The credit amount will be offset against balance on account.

- Receipt – 1022
  Printed from A/R invoice screen and fix footer

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Unit 405, 4/F., Tower 1, Silvercord, 30 Canton Road, Tsim Sha Tsui
Tel: 2302 0930   Fax: 2529 9812   E-mail: info@hmmp.com.hk   http://www.smartdental.hk
九龍尖沙咀廣東道30號新港中心第1期4樓405室

DENTAL

Invoice date   Date: 18/9/2015

Invoice No   No: 2015-02846

CHOI CHUEN FAI WILLIAM
FLAT 8, 10/F, BLK 15,
HENG FA CHUEN,100 SHING TAI RD
CHAI WAN, H.K

Free type payee and address in
A/R invoice screen

Customer name as per customer
card that the A/R invoice is billed to

Acknowledge receipt of the enrolment with the payment from CHOI CHUEN FAI
WILLIAM of AIRPORT AUTHORITY for the period from 1/8/2015 to 31/7/2016.

Participant's Particulars
CHOI TSZ CHUN TRISTON

Free text in A/R
invoice screen

For and on behalf of
HMMP (Dental) Limited

Authorized Chop

Notes:
1.   Please show your HKID card for verification
2.   Consultation by APPOINTMENT only.
3.   This voluntary dental plan is only valid to 31/7/2016 is null. The validity cannot be
       extended.

Get the ending period from the plan

- Receipt Normal
  Printed from A/R Invoice screen and fix footer

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HMMP (Dental) Limited 維健醫務(牙科)有限公司

Unit 405, 4/F., Tower 1, Silvercord, 30 Canton Road, Tsim Sha Tsui
Tel: 2302 0930   Fax: 2529 9812   E-mail: info@hmmp.com.hk   http://www.smartdental.hk
九龍尖沙咀廣東道30號新港中心第1期4樓405室

HMMP DENTAL

Invoice date Date: 18/9/2015

Invoice No No: 2015-02847

TANG HAU PING PETER
25H, BLK6, WING FOR CTR,
FANLING, NT

Free type payee and address in A/R invoice screen

Customer name as per customer card that the A/R invoice is billed to

OFFICIAL RECEIPT

Invoice amount

Received with thanks from TANG HAU PING PETER ID/Passport No. G807600(5) of PC

PARTNER LTD the sum of HK$400 , being payment of annual fee of HMMP Dental

Care Plan for the period from 1/9/2015 to 31/8/2016.

Participant's Particulars
TANG HAU PING PETER

Free text in A/R invoice screen

For and on behalf of
HMMP (Dental) Limited

_____
Authorized Chop

Get the ending period from the plan

Notes:
1. Please show your HKID card for verification
2. Consultation by APPOINTMENT only.
3. This voluntary dental plan is only valid to 31/8/2016 is null. The validity cannot be extended.

- Receipt AXA400
  Printed from incoming payment screen

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HMMP (Dental) Limited 維健醫務(牙科)有限公司

Unit 405, 4/F., Tower 1, Silvercord, 30 Canton Road, Tsim Sha Tsui
Tel: 2302 0930   Fax: 2529 9812   E-mail: info@hmmp.com.hk   http://www.smartdental.hk
九龍尖沙咀廣東道30號新港中心第1期4樓405室

Official Receipt

Receipt No   No. : CGFP-003

Receipt Date   Date : 18-Sep-15

Received From :   NUADA LIMITED   Customer name from customer card

The Sum of   :   HK Dollars Four Hundred Only   Receipt amount

Being payment for the Dental Plan.

HK $400.00

Received payment with thanks

- **FHG Receipt**
  Use existing template from FHG

- Reporting required
    - Premium against usage.
      Based on the company code and clinic code in A/P invoice and A/R invoice,
      query for total A/R and A/P amount
      Company code | clinic code | voucher number | incurred date | A/R amt | A/P amt

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6   Inventory

6.1   Service Items

- Service item Master Data is created for revenue type where sales GL accounts are defined. For example "Pre-Employement Checkup", "Annual Premium", "Short Fall AXA", "Outpatient – Consultation".
- Item properties set to "Service"
- You can group your services into different categories to filter reports.

6.2   Inventory Items

- Inventory is maintained in SAP for HMDC and YOT and will have item master data for the products purchased and delivered.
- Item properties set to "Inventory"
- Item group is useful to filter reports. Group the products into different categories
- HMDC and YOT have one warehouse each.
- Some inventory items are managed by batch and it requires batch number when receiving and issuing goods.
- Users require maintain expiration date and purchase price for each batch as attributes. Alert users 60 days before expiration.
- Item cost will be calculated using FIFO at batch level.
- HMDC and YOT do not earn from selling products. They purchase products and delivery to clinic. It will not involve A/R.
  A/P: Dr inventory, Cr AP
  Goods issue: Cr inventory, Dr Cost of sales - FFS Dental Supplies (user can change GL account)
- Users request to have upload program to record stock movement. This includes AP invoices to increase the stock and goods issue to deduct the stock. (Change request)
- No discount involved for all products and treatment at sales and purchase. They will be always net price.

7   Customer & Vendor Master Data

- Each corporate customer will be created as master data in SAP. For eg X810 "China Taiping Insurance (HK) Co. Ltd"
- Insurer and MBMS cost center for each company will be set at user defined table as below. Effective date is required so that the correct MBMS cost center will be assigned based on incurred date when Medjetco file is uploaded. Users need to maintain this table manually.
  Name: MBMS

Code	Name	company_code	Insurer	MBMS	Effective_Date
1	1	X001	AXA	AXA	01012015
2	2	X002	MSIG	MSIG	02052015
3	3	X001	MSIG	MSIG	30062015
4	4	X003	XXXX	OTHERS	01012015

- In current practice, certain companies are assigned to a specific revenue account based on the insurance company. In future, this will be replaced with MBMS cost center. They will be posted to the same revenue account and users will make use of the cost center report to get breakdown.
- Customer type for example Cap plan will be set customer group.
- Doctor may or may not be created as vendor.

Group Type	Group Name	Coding	Purpose

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Customer Group	AXA MSIG ..	Cxxxx	Customer group is required for filtering purpose in generating report, also to generate SOA by insurance company
	Interco	Interco - ZCxxxx (followed by existing)	To differentiate external and internal customers.
Vendor Group	Local and Interco	Local - Vxxxx Interco - ZVxxxx (followed by existing)	To differentiate external and internal vendors.

- Clinic can be A/R and A/P. For example in HMMPD, the 80% of reimbursement and 20% of sales claim from HMDC/YOT clinics will be used to knock off each other. Separate master data must be maintained with different codes for the same clinic. One will serve as customer, one will serve as vendor.
- At customer master data in YOT, require a field to define the default revenue item code. For example: Income - CSSA
- It is required to use harmonized customer and vendor code across the group with prefix C/ZC for customers and V/ZV for vendors. You require add the prefix to the existing code. For eg: if the existing customer code is X109, in SAP it will be CX109

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8   Medjetco Interface to SAP

8.1   Work Flow

```
  ┌──────────┐        ┌──────────────┐        ┌──────────────┐
  │          │        │              │        │              │
  │ Medjetco │ ─────► │ Integration  │ ─────► │    HMMPL     │
  │          │        │              │        │   Database    │
  └──────────┘        └──────────────┘        └──────────────┘
                             │
                             ▼
                      ┌──────────────┐
                      │ Folder:      │
                      │ a.  Inputl   │
                      │ b.  Success  │
                      │ c.  Failed   │
                      │ d.  ErrorLog │
                      │ e.  DebugLog │
                      └──────────────┘
```

8.2   Process Documentation

- Integration process is one way (Medjetco to SAP), using Excel file format. There are 5 folders need to be created on Virtual Machine server (to be provided by FHG)
    - Input. This folder will keep the original file from Medjetco System (excel file) before imported to SAP Business One system. Users will manually drop the files to be imported in this folder.
    - Success. This folder consists of all successful imported transactions.
    - Failed. This folder consists of all fail imported transactions.
    - Error Log. This folder consists of error information.
    - Debug Log. This folder consists of all process log file, used to analyze any problems.
- After users review data, they will save the excel files into virtual machine server source folder (“**INPUT**”).
- Integration program will get the data from the “INPUT” folder and send the file to backend tables.
    - The integration process starts reading from in “**INPUT**” folder.
    - If integration process is successful, then integration add-ons will move the file into “**SUCCESS**” folder;
    - If integration process is unsuccessful, will move the file into “**FAILED**” folder. Integration add-ons will send an email consists of error file and error log automatically to defined recipients in configuration table. Users shall be able to make correction in this file and re-import again.
- Users will manually trigger the integration program.
- Integration program output created are as follows:
    - Backend sales orders and SAP A/R invoice under companies to claim from insurance company (Based on MS007).
    - SAP A/P invoice to reimburse patient (Based on MS007)
    - Backend purchase orders and SAP A/P invoice to reimburse doctor (Based on MS002)
    - Journal entries in SAP to estimate sales and cost.
- After successful creation of above documents from the integration program, SAP user will run the following procedures in SAP.
    - Monthly payment to doctors (AP Invoice net of Administration Fee)
    - Payment to patients
    - Incoming payment upon receiving payment from insurance company
        - ✓ Automation for receipt settlement using upload program (Change request)
- Adjustments (if any) are to be done directly in SAP Business One system.

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- Document changes and cancellation. If there is any changes have been done in any document (AR Invoice, AP Invoice and Payment), users have to cancel SAP documents and re-enter the transactions manually in SAP. System will automatically change the system number during cancellation of document.
- File name convention will be:
  "MS007_SO_[last day of the month]" For eg: MS007_SO_31102015
  "MS007_AR_[last day of the month]"
  "MS002_PO_[last day of the month]"
  "MS002_AP_[last day of the month]"

8.3   Master Data

One time migration of customer data will be executed in SAP. Users will manually maintain the customer data in SAP in future

8.4   Data Processing

8.4.1   Sales Estimate

- Based on input file MS007_SO_[last day of the month]
- Data in this file will be created in backend table. Refer to data mapping "Sales Order Details"
- Based on the backend table, the program will calculate the total sales for each company code per incurred month (using txn_date to retrieve month). Refer to data mapping "Sales Accrual"
- A journal entry will be passed to accrue sales for each company. The amount will be pay_comp amount. Refer to data mapping "Estimated sales journal". The entry should be set automatically reverse on 28th following month. Users then require generate to date open vouchers from Sales Accrual and pass entry to accrue estimate sales again before uploading next month's data.
- Based on this file, calculate also the total cost for each clinic which clinic code start from "OUT" per incurred month (using txn_date to retrieve month). Refer to data mapping "Cost Accrual". A journal entry will be passed to accrue reimbursement cost to patient. The amount will be pay_comp amount. Refer to data mapping "Estimated cost journal".

8.4.2   A/R Invoice

- Based on MS007_AR_[last day of the month]
- Data in this file will be created in backend table. Refer to data mapping "AR Invoice Details"
- This file will contain information which tells vouchers to be billed. It is possible to have vouchers from different incurred month.
- If pay_comp has amount, create an A/R invoice for each company_code and incurred month (Using txn_date to retrieve incurred month) and the amount will be total pay_comp
- Close the voucher by updating the status to "C" and the SAP invoice number which the voucher is billed at backend "Sales Accrual" table with the voucher number as the key as long as there is billing done for this voucher, regardless whether there will be discrepancy or not. Assume that each voucher will not be split into multiple billing. At the same time the estimated sales journal passed during 8.4.1 will be reversed (Data mapping Reversal of estimated sales journal).
- Based on this file, if clinic code start from "OUT", create A/R invoice and reverse the cost accrual passed during 8.4.1. Refer to data mapping "Cost Accrual".
- If voucher number cannot be found in "Sales Accrual" and "Cost Accrual". No reversal is required.
- Cap plan transactions will not exist in this file.

8.4.3   Cost Estimate

- Based on input file MS002_PO_[last day of the month]
- Data in this file will be created in backend table. Refer to data mapping "Purchase Order Details"

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- Based on the backend table, the program will calculate the total cost, admin fees and sales for each clinic code per incurred month (using txn_date to retrieve month). Refer to data mapping "Cost Accrual"
- A journal entry will be passed to accrue cost, admin fees and sales for each clinic. The amount will be cmoney, oper and pay_client amount. Refer to data mapping "AP Estimated cost journal".

8.4.4   A/P Invoice

- Based on MS002_AP_[last day of the month]
- Data in this file will be created in backend table. Refer to data mapping "AP Invoice Details"
- This file will contain information which tells vouchers to be reimburse to doctor. It is possible to have vouchers from different incurred month.
- Create an A/P invoice for each clinic_code and incurred month (Using txn_date to retrieve incurred month) and the amount will be total cmoney, oper and pay_client
  For eg:
  > Dr Cost of sales MBMS – OP Reimb to Dr $170 (column U)
  > Cr Others – Admin fee $7.60 (column R)
  > Cr Outpatient – Consultation $45 (column Q)
  > Cr clinic $117.40 (column T)
- Close the voucher by updating the status to "C" and the SAP invoice number which the voucher is billed at backend "Cost Accrual" table with the voucher number as the key as long as there is reimbursement done for this voucher, regardless whether there will be discrepancy or not. Assume that each voucher will not be split into multiple reimbursements. At the same time the estimated cost journal passed during 8.4.3 will be reversed. (Data mapping Reversal of estimated sales journal).
- If voucher number cannot be found in "Cost Accrual". No reversal is required.

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Upload
MS007_SO_YYYYMMDDHHMMSS
MS002_PO_YYYYMMDDHHMMSS
Into Input folder

First Upload

Trigger Integration Process

Start reading
MS007_SO_YYYYMMDDHHMMSS
MS002_PO_YYYYMMDDHHMMSS
In Input folder

Sales/Purchase Order Details created in
backend table

Write error and success log

Estimated Sales Journal per company
code
Estimated cost, admin fees and sales
journal per clinic code

Remove files from Input folder and move
to "Failed" or "Success"

Email Notification

Re-upload failure

Upload
MS007_AR_YYYYMMDDHHMMSS
MS002_AP_YYYYMMDDHHMMSS
Into Input folder

Second Upload

Trigger Integration Process

Start reading
MS007_AR_YYYYMMDDHHMMSS
In Input folder

h

A/R invoice created per company per
incurred month
Reverse sales accrual

Start reading
MS002_AP_YYYYMMDDHHMMSS
In Input folder

A/P invoice created per clinic per
incurred month
Reverse cost accrual

Write error and success log

Remove files from Input folder and move
to "Failed" or "Success"

Email Notification

Re-upload failure

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8.5   Configuration file

8.5.1   DB Name

Name	DB
HMMPL	HMMPL_LIVE

8.6   Configuration table (UDT)

8.6.1   Item Code

File code	Field	SAP Item Code	SAP Item description
MS007	pay_comp	TBC	Outpatient – Consultation
MS002	oper	TBC	Others – Handling Fees
MS002	pay_client	TBC	Outpatient – Consultation
MS002	cmoney	TBC	Cost of sales MBMS – OP Reimb to Dr

8.6.2   Estimated sales G/L

File code	G/L Code	G/L Name	Debit/Credit
MS007	TBC	Accounts Receivable (Estimate)	Debit
MS007	TBC	Out-patient – Estimate	Credit

8.6.3   Reversal of estimates sales G/L

File code	G/L Code	G/L Name	Debit/Credit
MS007	TBC	Accounts Receivable (Estimate)	Credit
MS007	TBC	Out-patient – Estimate	Debit

8.6.4   AR Estimated cost G/L

File code	Field	G/L Code	G/L Name	Debit/Credit
MS007		TBC	Accounts Payable (Estimate)	Credit
MS007	pay_comp	TBC	Patient Reimbursement Cost – Estimate	Debit

8.6.5   AR Reversal of estimates cost G/L

File code	Field	G/L Code	G/L Name	Debit/Credit
MS007		TBC	Accounts Payable (Estimate)	Debit
MS007	pay_comp	TBC	Patient Reimbursement Cost – Estimate	Credit

8.6.6   AP Estimated cost G/L

File code	Field	G/L Code	G/L Name	Debit/Credit

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MS002		TBC	Accounts Payable (Estimate)	Credit
MS002	cmoney	TBC	Doctor Reimbursement Cost – Estimate	Debit
MS002	oper	TBC	Admin cost – Estimate	credit
MS002	pay_client	TBC	Out-patient – Estimate	credit

8.6.7 AP Reversal of estimates cost G/L

File code	Field	G/L Code	G/L Name	Debit/Credit
MS002		TBC	Accounts Payable (Estimate)	Debit
MS002	cmoney	TBC	Doctor Reimbursement Cost – Estimate	Credit
MS002	oper	TBC	Admin cost – Estimate	Debit
MS002	pay_client	TBC	Out-patient – Estimate	Debit

8.6.8 AP code for OUT network

BP code	BP Name
OUT	OUT network

8.6.9 Email

Name	Email
Olive Yeung	oliveyeung@hmmp.com.hk
Ally Lau	allylau@hmmp.com.hk

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8.7 Data Mapping

8.7.1 Sales Order Details based on "MS007_SO__[last day of the month]"

Copy everything from excel file and put into backend table with below additional column created

1) "OcrCode" to retrieve MBMS cost center from UDT "MBMS" using company_code and txn_date > effective_date

UDT Name: MBMS

Code	Name	company_code	Insurer	MBMS	Effective_Date
1	1	X001	AXA	AXA	01012015
2	2	X002	MSIG	MSIG	02052015
3	3	X001	MSIG	MSIG	30062015
4	4	X003	XXXX	OTHERS	01012015

2) "Insurer" to retrieve insurer from UDT "MBMS" using company_code and txn_date > effective_date
3) "incurred_month" to convert the txn_date to last day of the month. For eg: if txn_date is 24102015, incurred_month wll be 31102015.
4) "ar_code" to indicate the SAP BP code for the customer. Retrieve BP code which foreign name is company_code.
5) "ap_code" to indicate the SAP BP code for the clinic. Retrieve BP code which foreign name is cln_code

8.7.2 Sales Accrual based on Sales Order Details

Source (Sales Order Details)	Backend table field name	Remarks
company_code	company_code	
ar_code	ar_code	
Incurred_month	incurred_month	
OcrCode	OcrCode	MBMS cost center
Insurer	Insurer	
invoice	invoice	Voucher number
-	total_sales	Sum of pay_comp amount per invoice
-	status	Update to "C" if the billing for the invoice has been done. By default it will be "O"
-	sap_invoice	SAP invoice number which the billing for the voucher is created.

Example:

Company Code	ar_code	Incurred month	MBMS	Insurer	Invoice	Total Sales	Status	SAP Invoice No
69EJ	C00001	31102015	AXA	AXA	03246228	500.00	O	
69EJ	C00001	31102015	AXA	AXA	03232663	132.00	C	151000001

8.7.3 Estimated sales journal based on Sales Accrual created per company code and incurred month

Excel Template	SAP	SAP Field Name	Remarks
-	Posting Date	OJDT.RefDate	Sales Accrual.incurred_month
-	Document Date	OJDT.TaxDate	Sales Accrual.incurred_month
-	Remarks	OJDT.Memo	"Estimated Sales for " + Accrual.company_code For eg: Estimated sales for X0102
-	G/L Account	JDT1.Account	Refer to configuration table "Estimated Sal

-	Debit	JDT1.Debit	Sales Accrual.total_sales
-	Credit	JDT1.Credit	Sales Accrual.total_sales
	MBMS	JDT1.ProfitCode	Sales Accrual.OcrCode, only if it is credit

**if clinic_code in "Sales Order Details" starts with OUT, go to "cost accrual"

8.7.4 AR Invoice Details based on "MS007_AR__[last day of the month]

Copy everything from excel file and put into backend table with below additional column created
1) "OcrCode" to retrieve MBMS cost center from customer master data using company_code
2) "Insurer" to retrieve insurer from UDT "MBMS" using company_code and txn_date > effective_date
3) "SAP_Invoice" to keep track of the SAP invoice number created for the vouchers, updated when A/R invoice is created.
4) "incurred_month" to convert the txn_date to last day of the month
5) "ar_code" to indicate the SAP BP code for the customer. Retrieve BP code with prefix. For eg: if the company code in file is X109, in SAP it will be CX109
6) "ap_code" to indicate the SAP BP code for the clinic. Retrieve BP code with prefix. For eg: if the clinic code in file is 101, in SAP it will be Z101

8.7.5 AR Invoice in SAP based on "AR Invoice Details", created per company code and incurred month

SAP	SAP Field Name	Remarks
Customer Code	OINV.CardCode	AR Invoice Details.ar_code
Currency	OINV.DocCur	Default currency set for customer
Posting date	OINV.DocDate	[last day of the month] from file name
Item code	INV1.ItemCode	Refer to configuration table Item Code "MS007 pay_comp"
Tax Code	INV1.VatGroup	Default tax group set for customer
Line Total	INV1.LineTotal	Sum of AR Invoice Details.pay_comp per company code and incurred month
MBMS	INV1.OcrCode	AR Invoice Details.OcrCode
MBMS COGS	INV1.CogsOcrCode	Same as OcrCode
Insurer	OINV.U_Insurer	

8.7.6 Reversal of estimated sales journal in SAP. Retrieve the amount from Sales Accrual using invoice number in "AR Invoice Details". Journal will be passed per company code.

SAP	SAP Field Name	Remarks
Posting Date	OJDT.RefDate	Last day of the month in the file name. For eg: MS007_AR__[*31102015*]
Document Date	OJDT.TaxDate	Same as posting date
Remarks	OJDT.Memo	"Reversal of Estimated Sales for " + Sales Accural.company_code For eg: Reversal of Estimated sales for X0102
G/L Account	JDT1.Account	Refer to configuration table "Reversal of estimated sales G/L"
Debit	JDT1.Debit	Sales Accrual.total_sales
Credit	JDT1.Credit	Sales Accrual.total_sales
MBMS	JDT1.ProfitCode	Sales Accrual.OcrCode, only if it is debit

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8.7.7   Purchase Order Details based on "MS002_PO__[last day of the month]

Copy everything from excel file and put into backend table with below additional column created

1) "OcrCode" to retrieve MBMS cost center from UDT "MBMS" using company_code and txn_date > effective_date
2) "Insurer" to retrieve insurer from UDT "MBMS" using company_code and txn_date > effective_date
3) "incurred_month" to convert the txn_date to last day of the month
4) "ar_code" to indicate the SAP BP code for the customer. Retrieve BP code with prefix. For eg: if the company code in file is X109, in SAP it will be CX109
5) "ap_code" to indicate the SAP BP code for the clinic. Retrieve BP code with prefix. For eg: if the clinic code in file is 101, in SAP it will be Z101

8.7.8   Cost Accrual based on Purchase Order Details or Sales Order Details (for clinic code starts with "OUT")

Source (Purchase/Sales Order Details)	Backend table field name	Remarks
cln_code	cln_code	If clinic code in MS007_SO starts with "OUT", map to BP code based on configuration table "AP code for OUT network"
ap_code	ap_code	If clinic code in MS007_SO starts with "OUT", map to BP code based on configuration table "AP code for OUT network"
incurred_month	incurred_month	
OcrCode	OcrCode	MBMS Cost center
Insurer	Insurer	
invoice	invoice	Voucher number
cmoney	cmoney	Doctor cost. Leave blank if clinic_code starts with OUT.
pay_client	pay_client	Co – payment sales. Leave blank if clinic_code starts with OUT.
oper	oper	Admin cost. Leave blank if clinic_code starts with OUT.
pay_comp	pay_comp	Leave blank if clinic_code **NOT** starts with OUT.
-	source	Source of data. "MS002" if data is extracted based on "Purchase Order Details". "MS007" if data is created directly from "MS007" file for clinic code starts with "OUT"
-	status	"C" if the billing for the invoice has been done. By default it will be "O"
-	sap_invoice	SAP invoice number which the billing for the voucher is created.

8.7.9   Estimated cost journal in SAP based on Purchase Accrual, create on journal per clinic, MBMS cost center and incurred month

SAP	SAP Field Name	Remarks
Posting Date	OJDT.RefDate	Purchase Accrual.incurred_month
Document Date	OJDT.TaxDate	Purchase Accrual.incurred_month
Remarks	OJDT.Memo	"Estimated cost for clinic " + Purchase Accrual.cln_code + " and MBMS " + Purchase

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		Accrual.ProfitCode For eg: Estimated cost for 001 and MBMS AXA
G/L Account	JDT1.Account	If Purchase Accrual.source = MS007, Refer to configuration table "OUT Reversal of Estimated cost G/L". If Purchase Accrual.source = MS002, Refer to configuration table "Reversal of Estimated cost G/L".
Debit	JDT1.Debit Sum per clinic, MBMS and incurred month	If Purchase Accrual.source = MS007, Refer to configuration table "OUT Estimated cost G/L". If Purchase Accrual.source = MS002, Refer to configuration table "Estimated cost G/L".
Credit	JDT1.Credit Sum per clinic, MBMS and incurred month	If Purchase Accrual.source = MS007, Refer to configuration table "OUT Reversal of Estimated cost G/L". If Purchase Accrual.source = MS002, Refer to configuration table "Reversal of Estimated cost G/L".
MBMS Cost Center	JDT1.ProfitCode	Purchase Accrual.OcrCode. Only if it is credit

8.7.10 AP Invoice Details based on "MS002_AP_[last day of the month]

Copy everything from excel file and put into backend table with below additional columns with additional columns created

1) "OcrCode" to retrieve MBMS cost center from from UDT "MBMS" using company_code and txn_date > effective_date
2) "Insurer" to retrieve insurer from UDT "MBMS" using company_code and txn_date > effective_date
3) "incurred_month" to convert the txn_date to last day of the month.
4) "SAP_Invoice" to keep track of the SAP invoice number created for the vouchers, updated when A/R invoice is created.
5) "ar_code" to indicate the SAP BP code for the customer. Retrieve BP code with prefix. For eg: if the company code in file is X109, in SAP it will be CX109
6) "ap_code" to indicate the SAP BP code for the clinic. Retrieve BP code with prefix. For eg: if the clinic code in file is 101, in SAP it will be Z101

8.7.11 AP Invoice in SAP based on "AP Invoice Details", created per clinic, MBMS cost and incurred month

SAP	SAP Field Name	Remarks
Vendor Code	OPCH.CardCode	AP Invoice Details.ap_code
Vendor Name	OPCH.CardName	AP Invoice Details.cln_name
Currency	OPCH.DocCur	Default currency set for vendor
Posting date	OPCH.DocDate	[last day of the month] from file name
Item code	PCH1.ItemCode	Refer to configuration table Item Code "MS002"
Tax Code	PCH1.VatGroup	Default tax group set for vendor
Line Total	PCH1.LineTotal	cmoney, pay_client, oper Multiply with -1 for pay_client and oper
MBMS	PCH1.OcrCode	AP Invoice Details.OcrCode, only if the line total is negative
MBMS COGS	PCH1.CogsOcrCode	Same as OcrCode

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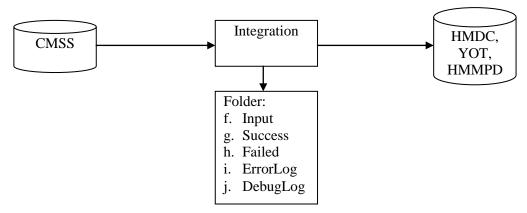Phone: +65.6221-7405 Fax: +65-6221-7408

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8.7.12   Reversal of estimated cost journal in SAP. Retrieve the amount from Cost Accrual using invoice number. Journal will be passed per clinic code and MBMS cost center.

SAP	SAP Field Name	Remarks
Posting Date	OJDT.RefDate	Last day of the month in the file name. For eg: MS002_AP__[*31102015*]
Document Date	OJDT.TaxDate	Same as posting date
Remarks	OJDT.Memo	"Reversal of Estimated cost for clinic " + Purchase Accrual.cln_code + " and MBMS " + Purchase Accrual.ProfitCode For eg: Reversal of Estimated cost for 001 and MBMS AXA
G/L Account	JDT1.Account	If Purchase Accrual.source = MS007, Refer to configuration table "OUT Estimated cost G/L". If Purchase Accrual.source = MS002, Refer to configuration table "Estimated cost G/L".
Debit	JDT1.Debit Sum per clinic, MBMS and incurred month	If Purchase Accrual.source = MS007, Refer to configuration table "OUT Estimated cost G/L". If Purchase Accrual.source = MS002, Refer to configuration table "Estimated cost G/L".
Credit	JDT1.Credit Sum per clinic, MBMS and incurred month	If Purchase Accrual.source = MS007, Refer to configuration table "OUT Estimated cost G/L". If Purchase Accrual.source = MS002, Refer to configuration table "Estimated cost G/L".
MBMS Cost Center	JDT1.ProfitCode	Purchase Accrual.OcrCode. Only if it is debit

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9 MSS Interface to SAP

9.1 Work Flow

```
┌─────────┐        ┌──────────────┐        ┌──────────────┐
│         │        │ Integration  │        │   HMDC,      │
│  CMSS   │───────▶│              │───────▶│   YOT,       │
│         │        │              │        │   HMMPD      │
└─────────┘        └──────┬───────┘        └──────────────┘
                          │
                          ▼
                   ┌──────────────┐
                   │ Folder:      │
                   │ f.  Input    │
                   │ g.  Success  │
                   │ h.  Failed   │
                   │ i.  ErrorLog │
                   │ j.  DebugLog │
                   └──────────────┘
```

9.2 Process Documentation

- Integration process is one way (CMSS to SAP), using Excel file format. There are 5 folders need to be created on Virtual Machine server (to be provided by FHG)
    - Input. This folder will keep the original file from CMSS System (excel file) before imported to SAP Business One system. Users will manually drop the files to be imported in this folder.
    - Success. This folder consists of all successful imported transactions.
    - Failed. This folder consists of all fail imported transactions.
    - Error Log. This folder consists of error information.
    - Debug Log. This folder consists of all process log file, used to analyze any problems.
- After users review data, they will save the excel files into virtual machine server source folder ("**INPUT**").
- Integration program will get the data from the "INPUT" folder and send the file to backend tables.
    - The integration process starts reading from in "**INPUT**" folder.
    - If integration process is successful, then integration add-ons will move the file into "**SUCCESS**" folder;
    - If integration process is unsuccessful, will move the file into "**FAILED**" folder. Integration add-ons will send an email consists of error file and error log automatically to defined recipients in configuration table. Users shall be able to make correction in this file and re-import again.
- Users will manually trigger the integration program.
- Integration program output created are as follows:
    - A/R invoice created in HMDC/YOT to claim from HMMPD
    - A/R invoice created in HMDC/YOT to customers
    - A/P invoice created in HMDC/YOT to pay back sales to HMMPD
    - A/R invoice created in HMMPD to claim 20% sales from HMDC/YOT
    - A/P invoice created in HMMPD to reimburse 80% of sales to HMDC/YOT
- After successful creation of above documents from the integration program, SAP user will run the following procedures in SAP.
    - Monthly payment in HMDC/YOT to doctors (AP Invoice net of Administration Fee)
    - Incoming payment in HMDC/YOT upon receiving payment from insurance company
    - Payment in HMMPD to HMDC/YOT
    - Receipt in HMMPD from HMDC/YOT

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- Adjustments (if any) are to be done directly in SAP Business One system.
- Document changes and cancellation. If there is any changes have been done in any document (AR Invoice, AP Invoice and Payment), users have to cancel SAP documents and re-enter the transactions manually in SAP. System will automatically change the system number during cancellation of document.
- File name convention will be:
  "RD001_YOT_[last day of the month]"
  "RD001_HMDC_[last day of the month]"

9.3   Master Data

One time migration of customer data will be executed in SAP. Users will manually maintain the customer data in SAP in future

9.4   Data Processing

9.4.1   HMDC/YOT database

- Based on RD001_YOT_[last day of the month] or RD001_HMDC_[last day of the month]
- Data in this file will be created in backend table. Refer to data mapping "YOT AR Invoice Details" and "HMDC AR Invoice Details" based on file name HMDC or YOT (first condition).
- Second condition, if pay_client has amount
  - ✓ Payment method
    Sum pay_client and create A/R invoice per clinic code, per payment method and per incurred month to recognize sales. Invoice will be created under customer code defined for each payment method as per configuration table "Payment Method". Incoming payment will be at the same time created, bank account as per configuration table "Payment Method". The reason the invoices have to be created per clinic code because the receipt will go to default bank account set of individual clinics. Refer to data mapping "Cash Sales AR Invoice"
- Third condition, customer type column
  - ▪ If "CONTRACT"
    - ✓ If pay_comp has amount
      Sum less_dis_treat_chge and multiply with 80% (Refer to configuration table "Percentage"). Create A/R invoice per clinic code and per incurred month to claim from HMMPD for 80% of this charge. Invoice will be created under HMMPD. Refer to data mapping "Contract AR Invoice"

    - ✓ If pay_client has amount
      Sum less_dis_treat_chge and multiply with 20% (Refer to configuration table "Percentage"). Create A/P invoice per clinic code and per incurred month to pay 20% of the charge back to HMMPD. Invoice will be created under HMMPD. Refer to data mapping "Contract AP Invoice"

  - ▪ Other than "CONTRACT"
    - ✓ If pay_comp has amount
      Create A/R invoice per company and per incurred month. Invoice will be created under company.
      Refer to data mapping "Others AR Invoice"

9.4.2   HMMPD Database

- Based on RD001_[clinic]_[last day of the month]. All files started with "RD001" will be processed by HMMPD database.

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- It uses the same RD001 file which is uploaded for HMDC/YOT
- First condition, customer type column
  - If "CONTRACT"
    - ✓ If pay_comp has amount
      Sum less_dis_treat_chge and multiply with 80% (Refer to configuration table "Percentage"). Create A/P invoice per clinic code and per incurred month to reimburse 80% of the charge to HMDC/YOT clinics. Invoice will be created under clinic code. Refer to data mapping "Contract AP Invoice"

    - ✓ If pay_client has amount
      Sum less_dis_treat_chge and multiply with 20% (Refer to configuration table "Percentage"). Create A/R invoice per clinic code and per incurred month to claim 20% of the charge back from HMDC/YOT clinics. Invoice will be created under clinic code. Refer to data mapping "Contract AR Invoice"

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9.5 Flow Chart

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Re-upload failure

HMMPD

```
┌─────────────────────────────┐
│          Upload             │
│  RD001_HMDC_YYYYMMDDHHMMSS   │
│  RD001_YOT_YYYYMMDDHHMMSS    │
│       Into Input folder      │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│  Trigger Integration Process │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│            Move              │
│         data files          │
│      Into Original folder    │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐         ◇ Customer type = "CONTRACT"
│        Start reading        │────────▶
│          Data files         │
│        In Input folder      │
└─────────────────────────────┘
```

Customer type = "CONTRACT"

Yes   Yes

◇ Pay_client has amount   ◇ Pay_comp has amount

┌─────────────────────────────┐   ┌─────────────────────────────┐
│ Create A/R invoice per   │   │ Create A/P invoice per   │
│ company code and per incurred│   │ company code and per   │
│ month to claim 20% of sales │   │ incurred month to   │
│ back from HMDC/YOT clinics │   │ reimburse 80% of the   │
│   │   │ charges to HMDC/YOT   │
└─────────────────────────────┘   └─────────────────────────────┘

┌─────────────────────────────┐
│ Write error and success log │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│ Remove files from Input folder and move │
│   to Failed or Success folder │
└─────────────────────────────┘
              │
              ▼
┌─────────────────────────────┐
│   Email Notification   │
└─────────────────────────────┘

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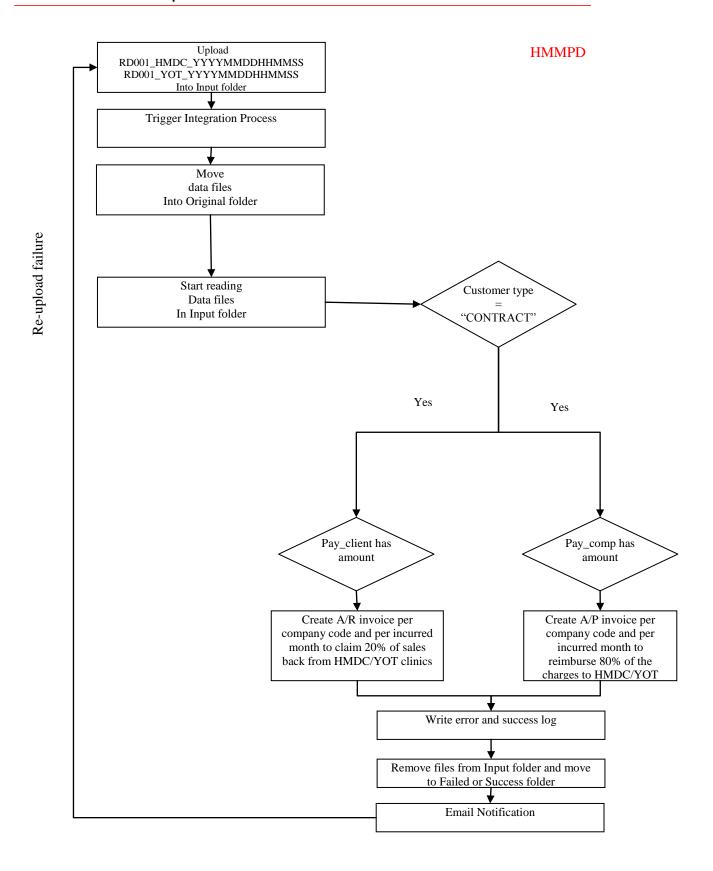Phone: +65.6221-7405 Fax: +65-6221-7408

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9.6   Configuration file

9.6.1   DB Name

Name	DB
HMMPD	HMMPD_LIVE
YOT	YOT_LIVE
HMDC	HMDC_LIVE

9.7   Configuration table (UDT)

9.7.1   Item Code

HMDC:

File code	Field	Document Type	Customer Type	SAP Item Code	SAP Item description
RD001	pay_comp	A/R	Contract	TBC	To claim 80%: Income - Contract
RD001	pay_client	A/P	Contract	TBC	To pay 20%: COS – Admin Fees
RD001	pay_ client	A/R	Contract	TBC	Income - Contract
RD001	pay_ client	A/R	Private	TBC	Income - Private

YOT:

File code	Field	Document Type	Customer Type	SAP Item Code	SAP Item description
RD001	pay_comp	A/R	Contract	TBC	To claim 80%: Income - Contract
RD001	pay_client	A/P	Contract	TBC	To pay 20%: COS – Admin Fees
RD001	pay_ client	A/R	Contract	TBC	Income - Contract
RD001	pay_ client	A/R	Private	TBC	Income - Private

HMMPD:

File code	Field	Document Type	Customer Type	SAP Item Code	SAP Item description
RD001	less_dis_treat_chge	A/R	Contract	TBC	To claim 20%: Income-Admin Fee
RD001	less_dis_treat_chge	A/P	Contract	TBC	To pay 80%: Cost of sales - MBMS - Interco

9.7.2   Payment method

YOT:

Payment method	Customer Code	Bank account
Cash	Cash	Bank clearing account

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		250000 - Current account with HMMS
Credit	Credit	HS 2416420178
Cheque	Cheque	BOC 01288911005034
EPS	EPS	HS 357516715001

HMDC:

Payment method	Customer Code	Bank account
Cash	Cash	Clinic cost center bank account
Credit	Credit	Clinic cost center bank account
Cheque	Cheque	Clinic cost center bank account
EPS	EPS	Clinic cost center bank account

9.7.3 Email

Name	Email
Olive Yeung	oliveyeung@hmmp.com.hk
Ally Lau	allylau@hmmp.com.hk

9.7.4 Percentage

HMDC & YOT

Type	Percentage
A/R	80%
A/P	20%

HMMPD

Type	Percentage
A/P	80%
A/R	20%

9.7.5 Contract Owner

HMDC & YOT

Type	Customer Type	Customer/Vendor Code
A/R	Contract	HMMPD
A/P	Contract	HMMPD

9.8 Data Mapping HMDC & YOT

9.8.1 Invoice Details based on "RD001_HMDC_[last day of the month]" or "RD001_YOT_[last day of the month]"

Copy everything from excel file and put into backend table with below additional column

1) "incurred_month" to convert the txn_date to last day of the month.

9.8.2 Cash Sales AR Invoice based on "Invoice Details"

Backend table: AR Invoice Details

Source (Invoice Details)	Backend table field name	Remarks
-	company_code	Retrieve customer code from customer master

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		data with prefix. For eg if company code in the file is X109, in SAP it will be CX109
incurred_month	incurred_month	
invoice	invoice	
amount	amount	Invoice Details.pay_client
cln_code	cln_code	
ItemCode	ItemCode	Refer to configuration table Item Code "RD001", field "pay_client", customer type is "Private" and document type "AR"
paymethod	paymethod	paymethod
type	type	Hard code to "Cash Sales"
SAP invoice number	SAP_Number	Update with SAP invoice number created for this transaction when invoice is created in SAP

9.8.3   Contract AR Invoice based on "Invoice Details"

Backend table: AR Invoice Details

Source (Invoice Details)	Backend table field name	Remarks
-	company_code	Refer to configuration table "Contract Owner" type "AR"
incurred_month	incurred_month	
invoice	invoice	Voucher number
amount	amount	less_dis_pay_client multiply with % based on Configuration table "Percentage" and type "AR".
cln_code	cln_code	Clinic code
ItemCode	ItemCode	Refer to configuration table Item Code "RD001", field "pay_comp" , customer type "Contract" and document type "AR"
Payment method	payment_method	-
type	type	Hard code to "Contract"
SAP invoice number	SAP_Number	Update with SAP invoice number created for this transaction when invoice is created in SAP

9.8.4   Other AR Invoice based on "Invoice Details". Only happen in YOT

Backend table: AR Invoice Details

Source (Invoice Details)	Backend table field name	Remarks
company	company_code	Invoice Details.company. For eg if Invoice Details.company in the file is CSSA, in SAP it will be CCSSA
txn_date	incurred_month in format ddmmyyyy	Retrieve the month end date based on txn_date
invoice	invoice	Voucher number
amount	amount	pay_comp
cln_code	cln_code	Clinic code

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ItemCode	ItemCode	Retrieve default revenue item from customer master data
Payment method	payment_method	-
type	type	Hard code to "AR"
SAP invoice number	SAP_Number	Update with SAP invoice number created for this transaction when invoice is created in SAP

9.8.5   Contract AP Invoice based on "Invoice Details

Backend table: AP Invoice Details

Source (Invoice Details)	Backend table field name	Remarks
company	company_code	Refer to configuration table "Contract Owner" type "AP"
incurred_month	incurred_month	
invoice	invoice	Voucher number
amount	amount	less_dis_pay_client and multiply with % based on Configuration table "Percentage" and type "AP"
cln_code	cln_code	Clinic code
ItemCode	ItemCode	Refer to configuration table Item Code "RD001", field "pay_client", customer type "Contract" and type "AP"
type	type	Hard code to "Contract"
SAP invoice number	SAP_Number	Update with SAP invoice number created for this transaction when invoice is created in SAP

Based on AR invoice details, if type is "Cash Sales", create AR invoice + incoming payment in SAP per company code, clinic code and incurred month. Bank account will be based on configuration table "Payment method"

Based on AR invoice details, if type is "Contract", create AR invoice in SAP per clinic code and incurred month.
Based on AR invoice details, if type is "AR", create AR invoice in SAP per company code and incurred month.
Based on AP invoice details, if type is "Contract", create AP invoice in SAP per clinic code and incurred month.

SAP	SAP Field Name	Remarks
Customer Code	OINV.CardCode OPCH.CardCode	AR Invoice Details.company_code AP Invoice Details.company_code
Currency	OINV.DocCur OPCH.DocCur	Default currency set at customer master data
Posting date	OINV.DocDate OPCH.DocDate	[last day of the month] from file name
Item code	INV1.ItemCode PCH1.ItemCode	AR Invoice Details.ItemCode AP Invoice Details.ItemCode
Tax Code	INV1.VatGroup PCH1.VatGroup	Default tax group set for customer/vendor
Line Total	INV1.LineTotal PCH1.LineTotal	Sum of AR Invoice Details.amount Sum of AP Invoice Details.amount
Clinics	INV1.OcrCode2 PCH1.OcrCode2	AR Invoice Details.cln_code AP Invoice Details.cln_code

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Clinics COGS	INV1.CogsOcrCode2 PCH1.CogsOcrCode2	Same as OcrCode2
Type	OINV.U_Type OPCH.U_Type	AR Invoice Details.type AP Invoice Details. type

9.9   Data Mapping HMMPD

9.9.1   Invoice Details based on "RD001_[clinic]_[last day of the month]"

Copy everything from excel file and put into backend table with below additional column
1) "OcrCode" to indicate MBMS cost center retrieved from UDT "MBMS" using company_code and txn_date > effective_date
2) "Insurer" to retrieve insurer from UDT "MBMS" using company_code and txn_date > effective_date
3) "incurred_month" to convert the txn_date to last day of the month.
4) "ar_code" to indicate the SAP BP code for the customer. Retrieve BP code with prefix. For eg: if the company code in file is X109, in SAP it will be CX109
5) "ap_code" to indicate the SAP BP code for the clinic. Retrieve BP code with prefix. For eg: if the clinic code in file is 101, in SAP it will be Z101
6) "source" to indicate the clinic. Extract from file name [clinic]

9.9.2   Contract AR Invoice based on "Invoice Details"

Backend table: AR Invoice Details

Source (Invoice Details)	Backend table field name	Remarks
company	company_code	
incurred_month	incurred_month	
	OcrCode	
invoice	invoice	Voucher number
amount	amount	less_dis_pay_client multiply with % based on Configuration table "Percentage" and type "AR".
cln_code	cln_code	Clinic code
ItemCode	ItemCode	Refer to configuration table Item Code "RD001", field "pay_client" , customer type "Contract" and type "AR"
ar_code	ar_code	
ap_code	ap_code	
type	type	Hard code to "Contract"
SAP invoice number	SAP_Number	Update with SAP invoice number created for this transaction after invoice is created in SAP

9.9.3   Contract AP Invoice based on "Invoice Details"

Backend table: AP Invoice Details

Source (Invoice Details)	Backend table field name	Remarks
company	company_code	
incurred_month	incurred_month	
	OcrCode	

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invoice	invoice	Voucher number
amount	amount	less_dis_pay_client multiply with % based on Configuration table "Percentage" and type "AP".
Cln_code	cln_code	Clinic code
ItemCode	ItemCode	Refer to configuration table Item Code "RD001", field "pay_comp" , customer type "Contract" and type "AP"
ar_code	ar_code	
ap_code	ap_code	
type	type	Hard code to "Contract"
SAP invoice number	SAP_Number	Update with SAP invoice number created for this transaction after invoice is created in SAP

Based on AR invoice details and AP invoice details table, create one invoice per clinic code and incurred month. Invoice line need to split according to MBMS cost center.

SAP	SAP Field Name	Remarks
Customer Code	OINV.CardCode OPCH.CardCode	AR Invoice Details.ar_code AP Invoice Details. ap_code
Currency	OINV.DocCur OPCH.DocCur	Default currency
Posting date	OINV.DocDate OPCH.DocDate	[last day of the month] from file name
Item code	INV1.ItemCode PCH1.ItemCode	AR Invoice Details.ItemCode AP Invoice Details.ItemCode
Tax Code	INV1.VatGroup PCH1.VatGroup	Default tax group set for customer/vendor
Line Total	INV1.LineTotal PCH1.LineTotal	Sum of AR Invoice Details.amount Sum of AP Invoice Details.amount
MBMS Cost Center	INV1.OcrCode PCH1.OcrCode	AR Invoice Details.OcrCode AP Invoice Details.OcrCode
COGS MBMS Cost Center	INV1.CogsOcrCode PCH1.CogsOcrCode	Same as OcrCode
Type	OINV.U_Type OPCH.U_Type	AR Invoice Details.type AP Invoice Details. Type

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10 Appendix

Type	Footer	Description
A	3	Annual Check up
C 1	2	Short fall
C 2	2	Short fall
E	1	Annul Premium
H	1	Hotel Visit
I1	1	Individual Checkup
I2	1	Individual Checkup (Housing)
M	1	Consultation
O	1	Influence Vaccination
P1	3	Pre-employment checkup
P2	4	Pre-employment checkup (govt)
X	1	Others
T	1	Out-Patient - TPA
L	1	Out-Patient - AIA

Footer table	
1	Limited 4
2	Limited 4-Payment details - Shortfall
3	Limited 4-Payment details - Taiping
4	Limited 4- VTC
5	Limited 4- Macau
6	Check Up
7	GOVT
8	CN

Format	Note
Limited 4	a. This invoice has to be settled within 14 days from the invoice date b. Interest will be charged at 2%per month on any overdue amount c. Please make crossed cheque payable to Health Maintenance Medical Practice Limited d. If you have any queries, please feel free to contact Operation Department at 2302 0400 for details.
Limited 4-Payment details - Shortfall	a. This invoice has to be settled within 14 days from the invoice date b. Interest will be charged at 2%per month on any overdue amount c. Please make crossed cheque payable to

	Health Maintenance Medical Practice Limited
	d. If you have any queries, please feel free to contact Operation
	Department at 2302 0400 for details.
	e. You may direct deposit to our bank account for settlement of the invoice:
	您可以直接把上述款項存到我們的銀行戶口:
	BANK NAME : Standard Chartered Bank (Hong Kong) Limited
	BANK ACCOUNT NUMBER: 562-1-011521-0 (HKD Saving)
	SWIFT CODE: SCBLHKHH
	BANK SORT CODE : 003
	For processing your payment correctly, please fax (2302 0500) the bank payment receipt
	with your invoice number to us after payment.
	付款後, 請把銀行存款收據連同發票號碼傳真到 2302 0500, 以便確認你的付款
Limited 4-Payment details - Taiping	a. This invoice has to be settled within 14 days from the invoice date
	此發票請於發票發出日期內的 14 天付款
	b. Interest will be charged at 2%per month on any overdue amount
	逾期金額將會有 2%的罰款
	c. Please make crossed cheque payable to
	"Health Maintenance Medical Practice Ltd"
	請以劃線支票, 寄往九龍尖沙咀廣東道 30 號新港中心第 1 期 4 樓 405 室
	支票抬頭為"維健醫務有限公司"
	d. If you have any queries, please feel free to contact Operations
	Department at 2302 0400 for details.
	如有任何疑問, 歡迎致電 2302 0400 營運部查詢
	e. You may direct deposit to our bank account for settlement of the invoice:
	您可以直接把上述款項存到我們的銀行戶口:
	BANK NAME : Standard Chartered Bank (Hong Kong) Limited
	BANK ACCOUNT NUMBER: 562-1-011521-0 (HKD Saving)
	SWIFT CODE: SCBLHKHH
	BANK SORT CODE : 003
	For processing your payment correctly, please fax (2302 0500) the bank
	payment receipt with your invoice number to us after payment.
	付款後, 請把銀行存款收據連同發票號碼傳真到 2302 0500, 以便確認你的付款
Limited 4 - VTC	a. This invoice has to be settled within 30 days from the invoice date
	b. Interest will be charged at 2%per month on any overdue amount
	c. Please make crossed cheque payable to
	Health Maintenance Medical Practice Limited

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	d. If you have any queries, please feel free to contact Marketing Department at 2302 0400 for details.

Limited 4- Macau	a. This invoice has to be settled within 30 days from the invoice date
	b. Interest will be charged at 2%per month on any overdue amount
	c. *Please note: "HM Investment Holding Limited" is authorised to collect
	    payment on behalf of "Health Maintenance Medical Practice Limited"
	d. If you have any queries, please feel free to contact Marketing
	    Department at 2302 0400 for details.

Check Up	a. This invoice has to be settled within 31 days from the invoice date
	b. Interest will be charged at 2%per month on any overdue amount
	c. Please make crossed cheque payable to
	    Health Maintenance Medical Practice Limited
	d. If you have any queries, please feel free to contact Marketing
	    Department at 2302 0400 for details.

GOVT	a. 0.5% or 0.25% discount is allowed for payment to be made in full
	    within 7 or 14 working days respectively from the date of receipt of
	    invoice or from the date of completion of services, whichever is the later.
	b. Interest will be charged at 2%per month on any overdue amount
	c. Please make crossed cheque payable to
	    Health Maintenance Medical Practice Limited

CN	a. Payment is not required for this credit note. b. The credit amount will be offset against balance on account. c. If you have any queries, please feel free to contact Operation Department at 2302 0400 for details.

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	e. You may direct deposit to our bank account for settlement of the invoice: 您可以直接把上述款項存到我們的銀行戶口: BANK NAME : Standard Chartered Bank (Hong Kong) Limited BANK ACCOUNT NUMBER: 562-1-011521-0 (HKD Saving) SWIFT CODE: SCBLHKHH BANK SORT CODE : 003 For processing your payment correctly, please fax (2302 0500) the bank payment receipt with your invoice number to us after payment. 付款後, 請把銀行存款收據連同發票號碼傳真到 2302 0500, 以便確認你的付款
Limited 4 - VTC	a. This invoice has to be settled within 30 days from the invoice date b. Interest will be charged at 2%per month on any overdue amount c. Please make crossed cheque payable to Health Maintenance Medical Practice Limited d. If you have any queries, please feel free to contact Marketing Department at 2302 0400 for details.
Limited 4- Macau	a. This invoice has to be settled within 30 days from the invoice date b. Interest will be charged at 2%per month on any overdue amount c. *Please note: "HM Investment Holding Limited" is authorised to collect payment on behalf of "Health Maintenance Medical Practice Limited" d. If you have any queries, please feel free to contact Marketing Department at 2302 0400 for details.
Check Up	a. This invoice has to be settled within 31 days from the invoice date b. Interest will be charged at 2%per month on any overdue amount c. Please make crossed cheque payable to Health Maintenance Medical Practice Limited d. If you have any queries, please feel free to contact Marketing Department at 2302 0400 for details.
GOVT	a. 0.5% or 0.25% discount is allowed for payment to be made in full within 7 or 14 working days respectively from the date of receipt of invoice or from the date of completion of services, whichever is the later. b. Interest will be charged at 2%per month on any overdue amount c. Please make crossed cheque payable to Health Maintenance Medical Practice Limited
CN	a. Payment is not required for this credit note. b. The credit amount will be offset against balance on account. c. If you have any queries, please feel free to contact Operation Department at 2302 0400 for details.

11   Acknowledgement

By signing this page, **HMMP Limited** acknowledges that this document accurately represents the requirement of **HMMP Limited** and that this document is the base for the system implementation.

Name	Department	Signature	Date

For and on behalf of   Confirmed and Agreed by:
Abeo International Pte Ltd   **HMMP Limited**

_____   _____
Authorized Signature & Company Stamp   Authorized Signature & Company Stamp

Name: Yvaine Kong   Name: Olive Yeung
_____   _____

Title: B1 Consultant   Title: Project Manager
_____   _____

Date: 19/10/2015   Date:
_____   _____

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