**abeo
electra**

RMG® RMG Rent-A-Car Pte Ltd

SAP Business One Implementation

Business Blueprint Documentation For

RMG Rent – A – Car Pte Ltd

RMG®

Version: 1.0
Date: 27/08/2013

Revision History

Ver. #	Date	Prepared By	Significant Changes	Reviewed By
1.0	27/08/2013	Boorla Srinivas	Initial URS Document	Maverick Guo
2.0	16/09/2013	Boorla Srinivas	Review Changes	Maverick Guo

Abeo International Pte Ltd (A Holding Company of Electra (S) Pte Ltd)
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1. Introduction

1.1 Overview

The document is created based on the discussion on at the premises of **RMG Rent– A– Car Pte Ltd** in Singapore. The discussion is in the presence of Business Development Executive.

The objective of having discussion and documentation is to have clear understanding on the requirements and deliverables items from **RMG Rent–A– Car Pte Ltd** and **Abeo International**, the project team.

Below is the schedule for URS:

Date	Topics	Attendees
15th May 2013	Overview of the Current Business Process Fleet Management	Maverick
17th May 2013	Chauffeur Drive Services	Maverick
5th June 2013	Self-Drive, Planning & Delivery	Maverick
7th June 2013	Traffic & Parking offence management, Accident Claim management	Maverick
27th June 2013	Service & maintenance	Maverick
2nd July 2013	Accounts & Billing	Maverick & Finance Team
4th July 2013	Sales Commision	Maverick
26th July 2013	Financial topics	Maverick & Finance Team
6th Aug 2013	URS Final Review	Maverick, Vincent and Finance Team
13th Aug 2013	URS Final Review	Maverick, Vincent and Finance Team

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1.2 Company Profile

Below company will be setup by **Abeo International Pte Ltd**.

Company Name	RMG Rent – A – Car Pte Ltd.
Address Address Line 1: Address Line 2: Address Line 3: Address Line 4: Zip Code: Country:	25 HOOT KIAM ROAD Singapore 249407
Tel: Fax: Email: Website:	6235-1311 6235-5256 rentacar@singnet.com.sg www.rmgrentacar.com.sg
Business Registration	Company Reg. No: 199100384R GST Reg. No: M2-0097784-0

Nature of Business:

RMG RENT-A-CAR PTE LTD has positioned itself as a Solution Provider for all land transport related services in Singapore. Their main core business is to rent or lease Cars and also to assist in a suitable solution to customize to any special requirements.

1.3 Scope

SAP Business one will be actively used to manage daily operations and finance.

The modules to be implemented are as follows:
- Accounting
- Financials
- Banking
- Fixed Assets
- Business partner master data
- Purchase – A/P
- Inventory
- Administration
- Fleet Management Add On/Engine

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2. Financial Setup

2.1 Company Details – Basic Initialization

No.	Fields	Setting
1.	Chart of Account Template	User defined. RMG migrate their current COA into SAP. Abeo will provide Template & RMG will update it.
2.	Local currency ***It is the operating currency in the system.*	SGD
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	SGD
	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 **Reversal →** Debit Bank 100 Credit Expenses 100 ❖ Total Debit and Credit Values increased. Example: **Negative (Yes)** Debit Expenses -100 Credit Expenses -100 ❖ Total Debit and Credit Values do not increase.	No

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No.	Fields	Setting

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.
		NA

8.	Manage Item Cost as per warehouses? [Yes] - Different warehouse can have different item cost. [No] - One item cost for all warehouse	NA
9.	Need Purchase Accounts.	NA
10.	Allow stock to be released without Item Cost.	NA

2.2 Financial Period

Queries	Setting
What is the financial period of your company?	from : January To: December
Number of Periods in one Financial Year 1 (year), 4 (quarters), 12 (months)	12 months
Fiscal to be configure in SAP for initial setting:	1st Jan 13 to 31 Dec 13 1st Jan 14 to 31 Dec 14

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2.3 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 <u>cannot be changed.</u>

Drawer Name	Account Code
100000000000000	Assets
200000000000000	Liabilities
300000000000000	Capital and Reserves
400000000000000	Turnover
500000000000000	Cost of Sales
600000000000000	Operating Costs
700000000000000	Non-operating income and expenditure
800000000000000	Taxation and Extraordinary Items

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

```
100000000000000 –  Assets
        15000000 --  Current Assets
            15101000 – Inventory
                15101100 – Inventory (Item Group No
    1)
                15101200 – Inventory (Item Group No
```

Seq.	Query	Customer Choice
1.	How is the structure of the COA, do them have different G/L account for Inventory, Sales, COGS per item group / warehouse?	Refer to chart of account
2.	Does your business currently use a segmented Chart of Accounts? *Select to specify if segments of information should be added to the standard account codes, such as division, region, cost center, and so on, for detailed transaction tracking and reporting.*	**No** **Write Down the Segmentation if any** • Natural Code = • Department : Sales, marketing, Finance, HR, Admin and operation • Region = North, South, East, West **12100000-01-001** Natural code – Department – Region
3.	How do you analyze your profit and loss currently? For example: Item Group / Location / Others?	**Consolidated Profit and loss (By Profit center)**
4.	How do you want to allocate the cost / revenue?	**RMG will allocate the cost based**

Seq.	Query	Customer Choice
	The allocation will be setup in G/L Account Determination. (a) Warehouse (b) Item Group	**on Item Group & Profit center.** User needs to provide the GL Accounts that map into the list of GL Account Determination after COA is setup. Otherwise Abeo will suggest and setup for RMG. User needs to verify the GL Accounts during the UAT.

2.4 G/L Account Determination

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

Item groups (e.g. Services, consumables, Vehicles)
Item Group
Purpose of using item group: allocate the cost/revenue according to item group.
E.g.

Item Group: Consumable Items
     Expense Account: 50101000   Purchases – Food/Sport/Stationary
     Revenues Account: 40101000   Sales – Food/Sport/Stationary

If customer pays for a **Food** for $5000,	If customer pays for a **Stationary** for $5000,
Posting Created:	*Posting Created:*
Dr. Accounts Receivable 5000	*Dr. Accounts Receivable 5000*
Cr. Sales – Food 5000	*Cr. Sales – Stationary 5000*
Dr. COGS – Food 3000	*Dr. COGS – Stationary 3000*
Cr. Inventory – Food 3000	*Cr. Inventory – Stationary 3000*

Warehouse

Purpose of using warehouse: allocate the cost/revenue according based on warehouse.
E.g.

Warehouse: Tuas
     Expense Account: 420001   COGS – WH1
     Revenues Account: 520001   SALES – WH1
Warehouse: Pejuru
     Expense Account: 420002   COGS – WH2
     Revenues Account: 520002   SALES – WH2

If customer buys a conversion kit at $5000 from WH1, *Posting Created:*
Dr. Accounts Receivable   5000
Cr. Sales – WH1   5000
Dr. COGS – WH1   3000
Cr. Inventory – WH1   3000

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G/L Determination Account – Sales Tab

Note: The screenshot is for reference purpose, configuration will be done according to
RMG Rent-A-Car Pte Ltd Chart of Account.

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. Account: The code will provide in the COA listing.	Debtor Account RMG will provide the GL Account code.
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.	RMG will provide the GL Account
Cash On Hand	Define the default Cash Clearing account the system will use for incoming	RMG will provide the GL Account

Field	Description/Activity	Setting
	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. Account : The code will provide in the COA listing.	
Overpayment A/R Account Under Payment A/R Account	N/A	N/A
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.	RMG will provide the GL Account code.
Cash Discount	N/A	N/A
Sales Credit Account	Same as Revenue Account	RMG will provide the GL Account code.

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.	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.	Creditor Account RMG will provide the GL Account code.
Bank Transfer	Define a default account to use when paying by bank transfer. Account: The code will provide in the COA listing.	RMG will provide the GL Account code.
Cash Discount	Define an account to use as default when a cash discount is used. Account : N/A at the moment.	N/A

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Cash Discount Clearing	Define an account to use as the clearing account when a cash discount is used. Account: N/A at the moment.	N/A
Expense Account, Expense Account - Foreign	Define an expense account for SAP Business One to use as the default when you post a transaction of domestic purchasing, for example, an A/P invoice. The system also selects this account as a default when you create new warehouses, item groups, and item master data records. The expense account is applicable only when you use non-inventory items.	Leave it blank. User to select relevant account code upon transaction creation.
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 credits to a separate account.	Expenses Account

G/L Determination Account – General Tab

Field	Description/Activity	Setting
Credit Card Deposit Fee	Define an account for posting fees for deposit of credit card vouchers.	Leave it blank. User to select relevant account code upon transaction creation.
Rounding Account	N/A	N/A
Period-End Closing Account	Define an account to be used when performing period and closing processes.	Leave it blank. User to select relevant account code during Period-End Closing.
Realized Exchange Diff. Gain, Realized Exchange Diff. Loss	N/A N/A	N/A

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.	RMG will provide the GL Account code.
Revenue Account	Define the G/L account to be used when transactions of sales are created. **Account Code: Sales (Per Item Group)**	RMG will provide the GL Account code.

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Field	Description/Activity	Setting
Inventory Account	Reflects the inventory final value and is recorded in every inventory transaction in SAP Business One **Account Code: Inventory (STOCK Value per Item Group)**	RMG will provide the GL Account code.
Cost of Goods Sold Account	Define the G/L account to be used when transactions of goods sold are created. **Account Code: COGS (Per Item Group)**	RMG will provide the GL Account code.
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. **Account Code: Goods Received but not yet AP Invoiced (GRNI)** The code will provide in the COA listing	RMG will provide the GL Account code.
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. **Account Code: N/A**	N/A
Price Difference Account	Used in purchasing transactions only. Price differences between the base document and the target document are recorded in this account in certain scenarios. **Account Code: COGS (Per Item Group)** The code will provide in the COA listing	N/A

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Field	Description/Activity	Setting
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**. However, to use negative inventory, de-select the Block Negative Inventory field (in Administration → System Initialization → Document Settings → General tab). **Account Code: N/A for Prolife Biobank.**	N/A
Inventory Offset – Decrease Account, Inventory Offset – Increase Account	N/A	(SAP Mandatory setting) RMG will provide the GL Account code.
Sales Returns Account	N/A	N/A
Revenue Account – Foreign	N/A	N/A
Expense Account - Foreign	N/A	N/A
Exchange Rate Differences Account	N/A	N/A
Goods Clearing Account	An offsetting account to the allocation costs used when closing goods receipt POs or goods returns. In this case, no inventory entry is registered; however, a journal entry is created including this G/L account.	RMG will provide the GL Account code. Same with Allocation account.
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. **Note:** *(Transaction posted from Inventory revaluation screen)*	N/A

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Field	Description/Activity	Setting
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. **Note: (**_Transaction posted from Inventory revaluation screen)_	N/A
WIP Inventory Account	N/A	N/A
WIP Inventory Variance Account	N/A	N/A
Expense Clearing Account	N/A	N/A
Sales Credit Account	N/A	N/A
Purchase Credit Acct	N/A	N/A
Sales Credit Account – Foreign	N/A	N/A
Foreign Purchase Credit Acct	N/A	N/A

2.5 Profit Center/Cost Center

Seq.	Queries	Customer Choice
1.	Is there a need to define profit center to evaluate profitability of the different departments?	Yes. (Self Drive / Chauffer Drive) **
2.	If yes, how do you define your cost center? N/A <table><tr><th>Category Code(8)</th><th>Name (20)</th></tr><tr><td>SD</td><td>Self - Drive</td></tr><tr><td>CD</td><td>Chauffeur Drive</td></tr><tr><td>GN</td><td>General</td></tr></table>	
3.	RMG have to be keyed in every transaction, if you have missed out, P&L will not be accurate. To avoid this Abeo will make this as mandatory field, so that user will not	

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Note:

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.

2.5 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.	NA

2.6 Others Finance Functions

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.

SAP B1 standard function.
Abeo recommended the standard JE transactions of SAP B1

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.

SAP B1 standard function.
Abeo recommended the standard JV transactions of SAP B1.

Posting Template (In Scope)

- User can create fixed templates for transactions that frequently used.
- 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.
Abeo recommended the standard JE Posting Template transactions of SAP B1.
Note : To be covered during 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

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SAP B1 standard function.
Abeo recommended the standard JE Recurring Posting transactions of SAP B1.
Note : To be covered during training session.

Exchange Rate Differences (out of Scope)
- N/A

NA

Conversion Differences (Not necessary)
- NA

Financial Report Templates (In Scope)
- Allow users to display Financial Reports according to the business needs.
- Financial Report Templates can be created for reports:-
    - Balance Sheet
    - Trial Balance
    - Profit and Loss Statement

Budget (out of Scope)
- N/A

2.7 Financial Reports

Seq.	Query	Customer Reply
1.	Financial Reporting needed.	Yes
2.	SAP Standard Financial Reports	- General Ledger Report - Transaction Journal Report - Tax Report - Balance Sheet - Trial Balance Report - Profit and Lost report - Aging Report - o Customer Statement of Account

3. Administration

3.1 General Setting

3.1.1 General Setting – BP (Business Partner)

** You can change this setting at any time.

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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	No
2.	Consider open deliveries before restricting any documents to be created.	N/A.
3.	Default Payment Term for Customer - When creating new Customer, it will take this default Customer Choice	14 Days
4.	Default Payment Term for Vendor - When creating new Vendor, it will take this default Customer Choice	Upon receipt of Invoice.
5.	Activate Approval Procedures function.	Yes (For A/R & A/P Invoices)
6.	Display Customer Balances by grouping against their Control Accounts?	Yes.

3.1.2 General Setting – Budget

** You can change this setting at any time.

Seq.	Queries	Customer Choice
1.	Is it a requirement to setup Budget for your company? Annual or monthly budget?	No
2.	Where should the budget checking be set? Purchase Orders | Goods Receipt POs | Accounting	N/A
3.	Alerts that is needed if over budget?	N/A

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3.1.4 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) MM (d) KG (e) 24 H (f) Dd.mmm.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) 4 (c) 0 (d) 1 (e) 2 (f) NA (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 (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	NA Note : Follow SAP Default setting – Direct.

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3.1.5   General Setting – Font & Background

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.

3.1.6   General Setting – Inventory

Seq.	Queries	Customer Choice
1.	Manage item by serial no. or batches?	N/A
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.	N/A
3.	Serial No. will be unique by. (a) None (b) Mrf. Serial No. (c) Serial Number (d) Lot Number	N/A
4.	Automatically create Equipment Service Card?	N/A
5.	Default warehouses for all the items	General Warehouse
6.	G/L Accounts are set by;	Item Group
7.	Auto. Add All Warehouses to New Items • If you choose yes, for all new items, it will 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.	Yes

3.2 Document Numbering

Seq.	Queries	Customer Choice
1.	Do you want to have your own document numbering range? SAP B1 standard document numbering will start with "1" and the next running number will be "2".	As per RMG document numbering series. First number to be advice.

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2.	If Yes to Q1, please provide the range for documents listed below: ** Other documents not defined will start the number from 1	To be provided by RMG after the Blue print signoff.

** Follow same as AR Invoices

Document and Type	Standard SAP Abbreviation	Start Number	End Number
Sales Quotation - 23	-	1	
Sales Order – 17	-	1	
AR Invoice – 13	IN	YYMM001	YYMM999
AR Cash/POS Sales - 13	IN		
AR Credit Note - 14	CN	YYMM001	YYMM999 **
Delivery – 15	DN	1	
Returns – 16	RE	1	
AR DP Invoice - 203	DT	YYYYMM00001	YYYYMM99999***
Purchase Quotation - 54	-	1	
Purchase Order - 22	-	1	
AP Invoice – 18	PU	1	
AP Credit Note - 19	PC	1	
Goods Receipt PO - 20	PD	1	
Goods Return PO - 21	PR	1	
Journal Entry – 30	JE	1	
Incoming Payment - 24	RC	YYYYMM00001	YYYYMM99999
Outgoing Payment - 46	PS	YYYYMM00001	YYYYMM99999
Goods Receipt - 59	SI	1	
Goods Issue – 60	SO	1	
Inventory Transfer - 67	IM	1	

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3.3 Tax Setup

Please see below for the standard tax codes used in SAP Business One.

OUTPUT TAX (Sales)			INPUT TAX (Purchase)		
Code	Rate	Description	Code	Rate	Description
SO	7%	Standard Rated	SI	7%	Standard Rated
ZO	0%	Zero Rated	ZI	0%	Zero Rated
NO	0%	Out of Scope	NI	0%	Out of Scope
EO	0%	Exempted	EI	0%	Exempted

If you are using a tax code other than above, please provide the tax code together with the rate and description.

OUTPUT TAX (Sales)			INPUT TAX (Purchase)		
Code	Rate	Description	Code	Rate	Description
GO	0%	GST Not Applicable			
AD	3.5%	Asset Disposal			

3.4 Document Setting

No.	Field	Customer Choice
1	**Calculate Gross Profit (%)** **-** Profit / Sales Price - Profit / Base Price (Item Cost) Example : 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	Warning only
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	By Document

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No.	Field	Customer Choice
	rounding amount to the Rounding field.	
6	**Use Warehouse Address** - [Yes] It will take Warehouse address during PO - [No] It will take Company address during PO	Yes
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
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.	Yes
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.	No
10	**Default Gross Profit % for Service Documents**	0.00

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

3.5 Payment Terms Setup

Payment Terms	No of Days
30 Days	30
60 Day	60
COD	0
14 Days	14

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
		Posting Date + 2 Days(document date)

3.6 User ID

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

User ID and their Authorization Right

User ID	User Name	Password	License Type
To be advised by RMG			Professional
			Professional
			Limited Licenses

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3.7 Alert Management

Seq.	Query	Customer Reply
1.	Conditions to set an alert. Example : (a) Alert for Purchase Orders that are still open and not yet received (b) Alert for Sales Order that are still open and not yet delivered to customers	N/A
2.	Recipients for each alert.	

4. Banking Module

What is your house back account detail?

Bank Name	Bank Account No
Bank Name	UNITED OVERSEAS BANK LIMITED
Bank Account No	924-347-687-5
Bank Branch Code	311
Bank Code	7375
SWIFT Code	UOVBSGSG
BANK ADDRESS	1 COLEMAN STREET, #01-14, THE ADELPHI, SINGAPORE 238854
BANK BRANCH	UOB COLEMAN BRANCH
ACCOUNT NAME	RMG RENT-A-CAR PTE TLD

Seq.	Query	Customer Reply
1.	Types of Payments	Cheque, Credit Card and Cash
2.	Do you have any customer, who pays you in another currency than the Invoice Currency? Example: Invoice in USD, Receipt in SGD?	No
3.	Do you request your customer to pay the Advance payment before the goods being delivered to their premises?	Yes
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?	Debit Bank Directly.
5.	When you receive Credit Card from customer, do you debit bank directly?	Debit Bank Directly.

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Seq.	Query	Customer Reply
	Or you debit into separate credit card account and debit bank after check clearance?	
6.	Do you have scenario to make GST payment some times after Supplier has invoiced you?	Could be.
7.	Do you offer Cash Discount to your customer / vendor? If yes, what Cash Account should be posted to?	Not apply at the moment.
8.	Do you have the scenario of contra payment between A/R Invoice and A/P Invoice?	No allowed.
9.	Do you have any supplier request your company to do the Advance Payment?	Yes

5. Fixed Assets

Standard SAP Business one configuration will be used to configure the Fixed Assets module for RMG.

- Asset Master Data
- Capitalization
- Retirement
- Transfer
- Depreciation
- Asset Revaluation
- Fixed Asset Reports

6. MASTER DATA SETUP

6.1 Business Partner Setup

6.1.1 Customer and Vendor Grouping
You will need to assign a group when you create or maintain the master data for a business partner.

Customer Group	Vendor Group
Corporate	Contractors
Individual	Car Dealers
Event Company	Estate and Utilities

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Principal	General Supplies
RMG Group	Freelancers
Government Bodies	

6.1.2 Business Partner Master Data

Business Partner Master Data – Header and General Tab

Screenshot is for illustration only.

Type of Field	Field Name
Mandatory	Customer/Vendor Code (Maximum alphanumeric 15 characters)
	Customer/Vendor Name (Maximum alphanumeric 100 characters)
	Customer/Vendor Group (Maximum alphanumeric 20 characters)
	Currency
Essential Data	Telephone/Mobile Number (BP general reception telephone) (Maximum alphanumeric 20 characters)
	Email (BP enquiry or general contact email.) (Maximum alphanumeric 100 characters)

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Type of Field	Field Name
	Contact Person (Default Contact Person from Contact Person Tab) Will be used as emergency contact or vet contact person.
	Sales Employee

Business Partner Master Data – Header and Contact Persons Tab

- Many contact persons can be created, but only 1 contact person is set as defaulted.
- Individual contact person are captured separately.
- For document printout, default contact person will be in Bill to Address.

Business Partner Master Data – Header and Addresses Tab

Type of Field	Field Name
Essential Data	Bill To Address
	Ship To Address (Multiple) Ship to can be used for other address or location. If owner request to drop-off of their dog to another place other than the original address.

- Every Bill-To and Ship-To Address Name has to be unique.
- For document printout, bill to address will take Company Name; ship to address will take Address Name.

Business Partner Master Data – Header and Payment Terms Tab

Type of Field	Field Name
Essential Data	Payment Term
	Credit Limit
	Price List

Business Partner Master Data – Header and Payment System Tab

- Out of scope
- This is needed only for payment wizard.

Business Partner Master Data – Header and Accounting Tab – General Tab

Type of Field	Field Name
Essential Data	Account Receivables This has to map with Debtor/Creditor control account

Business Partner Master Data – Header and Accounting Tab - Tax Tab

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Screenshot is for illustration only.

Type of Field	Field Name
Essential Data	Tax Status = Liable
	Tax Code
Tax code for sales and purchasing documents is defaulted to this setup.

Business Partner Master Data – Header and Properties Tab

• Properties Tab is a subsequent classification.

Business Partner Master Data – Header and Details Tab

Screenshot is for illustration only.

• Detail Tab is customer detailed description and photos.

Screen Involved	No	Original Description	New Description
○ Business Partner (General)	1	Name	Donor Name
	2	Federal ID	Registration ID
		Sales Employee	
		Contact Person	Applicant Name
Remark			Other information
Contact Person		Contact ID	Name
		First Name	NRIC/Passport No
		Middle Name	Citizenship
		Profession	Occupation
		Telephone 1	Contact No

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6.2 Vehicle (Item) Master Setup

SAP Standard Item Master will be used to maintain Vehicle Master Data. Necessary User defined fields will be defined in Item Master data under separate tab.
Item code will be used as vehicle number which is unique.

- Same vehicle plate can be used for different vehicles. For this need to create one more UDF.
- When query – based on vehicle plate. Show only active vehicles.
- Option should be provided to make it active or Inactive (Vehicle)
- Vehicle Mileage: Needs to be updated in Vehicle Master every time whenever there is an update from various sources.

Below is the list of User defined fields (UDF) needs to be created in Item Master (Vehicle).

Item	Fields	Definition & Description
1	VEH_NO	number plate
2	MAKE	brand
3	MODEL	model of vehicle
4	TRANS	gear transmission type, Auto or Manual
5	YEAR_Make	Year of Make
6	COLOR	colour of the vehicle
7	ENG_CAP	engine capacity as per vehicle registration details
8	CHASSIS_NO	chasis number
9	ENGINE_NO	engine number
10	REG_DATE	Original first date of registration
	TRSF_DATE	date of ownership transfer to RMG for used vehicle
11	COST	Nett Cost of Purchase
12	DISCOUNT	Discount if any
13	COE_QP	Certificate of entitlement quota premium paid
14	OMV	OMV Amount
15	PARF	parf value
16	ANNL_RD_TAX	road tax cost for 12 months
17	IU NO	in-vehicle unit number
18	BATTERY	battery capacity
19	TYRE	tyre model
20	WARRANTY	Warranty Period by Agent in number of months
21	RHS_WIPER	Driver side wiper size in inches
22	LHS_WIPER	Passenger side wiper size in inches
23	REM	Remark

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Vehicle Master:

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No	Query	Reply
1.	Different types of Items	• Inventory Items (Stock) • Non-inventory items
2.	What is the Item Category or Group being used now for your business?	Item will be categorized by Division **Name (20)** - Services - Consumables - Vehicles
3.	How do you define the Item Code?	Refer to the Vehicle Master Migration File

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	Note: Maximum alphanumeric 20 characters.	
4.	Do you need to transact in different Unit of Measure for same Item? Example: buy in bulks, stocked in pcs, shipped in box	N/A for RMG.
5.	Do you want to manage item by serial number?	N/A for RMG.
6.	The same item having different UoM for purchasing, stocking and selling ** Only single Inventory UOM can be maintained per item, and it must be kept in the smallest unit.	*N/A for RMG.*
7.	Safety Stock Level, Maximum Stock Level for Item by Warehouse or Company Level.	N/A for RMG.
8.	Do you have Consignment Warehouse?	N/A for RMG.

6.3 Driver Master Setup

Below customized screen will be used to maintain the Driver Master Data.

7. Purchasing Module

7.1 General

Q1. What is the process work flow to place a purchase order to supplier?
- Amount above 3000, then appropriation is required.
- Once appropriation is approved, then trigger a PO.
- Below 3000, create PO directly.

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PO → Match PO with Quotation → AP Invoice → Payment

Q2. When do you initiate purchase process?
(a)   When realize not sufficient stock for storage kits and other .
(b)   Replenish stock in regular basic
(c)   Purchase based on forecast (in scope in the training)
(d)   case to case basic.

Q3. How do you return the goods to Supplier?
-   Only for the defective storage kits.
-   offset credit note.
-   good issue to remove from inventory

Q4. Do you purchase Service from your vendor? Or raise PO for non-inventory purchase? For example: services, fixed assets purchase?
(a)   Yes   (b) No

Q 5. Do you purchase item in different packaging type for a same product?
For example: sometime purchase in loose and sometime purchase in pack.
(a)   Yes   (b) No

Q7: What is the process flow if you over receipt from vendor?
Take in excess.

Q8: **When there's freight charge, you or the supplier will bear the charges? How do you handle freight charge in accounting?**

- Post to Expenses Account
- bear by Prolife

Q9: You can set authorization to confirm a purchase order. Is there any approval required during the sales process? Yes

Q10: What are the Forms you need to printout from system?
- Purchase Order – SAP format.

7.2 Other Functions in Purchase

7.2.1 Purchase Quotation - NA

- Standard PO screen in SAP B1.
- This will be used for purchase requisition by all departments.

7.2.2 Purchase Order - Yes

- Standard PO screen in SAP B1.
- The purchase order is a document used to request items or services from a vendor at an agreed upon price.
- When you enter a purchase order in SAP Business One, no value-based changes are posted in the accounting system. However, the order quantities are listed in inventory management.

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7.2.3 PO Goods Receipt – Yes for storage kits

- Standard GRPO screen in SAP B1
- PO Goods Receipt feature is to receive the goods into warehouse; it updates the quantities, and creates an accounting journal (JE).
- GRPO is able to create from multiple PO. Use 'Copy from' function to perform multiple PO to 1 GRPO. User 'Copy to' to copy 1 PO to 1 GRPO.
- Other information needed:
  - Batch No. : If item is a batch, this will be used for dog food items.
  - Expiration Date

7.2.4 PO Goods Return – Yes for storage kits

- Standard GRPO screen in SAP B1
- Return damaged item to the vendor. Copy GRPO to Goods Return or copy from Goods Return from GRPO.
- Other information needed:
  - Batch No. : If item is a batch, this will be used for dog food items.

7.2.5 AP Invoice (Supplier Invoice) – Yes

- Standard AP Invoice screen in SAP B1
- You can create an A/P invoice from multiple purchase orders and goods receipt POs. You cannot change any accounting-relevant data on an A/P invoice since it is the legal accounting document that generates entries in the general ledger.
- When you receive an A/P invoice, SAP Business One posts the related accounts for the vendor in the accounting system.

7.2.6 AP Credit Memo – Yes

- Standard AP CN screen in SAP B1
- AP Credit Memo is issued when GRPO is already converted to AP Invoice. It will reverse AP and Stock (if there are any)
- Copy AP Invoice to Credit Memo or copy Credit Memo from AP Invoice.

7.2.7 AP Down payment Invoice – Yes

7.3.1 Open Item Listing

- This report will help the user to view all open documents such as AP invoice (unpaid invoices).

7.3.2 Purchase Analysis Report

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- The Purchase Analysis report provides detailed information about the purchases from vendors.

8. Inventory

8.1 Inventory Process

No.	Query	Reply
1	What is the process to manage the inventory?	N/A
2	Do you have item export from Inventory without related to any Sales document? (a) Yes (b) No What is the double-entry for the transaction?	N/A * Is it necessary to maintain the stock for consumable items (e.g. water bottles)
10	At what frequency the stock taking or cycle count checks are carried out? (Annually, Monthly, etc.)	N/A
11	What type of Inventory Report you need? Please attach the format in softcopy.	N/A
12	Do you perform inventory scrap regularly? (a) Yes (b) No If yes, any document needs to be printed out?	No
13	Do you maintain the safety stock levels? (a) Yes (b) No	No

8.3 Functional in Inventory Module

8.3.1 Inventory Transaction – Good Receipt (N/A)

- Good Receipt is used for receiving the stock without referring to any supplier invoice in SAP B1 (manual adjustment).
- Journal Entry:
        Debit Inventory Account
                Credit Inventory Offset – Increase Account

8.3.2 Inventory Transaction – Good Issue (N/A)

- Goods Issue is used for issuing the stock out without referring to any supplier or customer.
- Goods Issue will be used for the following scenario:-
    - User can export the stock from Damage Warehouse or
    - Export for special event usage.
- Journal Entry:
        Debit Inventory Offset – Decrease Account
                Credit Inventory Account

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8.3.3 Inventory Transaction – Inventory Transfer (N/A)

- Inventory Transfer is used for transferring the stock from 1 warehouse to another.
- As discussed, Inventory Transfer will also be used for transferring stock from one Reserve WH to another. It is also used for transferring items for loan.
- Journal Entry:
    Debit Inventory Account (To (receipt) warehouse)
        Credit Inventory Account (From (issue) warehouse)

8.3.4 Inventory Management - Alternative Items (N/A)

- Allow user to define alternative items for item that are out of stock in a certain warehouse.
- User can select alternative items when creating marketing documents.

8.3.5 Inventory Management - Business Partner Catalogue Numbers - BP Tab (N/A)

- Out of scope

8.3.6 Inventory Revaluation (N/A)

- Applicable if company runs a perpetual system.
- This function enable user to reevaluate inventory value of the stock without affecting inventory quantity.

8.3.7 Stock Take (N/A)

- This function is to be used for entering the counted quantity after the stock take.
- And updating the counted quantity into in stock quantity in order to tally the system quantity with physical quantity in warehouse

8.4 SAP Standard Inventory Report

Standard SAP Inventory Reports

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9. Fleet Management Add-on

9.1 Chauffeur Drive Process
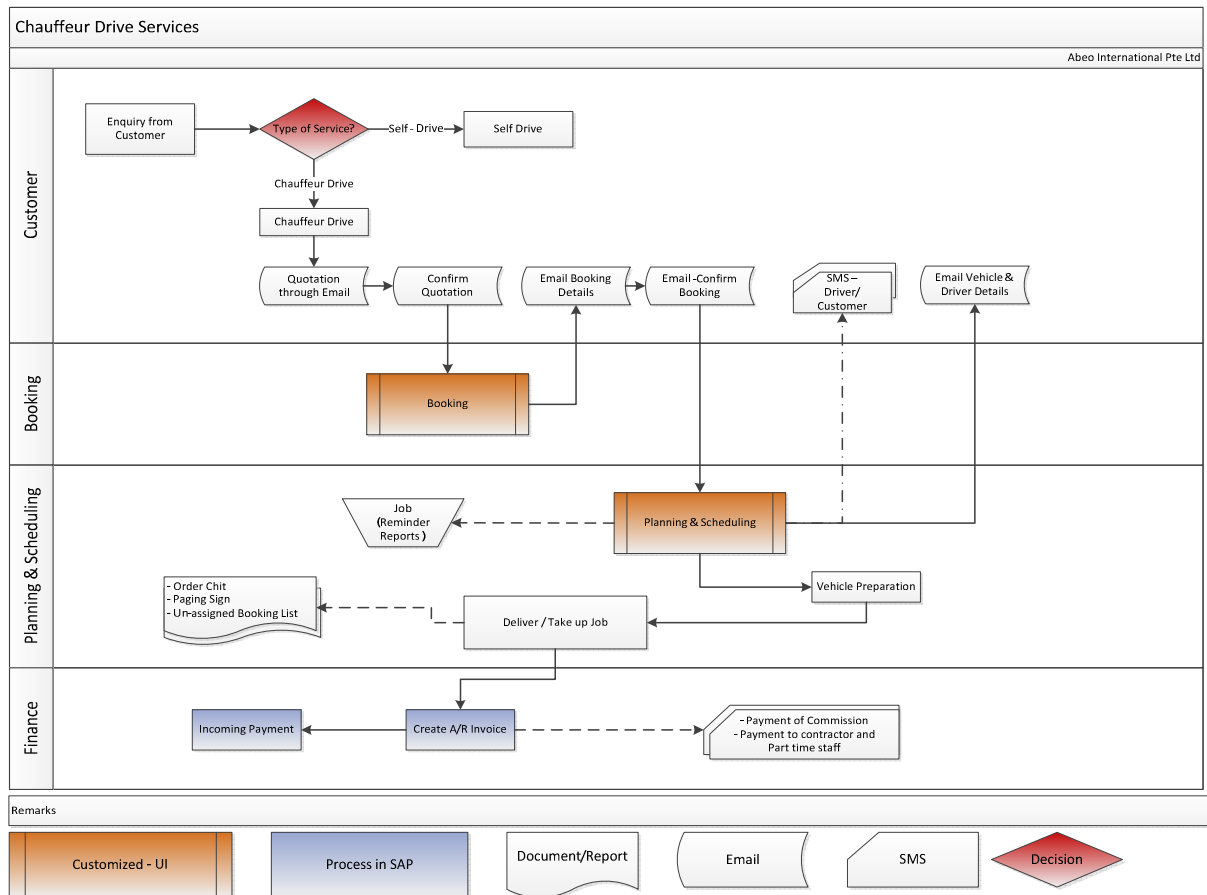
Overview of the Chauffeur Drive Process:

- Enquiry from customer
- Send Quotation through email
- Quotation confirmation from Customer
- Enter Booking details
- Send Booking details to customer and get the confirmation
- Planning & Scheduling – Assign Driver and Reserve the Vehicle
- Send SMS notification to Driver & Customer before the Job. SMS to Customer will be configured under Customer Master Data.
- Vehicle preparation & Delivery
- Billing - Invoice will be generated and payment will be collected before or after or in between the Job.

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- Each company may have different address and different contact person and different Project. All these will be maintained in Business Partner Master Data.
- There may be ad-hoc job requirements and multiple events.
- Type of Client category – End user, Agent, corporates, Internal (Other companies under the group of RMG) and Principals (Booking through certain company and provide the services to them).

Forms:

1. Chauffer Order Chit (After assigning the Driver this form will be printed and Order No. will be auto generated)
2. Paging Sign (Optional)

Query: Operation supervisor need a report to show all the confirmed booking details. (Excluding contractors assignments)

UI – Chauffeur Drive

9.1.1 Booking

In this module user will enter the booking details. Booking status will be closed manually by the user prior to billing.

Below is the UI to enter booking details.

Open
Cancel – with charges
Cancel – without charges
Close

Click: Copy to Billing
Copies the booking details to
Billing (A/R Invoice)

9.1.2 Planning & Scheduling

- In this module user will assign the vehicle and Driver. Below is the screen for Reservation.
- User can able to see list of all bookings, before assigning.
- Select relevant booking (Check box) and assign the vehicle and driver to reserve the vehicle.

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- Formatted search will be provided to see list of available vehicles, so that user can easily select the vehicle and reserve it for the booking.
- Available vehicle list will be shown based on estimated End time. For one way transfer by default system should auto populate the end time which is start time + 1hr 30 minutes. And for disposal, end time has to key in by user manually.
- Order Chit: Order chit number will be auto generated by the system. After assigning the Driver and Vehicle user will print the Order chit. Once the order chit has printed, set the flag to Printed YES. If any changes to booking details, for the subsequent print it has to prompt message to the user that "Do you want to print again YES|NO?"

Below is the UI for Planning & Scheduling:

9.1.3 Billing

Overview of the Chauffeur Drive Billing Process:

- Standard SAP Business one A/R Invoice screen will be used for Billing.
- Based on Price list set up Bill amount will be automatically populated. Price List will be setup based on Vehicle type and Transfer type.
- User can able to add additional cost (e.g. additional stops, delay charges, extension of service, attraction entrance fees) if any.
- User can able to update and overwrite the fields of the Booking details.
- In the AR Invoice it will show only the total Amount not all the Booking details
- Booking details is a separate report it will be attached along with A/R Invoice.

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- Necessary User defined fields will be created in A/R Invoice to capture all the booking details.

Incoming Payments from Customers:

- Standard SAP Business one Incoming Payment document will be used to collect the payments from Customers. Once the payment received from customer, user has to enter the Payment Amount in this document.

Billing UI:

Note: The screenshot is for reference purpose, configuration will be done according to RMG Rent-A-Car Pte Ltd.

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9.1.4 Notifications

This Module deals with SMS, Alert (Email) Notifications. RMG will send SMS Notifications to Customers and Drivers prior to job.

- SMS Notifications to Drivers and Customers
- SMS Notifications for Customers - Option will be provided in the Business Partner Master data to send SMS Yes|No. Default is No.
- There should be an alert (Email – with booking details) for the outstanding assignments without driver at schedule time every day. Send Alert via email.
- SMS notification settings will be configured in the system. (e.g. Notify 30 minutes Before job)

Job Schedule for sending Email Alert:

Monday to Thursday

Example: 9am – Print a complete today's order un-assigned
          12pm – Print from 12pm today + next day until 6pm
          4pm – Print from 4pm today + next day 11.59pm
Friday:
Example: 9am – Print a complete today's order un-assigned
          12pm – Print form 12pm today + until Monday 12pm
          4pm – Print from 4pm today + until Monday 12pm

Saturday:
Example: 9am today + to Monday 12pm

Format will be same as Excel Output – Order details.

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9.2 Self Drive Process
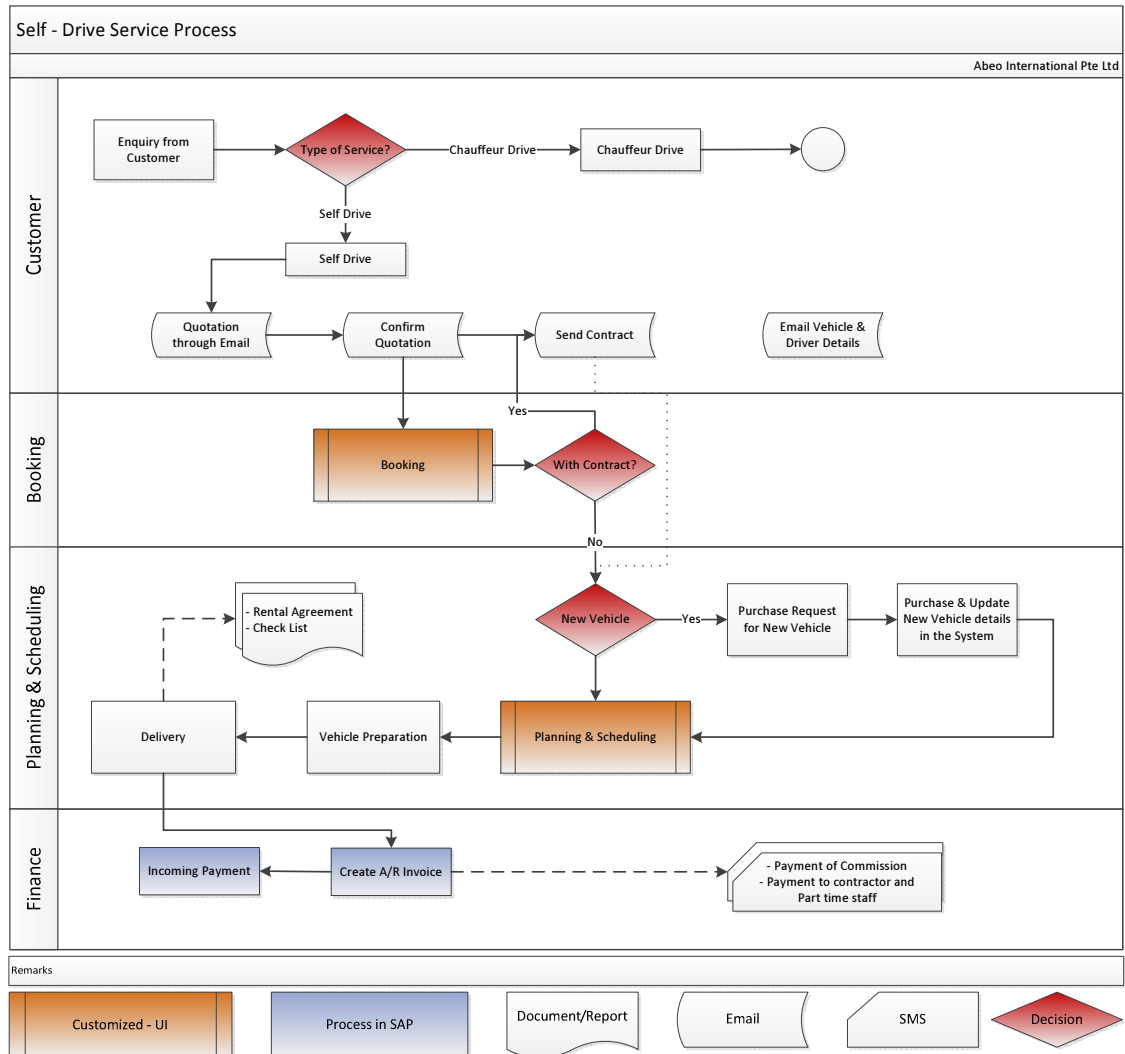
Overview of the Self-Drive Process:

- Enquiry from customer
- Send Quotation through email
- Order confirmation (with or without contract)
- If with contract RMG will send contract to customer to sign for confirmation
- If new vehicle, purchase and update new vehicle details in the system (Vehicle Master).
- Update Booking details (New vehicle) & Reserve the vehicle
- Vehicle preparation & Delivery

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- Rental agreement (RA) & Check list - at the point of delivery.
- Contract will be allocated to customer first then prepare the Rental Agreement
- After confirmation of the Rental Agreement, Rental agreement needs to be uploaded in the system
- Two uploads one is Post-delivery & Post return (RA).
- Generate Invoice & collect the payment from the customer
- Long term rental– generates recurring invoices on monthly basis and send to customer.

Self – Drive – UI

9.2.1 Booking

Below is the screen to enter booking details.

- Driver Details Tab

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- Vehicle Details Tab

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- Charges Tab

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- Supplementary Agreement Tab

Click this tab to enter Supplementary Agreement details

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- Vehicle Movement Tab

- Attachements Tab

Attach all the necessary documents related to Self-Drive process under this tab.

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Reports:

- Rental Agreement
- Supplementary Agreement
- Order Check List (IN & OUT)
- Contract

9.2.2 Billing

In Self-Drive Billing there are two types of rentals. Short term and Long term rentals. Standard SAP A/R Invoice screen will be used for Billing.

- Short term rental - calculate the billed amount based on no. of days vehicle used
- Long term rental calcuate the Billed amount based on monthly recurring billing cycle.
- After the Billing, Booking Order will be closed manually by user.
- Ability to update and overwrite all the fields of the Booking Details
- Necessary User defined fields will be created in A/R Invoice to capture all the booking details.
- RMG will send bill to customer twice a month
- Advance Payment from customer: These transactions will be captured under SAP standard A/R down payment Invoice.
- Deposit – This transaction will be captured under SAP standard Incoming Payment as Payment on Account.

Below UI to list down the Recurring transactions based on Booking Order Status which is Open (Monthly)

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STEPS:

- List down the Recurring transactions based on Booking Order Status which is Open
- Default will be current month, but user can able to change the month
- If the contract falls between date rage generate Invoices in batches.
- User has an option to exclude the transactions
- Provide Date Range (Day eg. 1st 10th) - Delivery date will be used

Billing UI:

Note: The screenshot is for reference purpose, configuration will be done
according to RMG Rent-A-Car Pte Ltd.

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9.2.3 Notifications

Below are the alert notifications:

- Outstanding assignments: There should be alert for the outstanding assignments without driver or vehicle 10days in advance - Send Alert via email.

- 3months before Contract Expiry: Notification email should be sent to Sales person about the contract expiry, with vehicle details & current pricing.

  In case of Long term rental, if the Invoice for the next rental period (Start of the rental date + 3 days) is not generated then send an email. Date to consider in A/R Invoice is Document Date (this will be posting date + 3 days)

Example :

  Rental start on 1st January 2012 ; 1st Invoice should be generated by 4th Jan 2012. If not then send alert email.

  Rental start 1st Jan 2012 ; 6th Invoice should be generated by 4th June 2012. If not then send alert.

- Driver Licence Expiry: Reminder email should be triggered for driving license expiry. This will be auto triggered every month once. CCMM + 1 (within 2 months)

9.3 Traffic & Parking Offence Management

This Module will be used to maintain Traffic & Parking Offence details.

UI for Traffic & Parking Offence:

- Drive/Customer Details Tab

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- Offence Details Tab

- Attachements Tab

Attach all the necessary documents related to Traffic & Parking Offence under this tab.

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Below are the steps.

STEP 1

Select from Category
1. RA (Self Drive) – (RA – Rental Agreement)
2. Staff (CD or Errand) (CD – Chauaffer Drive)

Enter the RA/CD number or indicate Errand

Populate details if RA or CD number is provided

Option 1 Self Drive

In the case of option 1 RA, there could be multiple driver records, option to select driver 1,2 or 3.

Auto-populate the selected driver profile and details (Driver Name, Driving lic no., DL Expiry date, Passport no., PP Expiry date, Driver contact no., Driver Address)

Auto-populate customer details (Name & Attn & Contact number)

Option 2 Staff

In the case of option 2 Staff

Select the driver from list

Auto populate staff details details (Driver Name, Driving lic no., DL Expiry date, Passport no., PP Expiry date, Driver contact no., Driver Address)

STEP 2

Enter traffic offence details
1. Vehicle number (Disp - Make, model, cc, YOM)
2. Agency (TP, HDB, LTA, URA,Sentosa,PSA and Others)
3. Type of offence (Speeding, Parking, Traffic Light, ERP,Others)
4. Notice number
5. Date
6. Time
7. Location
8. Demerit point
9. Fine amount
10. Expiry date of the notice
11. Attach notice image
    ➔ Admin find out who is the driver and proceed with the submission to authorities
    ➔ Return to the system to update status

STEP 3

12. Submission date – USER ID LOG
13. Submission mode (Web Portal, Email, Fax, Registered mail)
14. Attach Submission doc
15. Remark

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OUTPUT
1. Option to print Submission report with offence details and driver paritculars
2. Weekly report for outstanding offence expiring in the week. Job run on Sunday and email. (Step 2 Items 1 to 6 and 10)

Query UI for customer/Driver historical data:
1. Trans history
2. Traffic offence
3. Accident history

9.4 Accident Claim Management

This Module will be used to maintain Accident Claim details.

UI for Accident Claim:

- Driver/Customer details Tab

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- Accident details Tab

- Settlement/Claim Tab

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- Attachements Tab

Attach all the necessary documents related to Accident claims under this tab.

Below are the steps:

STEP 1

        Select from Category
1. RA (Self Drive)
2. Staff (CD or Errand)

        Enter the RA/CD number or indicate Errand

        Populate details if RA or CD number is provided

Option 1 Self Drive

        In the case of option 1 RA, there could be multiple driver records, option to select driver 1,2 or 3.
        Auto-populate the selected driver profile and details (Driver Name, Driving lic no., DL Expiry date, Passport no., PP Expiry date, Driver contact no., Driver Address)
        Auto-populate customer details (Name & Attn & Contact number)

Option 2 Staff

        In the case of option 2 Staff
        Select the driver from list
        Auto populate staff details details (Driver Name, Driving lic no., DL Expiry date, Passport no., PP Expiry date, Driver contact no., Driver Address)

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STEP 2

Enter accident details:

1. Vehicle number (Disp - Make, model, cc, YOM)
2. Date
3. Time
4. Location
5. Damage Description

Enter other party info

6. Other party vehicle number
7. Name
8. Contact
9. Driving License No
10. Passport No.
11. Damage Description

Enter accident and scene description

12. Enter accident and scene description
13. Attached photos

Indicate if excess liability is payable

14. Payable (Y/N)
15. Excess amount as stated in RA
16. Generate invoice – Invoice no.

STEP 3

Indicate outcome pvt settlement or claim (drop down)

1. Pvt Settlement
    a. Indicate amount payable
    b. Indicate payable party
    c. Print out private settlement form
    d. Tag report made (Y/N)
        i. Report date
        ii. Report time
        iii. Attached report
    e. Tag payment made or received
    f. State PV or Receipt No. (auto close status)

2. Insurance claim
    a. Indicate report date
    b. Indicate report time
    c. Attached report
    d. New multiple entry Status update (open field) – (date time user id log)
    e. New multiple entry Status update documents
    f. Status (Open, Pending doc, Pending investigation, pending outcome, Closed)

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Reports & Queries:

1. Weekly report for offence expiring within that week. Only open. (List of Open offences)
2. No. of offences per Driver (Query)
3. Query for customers transactions history about offences.
4. Submission Report
5. Private settlement form
6. Query - Display of outstanding accident report. User will Key in the date and time of the offence, System should be able to provide the rental agreement number within this period.

9.5 Service & Maintenance

This module will be used to keep track of Vehicles Servicing & Maintenance details. Below are the Preventive maintenance details.

- Regular interval servicing
- Tires and batteries
- Polishing and detailing
- Corrective maintenance
- Breakdown
- Accident
- Reporting and Claim process

Email notification (Preventive maintenance Report) needs to be triggered based on types of Service & Maintenance.

1. General Service (change oil , filters and engine maintenances)
        >=10000 (Mileage) or 1 Yr.
2. Battery - Based on time (2yrs)
3. Tires – Based on mileage 40,000

Service & Maintenance UI :

- Repair Details Tab : Enter the Service & Repair details and also the Vendor details (A/P Invoice). A/P Invoice should be created manually in SAP Business one for service & repair charges.

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- Attachment Tab: Under this tab attach all necessary documents related to Service & Maintenance.

9.6 Sales Commission

RMG will pay the Sales Commission to Sales Persons as follows:

Chauffeur Drive Commission:
- For RMG Drivers – 1.75% of Amount billed to customer
- For External or Contractors – (Amount billed – Total Cost) * 8%

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- Commision needs to be calculated before GST.
- Specify the commision % in the Driver Master / External or Contractors profile

Self – Drive Commision :
- Long term contract commission will be : 1.75% * Monthly Rental Amount
- Short term will be 1.75% on Total Amount
- Commision needs to be calculated without GST.

Sales Commison report :
Report will be designed and developed according the format provided by RMG.
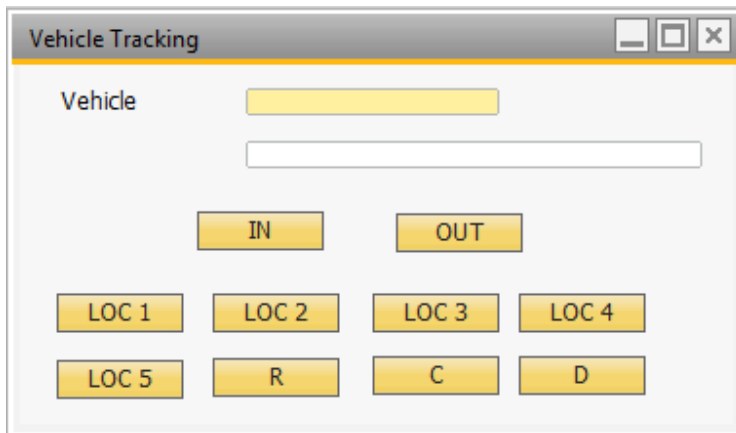
Parameters : one is less than 60days another >60 Days
Logic : Receipt advice Date – Invoice Date (If more or less 60 Days)

9.7 Vehicle Tracking

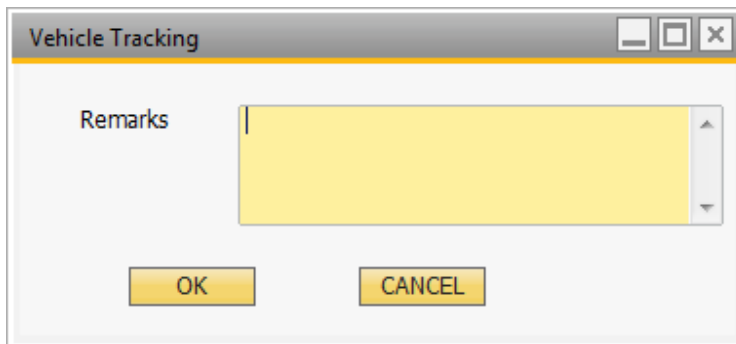This Module will be used to Track the Vehicles. Below are the steps to key in the vehicle IN & OUT details.

- Scan QR FOR VEH or enter manually via search OR BARCODE
- Vehicle IN or OUT
- Select Location

  Location 1 - Base

  Location 2 - Holiday

  Location 3 - Mandarin

  Location 4 - Others, Dempsey

  Location 5 - workshop

  - Workshop name

  Rental/Replacement

  - RA number

    Chauffeur

    Errand/operation

- Mileage
- Fuel level (Radio button E,1/4,1/2 and F)
- Overwrite date and time
- Scan NRIC

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Vehicle Tracking Input UI:

Popup:

* Remarks required for 5,R and
\# Optional for C & E

Popup:

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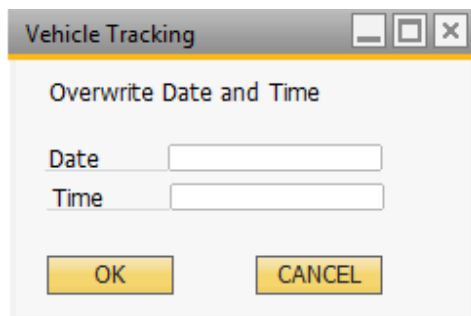
Popup:

Vehicle Tracking

○ E   ○ 1/4   ○ 1/2   ○ F

Popup:
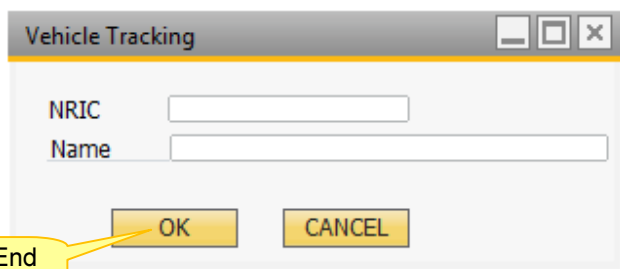
Vehicle Tracking

Overwrite Date and Time

Date
Time

OK   CANCEL

Popup:

Vehicle Tracking

NRIC
Name

OK   CANCEL

Click OK – End

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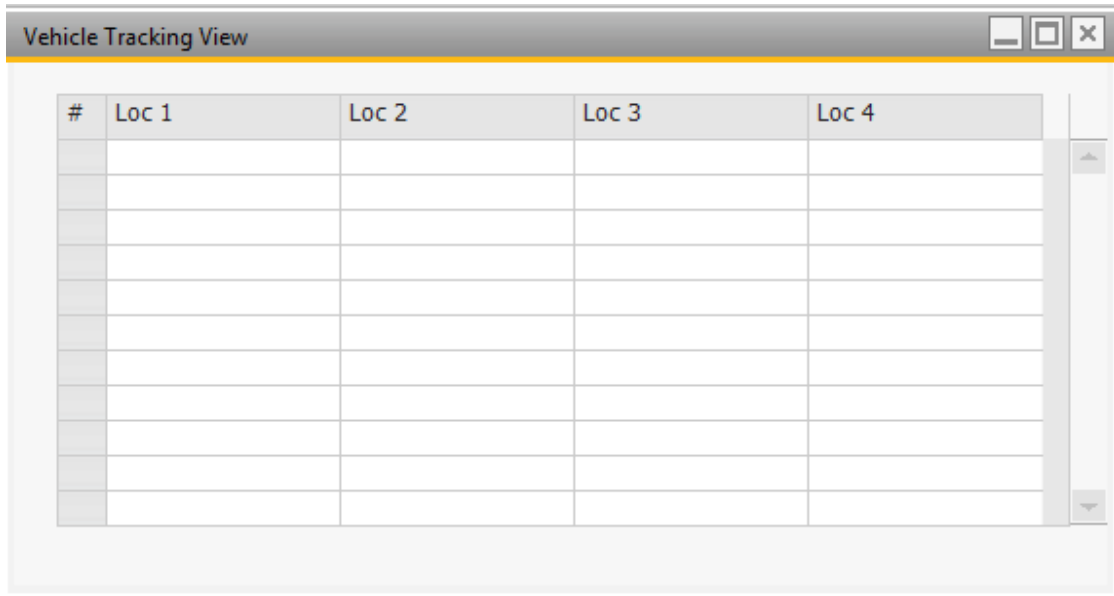
Vehicle Tracking View – Real time update
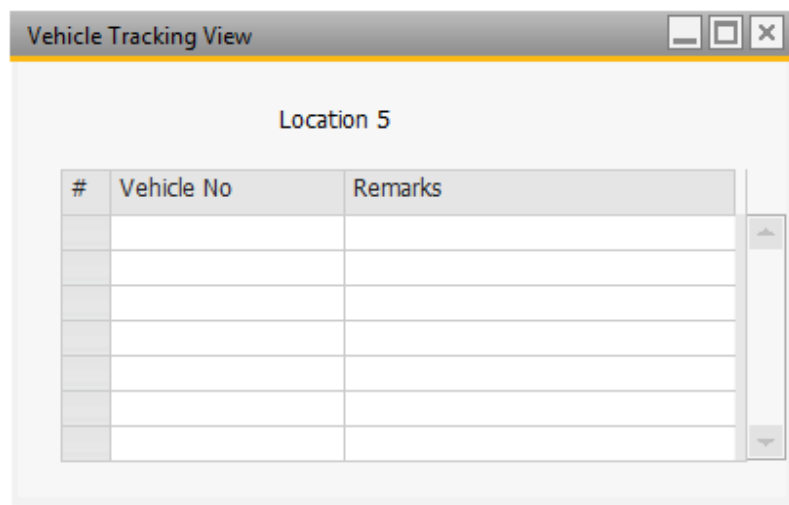
[Vehicle Live Status Display Screen]

Out put 1 :

#	Loc 1	Loc 2	Loc 3	Loc 4

Output 2:

Location 5

#	Vehicle No	Remarks

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10. Price Setup

10.1 Base Price List

Pricing for Chauffeur Drive Services:

- RMG will maintain the price list based on the Transfer type
- RMG will provide special price to their for customers
- Pricing will be different based on vehicle type
- System should calculate the surcharge based on the below formula

Time out – Time in (roundup to 0.5hrs)

Additional surcharge will be calculated if the Time falls between 11pm to 7am.

Example: For transfer type – disposal $10 per hour: One way $25

If disposal: (Time out – Time in) must be > 3 hours.

Price set up UI:

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10.2 Special Price for Customer

RMG will provide special price to Customers. Price List will be configured in the Business Master data as separate User defined filed (UDF).

***Note: The screenshot is for reference purpose, configuration will be done according to
RMG Rent-A-Car Pte Ltd.***

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Acknowledgement

By signing this page, *RMG Rent-A-Car Pte Ltd* acknowledges that this document accurately represents the requirement of *RMG Rent-A-Car Pte Ltd* and that this document is the base for the system implementation.

Name	Department	Signature	Date
Maverick Guo Business Development Executive	Operations		

For and on behalf of   Confirmed and Agreed by:
Abeo International Pte Ltd   **RMG Rent-A-Car Pte Ltd**

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

Name: Iswandi Hamli   Name: Vincent Tan
_____   _____

Title: Consulting Services Manager Title: Managing Director
_____   _____

Date: Date:
_____   _____

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