Operating Lease Support System Phase-2 Project for

DIPO STAR FINANCE
Solusi Kredit Otomotif Terpercaya

Functional Specification
FC.AB.2.2 Approval SKD

Revision 2.0

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Project Name :	Operating Lease Support System Phase-2

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1/10/2015	0.0	Initialization	Raymond
24/11/2015	0.1	- Adding Functional Specification for Check SKD - Adding Functional Specification for Approve SKD - Adding Functional Specification for Revise SKD - Adding Functional Specification for Reject SKD	Raymond
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Document Approval

By signing this document I acknowledge I have read the document and give the Project Management Team approval to proceed.

Role	Name	Signature	Date
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Functional Specification

1. Introduction

1.1 Purpose

Functional Specification is a document to describe the detail of functions system which includes screen design, report, and logic formula. This document will be used for system development.

1.2 Scope

Functional Specification Document contains screen design, screen functionality, process flow, and data structure of FC.AB.2.1 Manage SKD for Phase-2

Here are the scope for FC.AB.2.1 Manage SKD

1. **AB.2.1.3 Approve SKD**

   To approve a SKD (the function is the same with Check)

2. **AB.2.1.4 Reject SKD**

   To reject a SKD and change it into Reject status

3. **AB.2.1.5 Revise SKD**

   To set a SKD into revise status

Output from this functions is:

N/A

1.3 Definition, Acronyms, and Abbreviations

1. OPL = Operating Lease

2. DSF = Dipo Star Finance

3. BSI = Berlian Sistem Informasi

4. HOB = Head of Branch

5. HOD = Head of Department

6. RM = Regional Manager

7. SKD = Surat Keputusan Direksi/ Board of Director's Decree

1.4 References

This functional specification document refers to **"To Be Design" AB. Marketing Process**, module:

1. AB.2 SKD Process
   - AB.2.2 SKD Approval of Operating Lease

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2. Configuration

- N/A

3. Specification Detail: FC.AB.2.2 Approval SKD

3.1 Purpose

The screens used in Approval SKD are used to Check, Approve, Revise, and Reject the SKD and generate an output as a print form of the SKD Form.

3.2 Screen of Configuration Access

Here are the access right for users:

User	Check	Approve	Reject	Revise	Authorization
Marketing Officer	-	-	-	-	-
Head of Branch	v	v	v	v	v
Head of Department	v	v	v	v	v
Regional Manager	v	v	v	v	v
Advisor	v	v	v	v	v
Director	-	v	v	v	v
President Director	-	v	v	v	v
Shareholder's Meeting	-	v	v	v	v

3.3 Screen Functionality

1. Check SKD
2. Approve SKD
3. Revise SKD
4. Reject SKD

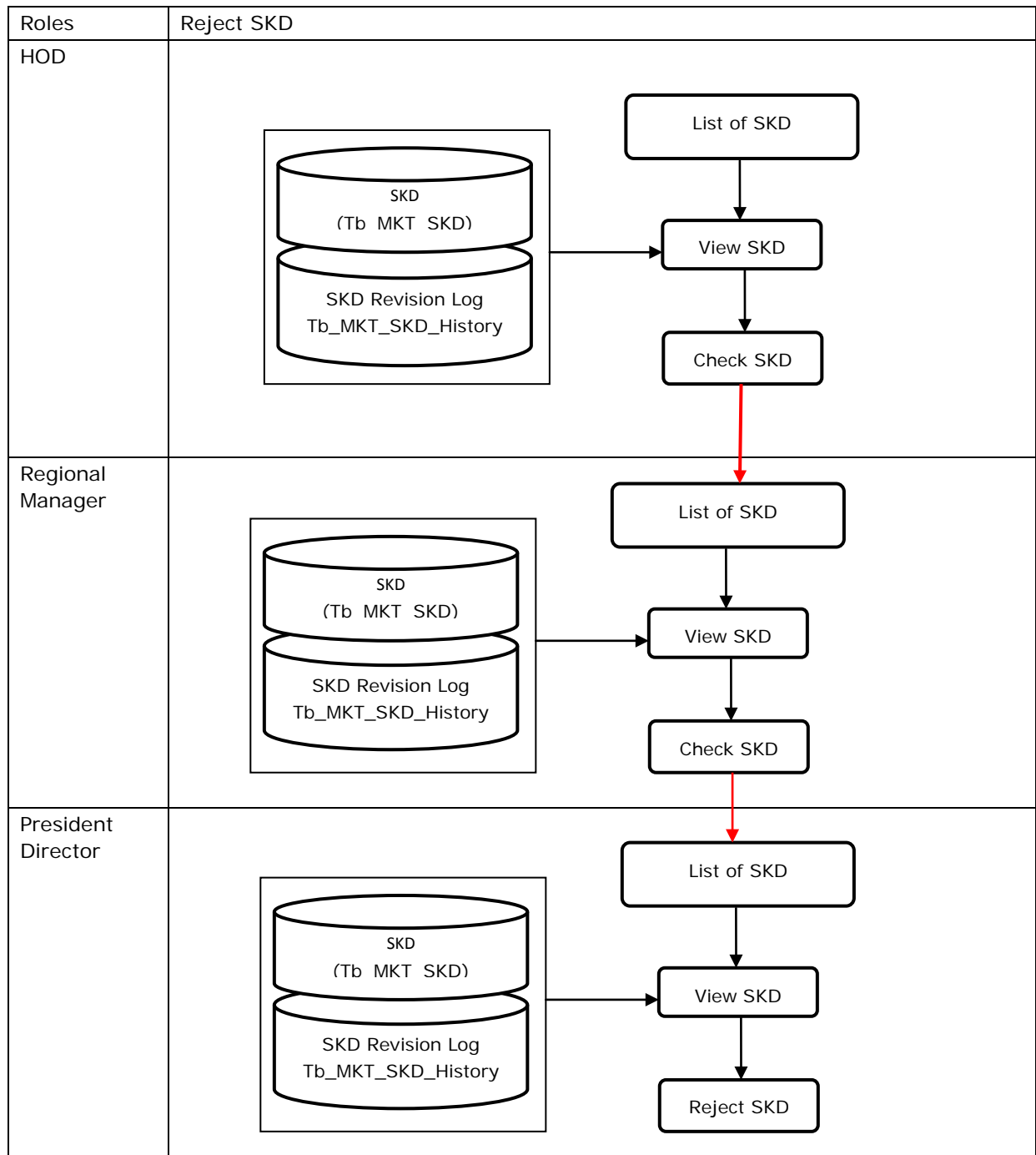| Project Code :	TM15404A
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3.4 Operation Flow

Below is operation flow for Monitoring and print unit preparation process refer to **To Be Design Document Marketing Process**, **AB.2 Board of Director's Decree/ Surat Keputusan Direksi (SKD)**:

Roles	Approve SKD
HOD	
Regional Manager	
President Director	

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Roles	Revise SKD
HOD	
Regional Manager	
President Director	

HOD

```
SKD
(Tb MKT SKD)

SKD Revision Log
Tb_MKT_SKD_History
```

List of SKD → View SKD → Check SKD

Regional Manager

```
SKD
(Tb MKT SKD)

SKD Revision Log
Tb_MKT_SKD_History
```

List of SKD → View SKD → Check SKD

President Director

```
SKD
(Tb MKT SKD)

SKD Revision Log
Tb_MKT_SKD_History
```

List of SKD → View SKD → Revise SKD

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Roles	Reject SKD
HOD	
Regional Manager	
President Director	
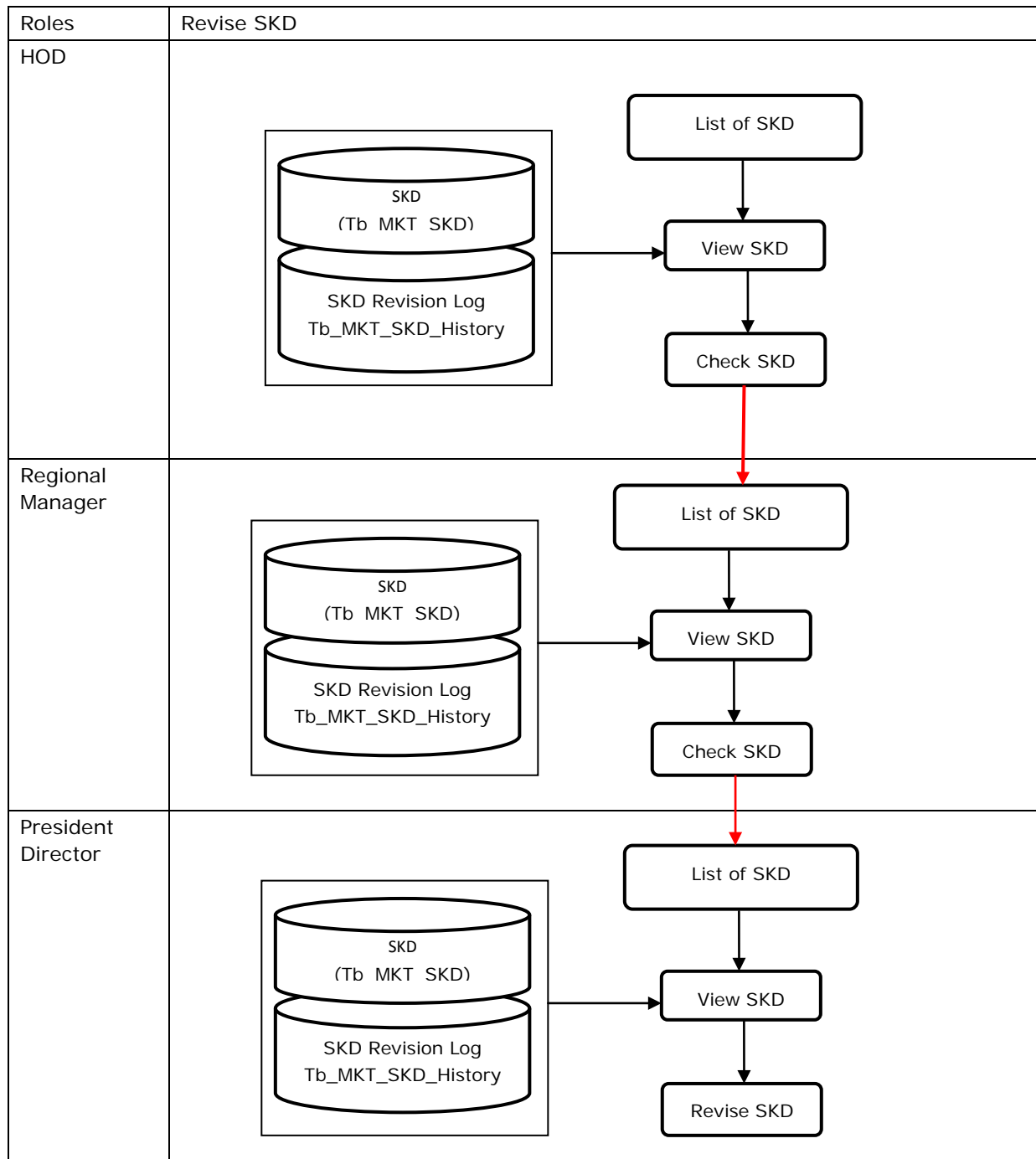
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3.5 Screen Design

- *View SKD (for approval)*

Screen 1. View SKD (for approval)

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- *Notification After Check*

Screen 2. List of SKD after check

- *Notification after Approve*

Screen 3. List of SKD after approve

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- *Notification after Reject*

Screen 4. List of SKD after reject

- *Notification after Revise*

Screen 5. List of SKD after revise

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3.6 Component Screen Functionality

a. View SKD (for approval)

Here are the screen functions from each component in **Screen 1. View SKD (for approval)**:

No	Component	Name	Function
Customer Information			
1	Label	View SKD	View SKD title
2	Button	Back	Back to Previous Screen
3	Label	Created By	Displaying Created By
4	Label	Created Date	Displaying Created Date
5	Label	Last Modified By	Displaying Last Modified By
6	Label	Last Modified Date	Displaying Last Modified Date
7	Text Field	SKD Number	Displaying SKD Number created
8	Searching Box	Quotation Number	To generate searching screen for Quotation No
9	Text Field	Address	To input Address value
10	Text Field	Customer Name	To input Customer Name value
11	Text Field	Group	To input Group value
12	Date Picker	SKD Date	To input SKD created date value
13	Text Field	Previous Agreement Number	Displaying Previous Agreement Number
14	Searching Box	Supplier Maintenance	To generate searching screen for Supplier Name
Description of Financial Object Information			
15	Text Field	Model Name	Displaying Model Name
16	Text Field	Model Year	Displaying Model Year
17	Text Field	New / Used	Displaying New / Used
18	Searching Box	Supplier Name	To generate searching screen for Supplier Name
19	Text Field	Qty	Displaying Qty
20	Text Field	Unit Price	Displaying Unit Price
21	Text Field	Total Price	Displaying Total Price
22	Text Field	Total Cost of Product	Displaying Total Cost of Product
23	Text Field	Compensation VAT IN of "Unit"	Displaying Compensation VAT IN of "Unit"

24	Text Field	Compesation VAT IN of "Carrosserie"	Displaying Compensation VAT IN of "Carrosserie"
25	Text Field	Compensation VAT IN of "Accessories"	Displaying Compensation VAT IN of "Accessories"
26	Text Field	Total Compensation VAT IN of Product	Displaying Total Compensation VAT IN of Product
27	Text Field	Total Net Investment	Displaying Total Net Investment
Operating Lease Income (For *n* Unit)			
28	Text Field	Net Investment	Displaying Net Investment
29	Text Field	Residual Value (% x unit price)	Displaying Residual Value (% x unit price)
30	Text Field	Residual Value	Displaying Residual Value
31	Text Field	Lease Term	Displaying Lease Term
32	Text Field	Monthly Operating Lease	Displaying Monthly Operating Lease
33	Text Field	VAT 10% (+)	Displaying VAT 10% (+)
34	Text Field	Billing	Displaying Billing
35	Text Field	Witholding Tax Art 23 (2%)	Displaying Witholding Tax Art 23 (2%)
36	Text Field	Net Payment	Displaying Net Payment
Budget Cost Period For *n* Month			
37	Label	Income	Displaying Income label
38	Text Field	Installment Income	Displaying Installment Income
39	Label	Insurance Income	Displaying Budget Cost Period For n Month label
40	Text Field	KTB Discount Direct To DSF	Displaying KTB Discount Direct To DSF
41	Text Field	Total Lease Income	Displaying Total Lease Income
42	Label	Cost	Displaying Cost label
43	Text Field	Product Price	Displaying Product Price
44	Text Field	Residual	Displaying Residual
45	Text Field	Registration	Displaying Registration
46	Text Field	Maintenance	Displaying Maintenance
47	Text Field	Replacement	Displaying Replacement
48	Text Field	Insurance Cost	Displaying Insurance Cost

49	Text Field	Mediator Fee	Displaying Mediator Fee
50	Text Field	Mobilization	Displaying Mobilization
51	Text Field	DeMobilization	Displaying DeMobilization
52	Text Field	Interest Cost	Displaying Interest Cost
53	Text Field	Term of Payment Cost	Displaying Term of Payment Cost
54	Text Field	Interest Cost Before BAST	Displaying Interest Cost Before BAST
55	Text Field	Total Lease Cost	Displaying Total Lease Cost
56	Label	Total Profit	Displaying Total Profit label
57	Text Field	Income - Cost	Displaying Income - Cost
58	Label	Compensation VAT IN with VAT OUT	Displaying Compensation VAT IN with VAT OUT label
59	Text Field	Vat In Unit	Displaying Vat In Unit
60	Text Field	VAT In Carrosserie	Displaying VAT In Carrosserie
61	Text Field	VAT In Accessories	Displaying VAT In Accessories
62	Text Field	VAT In Maintenance	Displaying VAT In Maintenance
63	Text Field	Total Compensation	Displaying Total Compensation
64	Text Field	Total Profit After Compensation	Displaying Total Profit After Compensation
65	Text Field	Landing Rate	Displaying Landing Rate
66	Text Field	Borrowing Rate	Displaying Borrowing Rate
67	Text Field	Spread Rate (without compensation vat in)	Displaying Spread Rate (without compensation vat in)
68	Text Field	IRR (without compensation Vat In)	Displaying IRR (without compensation Vat In)
69	Text Field	IRR (with compensation Vat In)	Displaying IRR (with compensation Vat In)
Payment Method			
70	Text Field	Payment Type	Displaying Payment Type
71	Text Field	Payment Mode	Displaying Payment Mode
72	Text Field	Notes	Displaying Notes
O/S Net Investment			

73	Text Field	Description	To show the Description of SKD Net Investment data row
74	Text Field	Customer Name	To show Customer Name of the SKD Data in description
75	Text Field	Price	To show Price of the SKD Data in description
76	Text Field	RV	To show RV of the SKD Data in description
77	Text Field	Net	To show Net of the SKD Data in description
78	Text Field	Total O/S Net Investment for Price, RV, and Net	Total amount of Price, RV, and Net
Footer			
79	Text Area	Remarks (Reject/ Revise)	To input remarks of revision or rejection
80	Button	Check	To check a SKD
81	Button	Approve	To approve a SKD
82	Button	Reject	To reject a SKD
83	Button	Revise	To revise a SKD
Revision History			
84	Label	Revision History	Revision History sub-title
85	Label	User Name	Displaying User Name
86	Label	Date	Displaying Date
87	Label	Status	Displaying Status

3.7   Operation Description

No.	Operation Name	Description			
1	Initial view of View SKD (for approval)	The screen for View SKD: 1. Status component;			
		Component	Name/Caption	Status	Remark
		Label	View SKD	Not Active	
		Button	Back	Not Active	
		Label	Created By	Not Active	
		Label	Created Date	Not Active	
		Label	Last Modified By	Not Active	
		Label	Last Modified Date	Not Active	
		Text Field	SKD Number	Not Active	
		Searching Box	Quotation Number	Not Active	
		Text Field	Address	Not Active	
		Text Field	Customer Name	Not Active	
		Text Field	Group	Not Active	
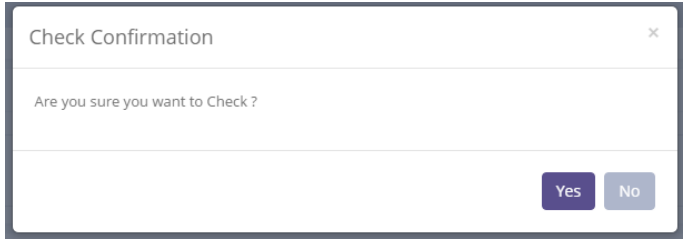
		Date Picker	SKD Date	Not Active	
		Text Field	Previous Agreement Number	Not Active	
		Text Field	Model Name	Not Active	
		Text Field	Model Year	Not Active	
		Text Field	New / Used	Not Active	
		Searching Box	Supplier Name	Not Active	
		Text Field	Qty	Not Active	
		Text Field	Unit Price	Not Active	
		Text Field	Total Price	Not Active	
		Text Field	Total Cost of Product	Not Active	
		Text Field	Compensation VAT IN of "Unit"	Not Active	
		Text Field	Compesation VAT IN of "Carrosserie"	Not Active	
		Text Field	Compensation VAT IN of "Accessories"	Not Active	
		Text Field	Total Compensation VAT IN of Product	Not Active	
		Text Field	Total Net Investment	Not Active	
		Text Field	Net Investment	Not Active	
		Text Field	Residual Value (% x unit price)	Not Active	
		Text Field	Residual Value	Not Active	
		Text Field	Lease Term	Not Active	
		Text Field	Monthly Operating Lease	Not Active	
		Text Field	VAT 10% (+)	Not Active	
		Text Field	Billing	Not Active	
		Text Field	Witholding Tax Art 23 (2%)	Not Active	
		Text Field	Net Payment	Not Active	
		Label	Income	Not Active	
		Text Field	Installment Income	Not Active	
		Label	Insurance Income	Not Active	
		Text Field	KTB Discount Direct To DSF	Not Active	
		Text Field	Total Lease Income	Not Active	
		Label	Cost	Not Active	
		Text Field	Product Price	Not Active	
		Text Field	Residual	Not Active	
		Text Field	Registration	Not Active	
		Text Field	Maintenance	Not Active	
		Text Field	Replacement	Not Active	
		Text Field	Insurance Cost	Not Active	
		Text Field	Mediator Fee	Not Active	
		Text Field	Mobilization	Not Active	
		Text Field	DeMobilization	Not Active	
		Text Field	Interest Cost	Not Active	
		Text Field	Term of Payment Cost	Not Active	
		Text Field	Interest Cost Before BAST	Not Active	
		Text Field	Total Lease Cost	Not Active	
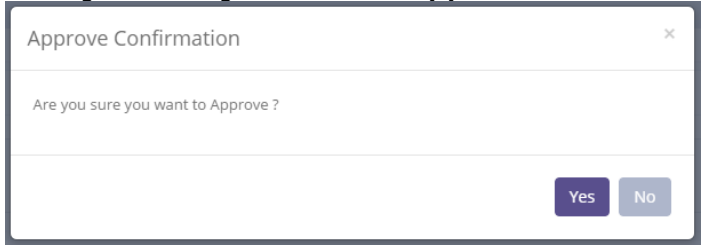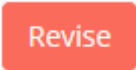
		Label	Total Profit	Not Active	
		Text Field	Income - Cost	Not Active	
		Label	Compensation VAT IN with VAT OUT	Not Active	
		Text Field	Vat In Unit	Not Active	
		Text Field	VAT In Carrosserie	Not Active	
		Text Field	VAT In Accessories	Not Active	
		Text Field	VAT In Maintenance	Not Active	
		Text Field	Total Compensation	Not Active	
		Text Field	Total Profit After Compensation	Not Active	
		Text Field	Landing Rate	Not Active	
		Text Field	Borrowing Rate	Not Active	
		Text Field	Spread Rate (without compensation vat in)	Not Active	
		Text Field	IRR (without compensation Vat In)	Not Active	
		Text Field	IRR (with compensation Vat In)	Not Active	
		Text Field	Payment Type	Not Active	
		Text Field	Payment Mode	Not Active	
		Text Field	Notes	Not Active	
		Text Field	Description	Not Active	
		Text Field	Customer Name	Not Active	
		Text Field	Price	Not Active	
		Text Field	RV	Not Active	
		Text Field	Net	Not Active	
		Text Field	Total O/S Net Investment for Price, RV, and Net	Not Active	
		Text Area	Remarks (Reject/ Revise)	Active	
		Button	Check	Active	
		Button	Approve	Active	
		Button	Reject	Active	
		Button	Revise	Active	
		Label	Revision History	Not Active	
		Label	User Name	Not Active	
		Label	Date	Not Active	
		Label	Status	Not Active	
2	Check SKD				

Input:
1. Click on the Check button

Constraint:
a. Check button will only enabled on Checker user screen (without Approve button). There are no Check button and Approve button enabled on one same screen
b. The button will only enabled for the user whom the approval hierarchy is below the approval limit from the lowest of the hierarchy
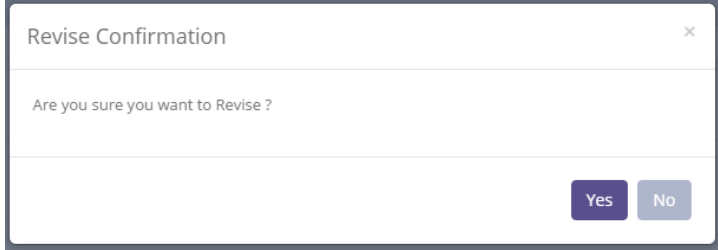
2. A pop up will appear and ask for confirmation of choice
   "Are you sure you want to Check ?"

3. Click on Yes

Process:
4. Update table Tb_MKT_SKD
   - IdTb_OPL_Status = Current status (get IdTb_OPL_Status from Tb_OPL_Status where StatusCode = "Check")
   - TaskId= New Guid
   - LastModifiedBy = Sys.CurrentUser
   - LastModifiedDate = Sys.CurrentDate

5. Insert into Tb_MKT_SKD_History
   - ProcessID = New Guid
   - OriginalID = IdTb_MKT_SKD
   - CreatedDate = Sys.CurrentDate
   - CreatedBy = Sys.CurrentUser
   - Action = "Check"

Output:
6. The List of SKD will show the last approval and next approval PIC
7. The List of SKD will show "Check" on Status column
8. The next Authorized Person's Check, Approve, Reject, and Revise buttons will be active
9. The button Check, Approve, Reject, and Revise will be disabled for the user who has done the Check

Altenative:
10. From step 2, click on Back button to go back to previous menu (List of SKD)
11. If the checker is not available to Check in within 3 days, the Check authority will move to next Authorized Person above. There will only need an Approve by the Authorized Person who is in the amount limit if all the checker is not available

3	Approve SKD	Input:

Input:
1. Click on the Approve button

Constraint:
a. Approve button will only enabled on approver user screen (without Check button). There are no Check button and Approve button enabled on one same screen
b. The button will only enabled for the user whom the amount limit has been reached and after all the Checker has checked the document
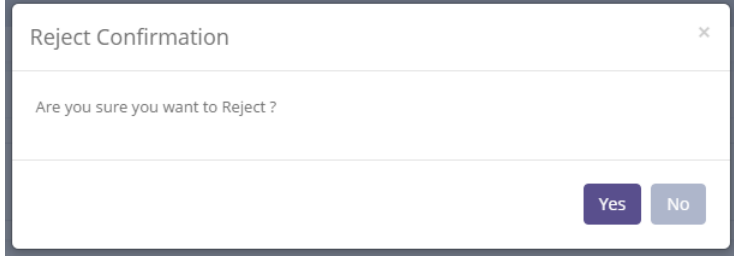
2. A pop up will appear and ask for confirmation of choice **"Are you sure you want to Approve ?"**

3. Click on Yes

Process:
4. Update table Tb_MKT_SKD
   - IdTb_OPL_Status = Current status (get IdTb_OPL_Status from Tb_OPL_Status where StatusCode = "Approve")
   - TaskId= New Guid
   - LastModifiedBy = Sys.CurrentUser
   - LastModifiedDate = Sys.CurrentDate

5. Create Tb_MKT_SKD_History
   - ProcessID = New Guid
   - OriginalID = IdTb_MKT_SKD
   - CreatedDate = Sys.CurrentDate
   - CreatedBy = Sys.CurrentUser
   - Action = "Approve"

Output:
6. The List of SKD will show the last approval and next approval PIC
7. The List of SKD will show Approve on Status column
8. The button Check, Approve, Reject, and Revise will be disabled for the user who has done the Approve

Altenative:
9. From step 2, click on Back button to go back to previous menu (List of SKD)
10. If the approver is not available to Approve in within 3 days, the Approve authority will move to next Authorized Person above. The move will be limited only until Director Role and won't move up anymore

4	Revise SKD	Input: 1. Input the Remarks (Reject/ Revise) 2. Click on the Revise button Constraint: a. Revise button will only enabled on checker or approver user screen (without Check button). b. Every field inputted cannot exceed maximum length defined in database system c. The button will be enabled for the user from the lowest hierarchy and the higher authority will be enabled also if the lower hierarchy has done Check or Revise 3. A pop up will appear and ask for confirmation of choice **"Are you sure you want to Revise ?"**

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4. Click on Yes

Process:
5. Update table Tb_MKT_SKD
   - IdTb_OPL_Status = Current status (get IdTb_OPL_Status from Tb_OPL_Status where StatusCode = "Revise")
   - TaskId= New Guid
   - Notes = Remarks (Revise / Reject)
   - LastModifiedBy = current user
   - LastModifiedDate = current date (DateTime.Now)
6. Create Tb_MKT_SKD_History
   - ProcessID = New Guid
   - OriginalID = IdTb_MKT_SKD
   - CreatedDate = Sys.CurrentDate
   - CreatedBy = Sys.CurrentUser
   - Action = "Revise"

Output:
7. The List of SKD will show the next approval PIC (back to the lowest)
8. The List of SKD will show "Revise" on Status column
9. The button Check, Approve, Reject, and Revise will be disabled until the document status changed into Submit

Altenative:
10. From step 1, click on Back button to go back to previous menu (List of SKD)

5	Reject SKD	Input:
		1. Click on the reject button
		
		Reject
		
		2. Input the Remarks (Reject/ Revise)
		Constraint:
		  a. Every field inputted cannot exceed maximum length defined in database system
		  b. Reject button will only enabled on approver user screen (without Check button). There are no Check button and Reject button enabled on one same screen
		
		3. A pop up will appear and ask for confirmation of choice
		"Are you sure you want to Reject?"

4. Click on Yes

Process:
5. Update table Tb_MKT_SKD
   - IdTb_OPL_Status = Current status (get IdTb_OPL_Status from Tb_OPL_Status where StatusCode = "Reject")
   - TaskId= New Guid
   - Notes = Remarks (Revise / Reject)
   - LastModifiedBy = Sys.CurrentUser
   - LastModifiedDate = Sys.CurrentDate

6. Create Tb_MKT_SKD_History
   - ProcessID = New Guid
   - OriginalID = IdTb_MKT_SKD
   - CreatedDate = Sys.CurrentDate
   - CreatedBy = Sys.CurrentUser
   - Action = "Reject"

7. All the Approval button like Check, Approve, Revise, and Reject will be inactive on all user for the related SKD

Output:
8. The List of SKD will show the last approval PIC
9. The List of SKD will show "Reject" on Status column
10. The button Check, Approve, Reject, and Revise will be disabled for the related SKD

Altenative:
11. From step 1, click on Back button to go back to previous menu (List of SKD)

6	System error message	Process: 1. Any errors outside of application validation or that which cannot be handled by application such as errors when communicating with database, bugs, overloop, etc will generate an error message "**We are Sorry!** Something happen with your application. Please contact your Administrator, thank you." 2. A log history will be generated for any error outside of application validation (same as Phase 1). This log record can be used for IT investigation should any cases appear in the system Output: 3. A page with system error message will appear

3.8 Data Structure

Refer to FC.C.1 System Setting (3.8 Data Structure)

3.9 Screen Item List

N/A

3.10 Entity Relationship Diagram

Refer to FC.C.1 System Setting (3.8 Data Structure)