

# ***OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT PROJECT FOR***



## ***To Be Design Document***

**Revision 1.0**

**Prepared by PT. Berlian Sistem Informasi**



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

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## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

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# OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

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## 1 Introduction

### 1.1 Purpose of Document

To-Be Design Document is defined as a one of deliverable document during the study and design of the business process of new system of Operating Lease for Dipo Star Finance, PT (DSF). This document is also a confirmation tool for both Berlian Sistem Informasi, PT (BSI) and Dipo Star Finance, PT (DSF) regarding the blueprint of the to-be develops system / module.

The document will simplify future business process of target project scope (based on global business flow that already defined on the Requirement Assessment phase) that covers explanation of linked the system and business process, such as activity details, input and output, and actor/ performer of the processes.

Once the document is signed by authorized persons, the the content of this document will be mutual consensus of both parties and thus is legally binding. Any change requests after sign – off this document should follow standard procedure defined by Project Management Plan.

### 1.2 Target Reader

The Target reader of this document are Project Manager, Project Director, and Project Team Member.

### 1.3 Process flow Notation standards

Throughout the document certain standards related to flow diagram has been adhered to. The following template describes the details of each symbol used in the process flow diagram. Author may choose one of the following process flow tables format which suit most to the process flow (please see on the next page).

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

[Project Name]	Process ID	Process Description	Version	Last Modified
	X.X.X	[Process Name]	[0.0]	[dd-mm-yyyy]
Job Roles	Process Flow			Remarks
<div>Person in Charge / Dept.</div>				

## 2 System Design View

### 2.1 General Description

This system is build to support operating lease business of Dipo Star Finance, PT (DSF). As for the background of this project, this system will be simple tool and is expected to manage the units (contract), and shall manage contract expiration in the near future. And we develop this document based on user requirement that already defined on the Requirement Assessment Phase.

The main features of this application are to manage of basic information of customer, supplier and vehicle also to manage data transaction such as calculation of operating lease, calculation of refinance, maintenance service record inquiry, and billing and payment status inquiry.

### 2.2 Process Organization

There are 4 domains of business processes that determined of Operating Lease Support System (OLSS). Below is the figure that high level process organization of the system.

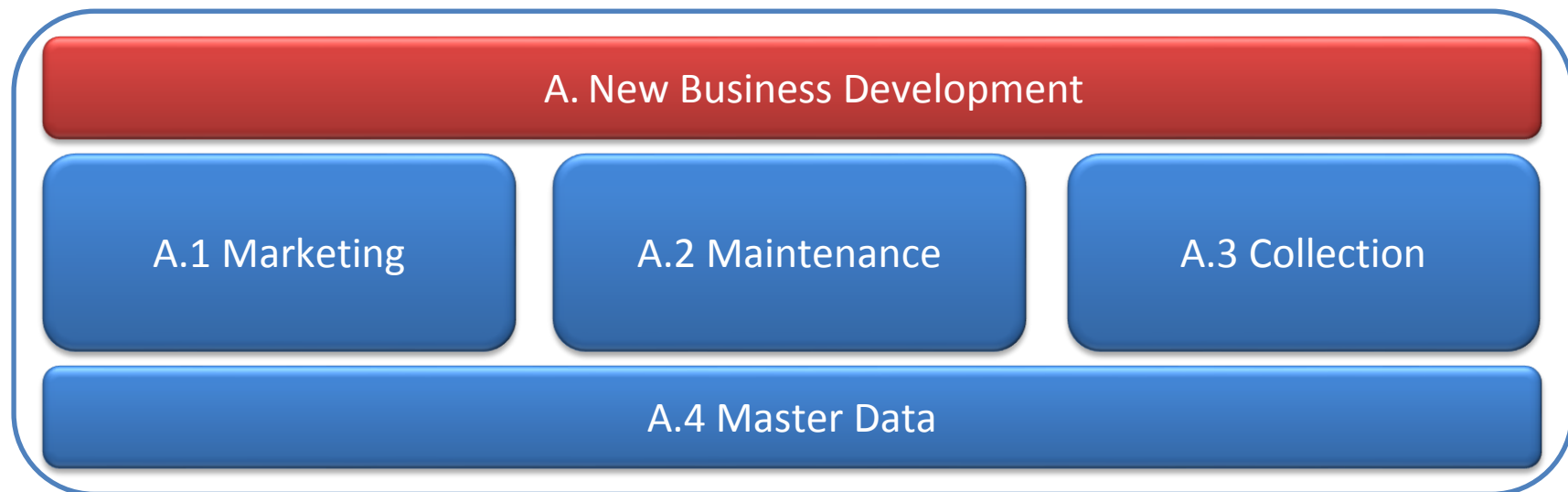


Figure 1 – High Level Process Organization of Operating Lease Support System

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

Based on the domain of process, it can be simplified into some processes and activities that required in the system. Below is the figure that describes the process organization of the system.

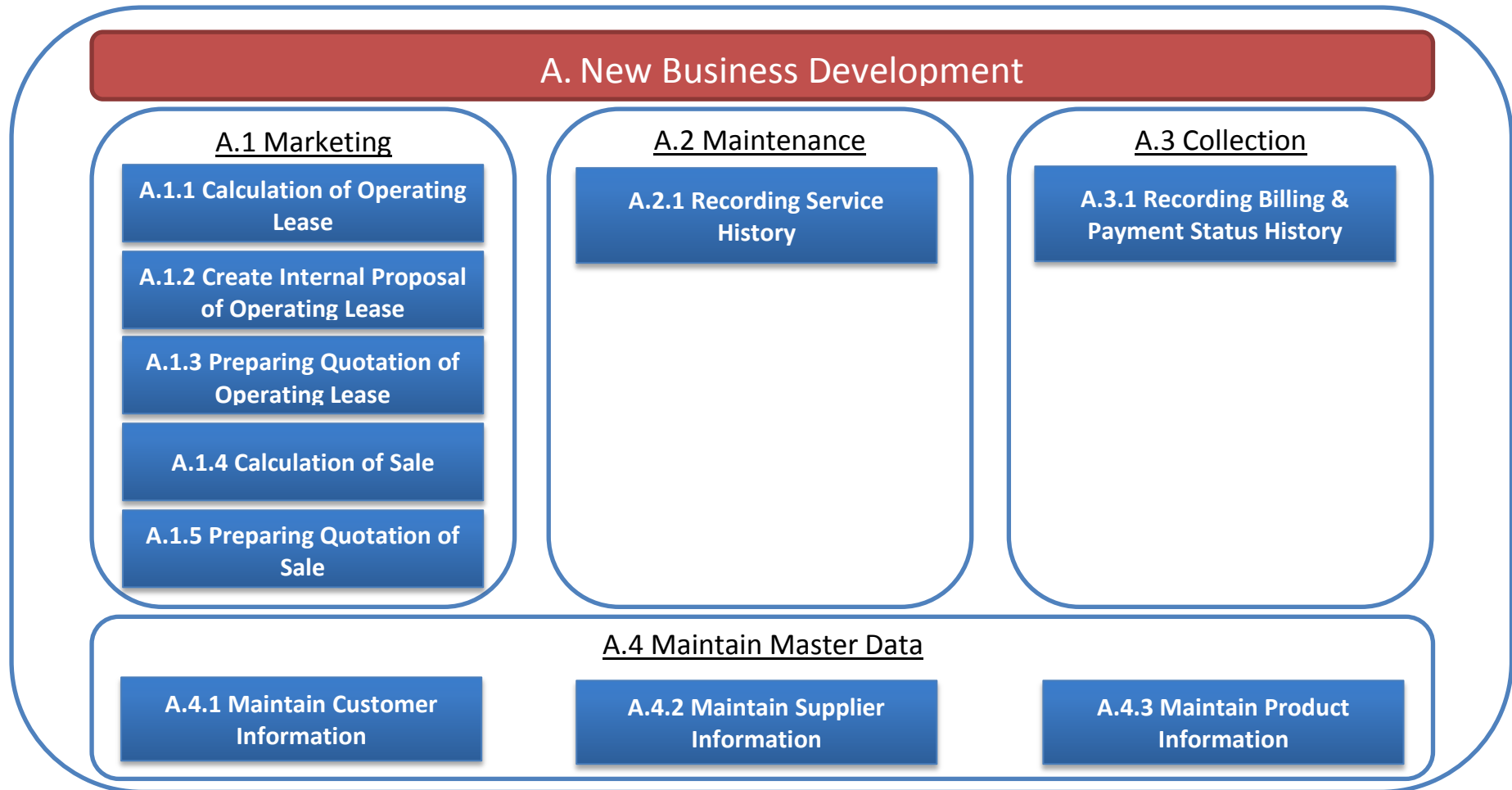


Figure 2 – Process Organization of Operating Lease Support System (Lv. 2~4 view)



### **2.3 Process Descriptions**

Based on point 2.2 Process Organization, we call the each of domains as module of the system, which will be explained in below.

#### **2.3.1 A.1 Marketing**

In this module will cover the process of calculation for operating leases and refinancing, including quotation. In this process, it is necessary to coordinate with other people to provide some kind of data input (such of maintenance cost, insurance cost, etc.). Manual work is required to get internal approval from management, related of calculation.

#### **2.3.2 A.2 Maintenance**

Maintenance module is determined to maintain the records of service history. The activity in this process is only data recording by daily basis. Then if the records already done to be inputted, user can find and check necessary information of the data anytime.

#### **2.3.3 A.3 Collection**

Collection module is determined to maintain the records of billing and payment History. In this process, still needs manual input for recording of data by daily basis.

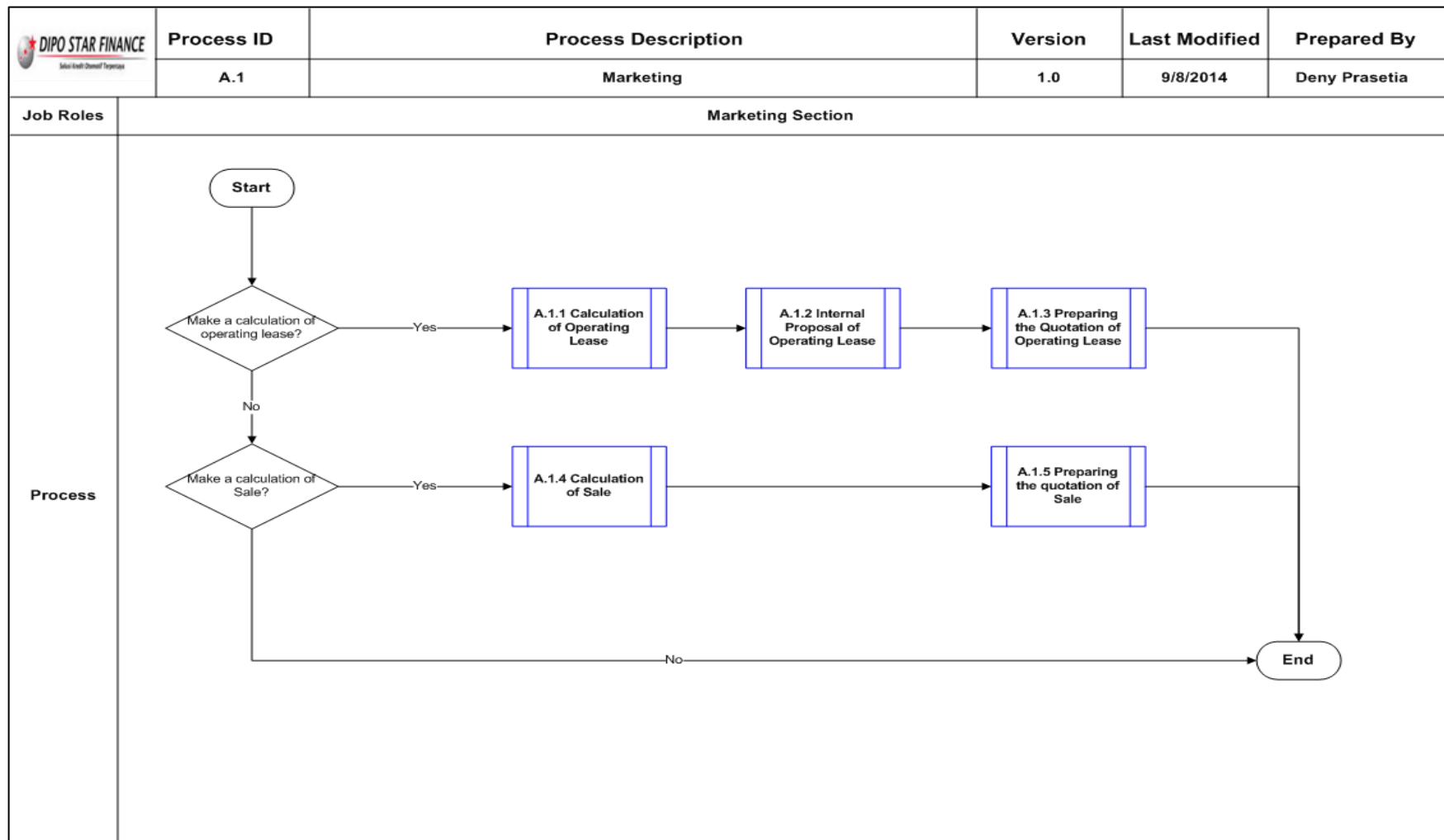
#### **2.3.4 A.4 Maintain master data**

Master data module is determined to manage information of supplier, customer, and product (such as vehicle, forklift, and heavy equipment). In this module it needs to carry out different activities in order to maintain such kind of data records. This module is usually data recording activities whereby a manual input is required, then if the records already done to inputted, user can find and check necessary information of the data anytime.

# OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

## 3 Process Flow

### 3.1 A.1 Marketing



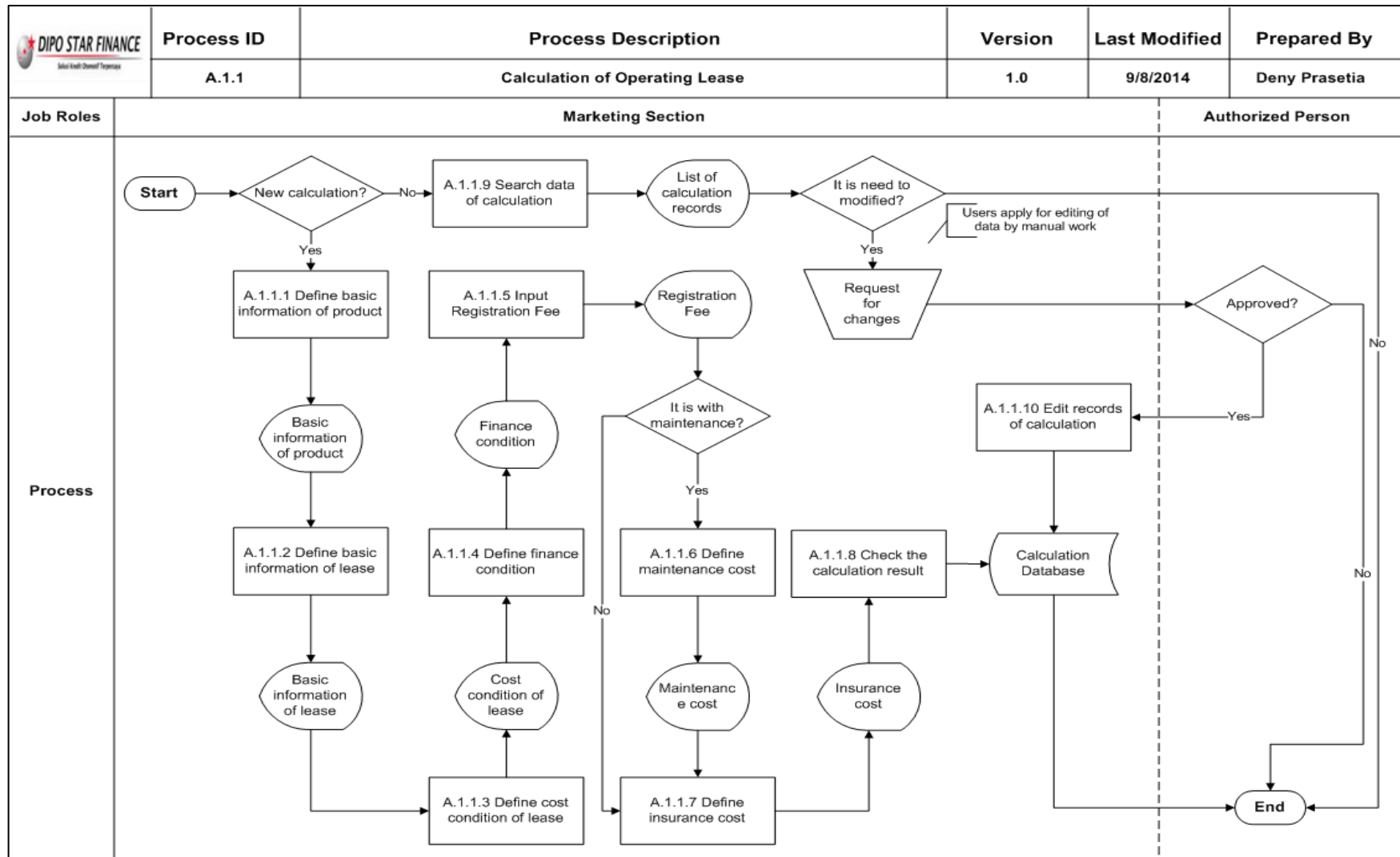
## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.1.1	Calculation of operating lease	Anytime	<ul style="list-style-type: none"> <li>Allows user to define calculation parameter and input data for calculation.</li> <li>Able to calculate operating lease price automatically based on inputted data.</li> </ul>	Marketing Section
A.1.2	Internal proposal of operating lease	Anytime	<ul style="list-style-type: none"> <li>Allows user to create internal proposal based on calculation of operating lease.</li> <li>Able to search a data of proposal calculation result</li> <li>Able to preview the internal proposal result before printed.</li> <li>Able to save the internal proposal as softcopy file within *.pdf.</li> </ul>	Marketing Section
A.1.3	Preparing the quotation of operating lease	Anytime	<ul style="list-style-type: none"> <li>Able to search a data of proposal calculation result to issue the quotation.</li> <li>Able to preview the quotation result before printing the quotation.</li> <li>Able to save the quotation as softcopy file within *.pdf.</li> </ul>	Marketing Section
A.1.4	Calculation of sale	Anytime	<ul style="list-style-type: none"> <li>Allows user to define and input data for calculation.</li> <li>Able to calculate operating lease price automatically based on inputted data.</li> </ul>	Marketing Section
A.1.5	Preparing the quotation of operating lease	Anytime	<ul style="list-style-type: none"> <li>Able to search a data of proposal calculation result to issue the quotation.</li> <li>Able to preview the quotation result before printing the quotation.</li> <li>Able to save the quotation as softcopy file within *.pdf.</li> </ul>	Marketing Section

# OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

## 3.1.1 A.1.1 Calculation of Operating Lease



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.1.1.1	Define basic information of product	Anytime; when determine proposal calculation	<p>To input basic information of product.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Input automatically by searching the name of product or model to fill of some input fields.</li> <li>If input fields already filled by searching data, inputted data can still be changed by user at the same time.</li> </ul>	Marketing Section
A.1.1.2	Define basic information of lease	Anytime	<p>To input some kinds of data of basic information of lease.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Input manually one by one to each of fields.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Mandatory data should be inputted in to the system.</li> </ul>	Marketing Section
A.1.1.3	Define cost condition of lease	Anytime	<p>To input some kinds of data of cost condition of lease.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Input manually one by one to each of fields.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Mandatory data should be inputted into the system.</li> </ul>	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.1.1.4	Define finance condition	Anytime	<p>To input some kinds of data of finance condition of lease.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Input manually one by one to each of fields. But, for <i>[Borrowing Rate Flat]</i>, <i>[Prime Rate Effective]</i>, <i>[Prime Rate Flat]</i> and <i>[Spread Flat]</i> it can be calculated automatically after define <i>[Borrowing Rate Effective]</i> and <i>[Spread Effective]</i>.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Mandatory data should be inputted in to the system.</li> </ul>	Marketing Section
A.1.1.5	Input registration fee	Anytime	<p>To input some kinds of data of registration fee.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Data will be Input manually one by one to each of fields.</li> <li>Able to calculate of total cost amount.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Mandatory data should be inputted into the system.</li> </ul>	Marketing Section
A.1.1.6	Define maintenance cost condition	Anytime	<p>To input some kinds of data of maintenance cost condition of lease.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>The basic information of maintenance is already filled at the first time, so the data will be displayed automatically.</li> <li>For maintenance cost will be Input manually one by one to each of fields.</li> <li>Able to calculate total cost amount.</li> </ul>	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
			<ul style="list-style-type: none"> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Mandatory data should be inputted into the system.</li> </ul>	
A.1.1.7	Define insurance cost	Anytime	<p>To input some kinds of data of insurance cost of lease.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Input manually one by one to each of fields.</li> <li>Able to calculate of total cost amount.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Mandatory data should be inputted into the system.</li> </ul>	Marketing Section
A.1.1.8	Check the calculation result	Anytime	<ul style="list-style-type: none"> <li>To input some kinds of data of basic information of lease fee.</li> <li>To simulate the calculation and review the result.</li> <li>To input some kinds of additional information of operating lease.</li> </ul> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Basic information of lease fee will be input manually one by one to each of fields.</li> <li>Able to simulate the calculation by adjusting monthly installment setting.</li> <li>Additional information of operating lease will be input manually.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Mandatory data should be inputted into the system.</li> </ul>	Marketing Section

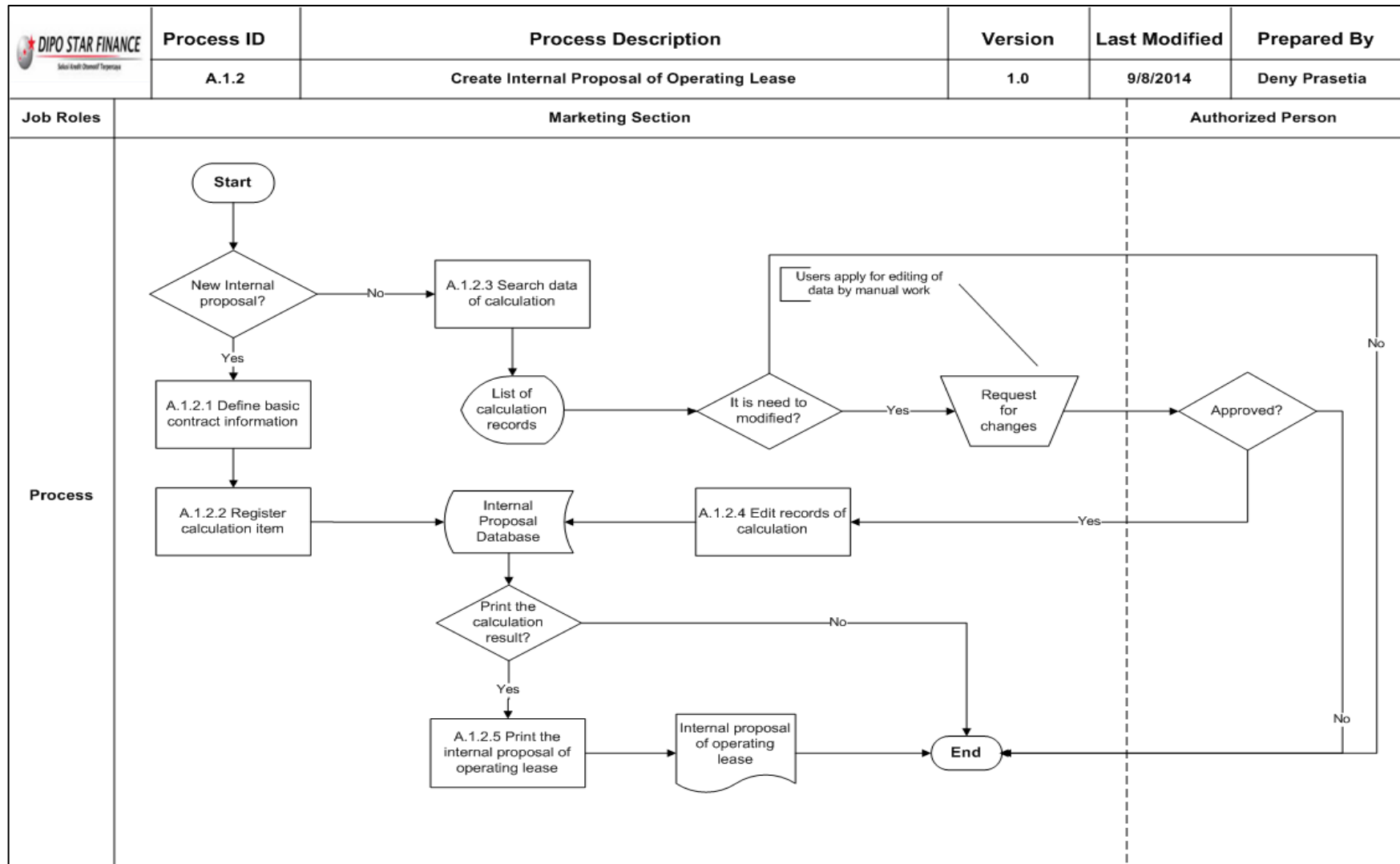
## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
			<ul style="list-style-type: none"> <li>The calculation result is calculated automatically.</li> <li>The calculation can be saved as a draft.</li> <li>If data already submit, data cannot be updated directly.</li> <li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li> </ul>	
A.1.1.9	Search data of calculation	Anytime	<p>To find a data records of calculations.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Searching by using keywords.</li> <li>If data found data will be displayed on screen. If data not found, screen is blanks.</li> </ul>	Marketing Section
A.1.1.10	Edit records data of calculations	Anytime	<p>To update necessary information related of internal proposal calculations.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Mandatory data should be inputted in to the system.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>Only data with status draft that can be updated.</li> <li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li> </ul>	Marketing Section



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 3.1.2 A.1.2 Create Internal Proposal of Operating Lease



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

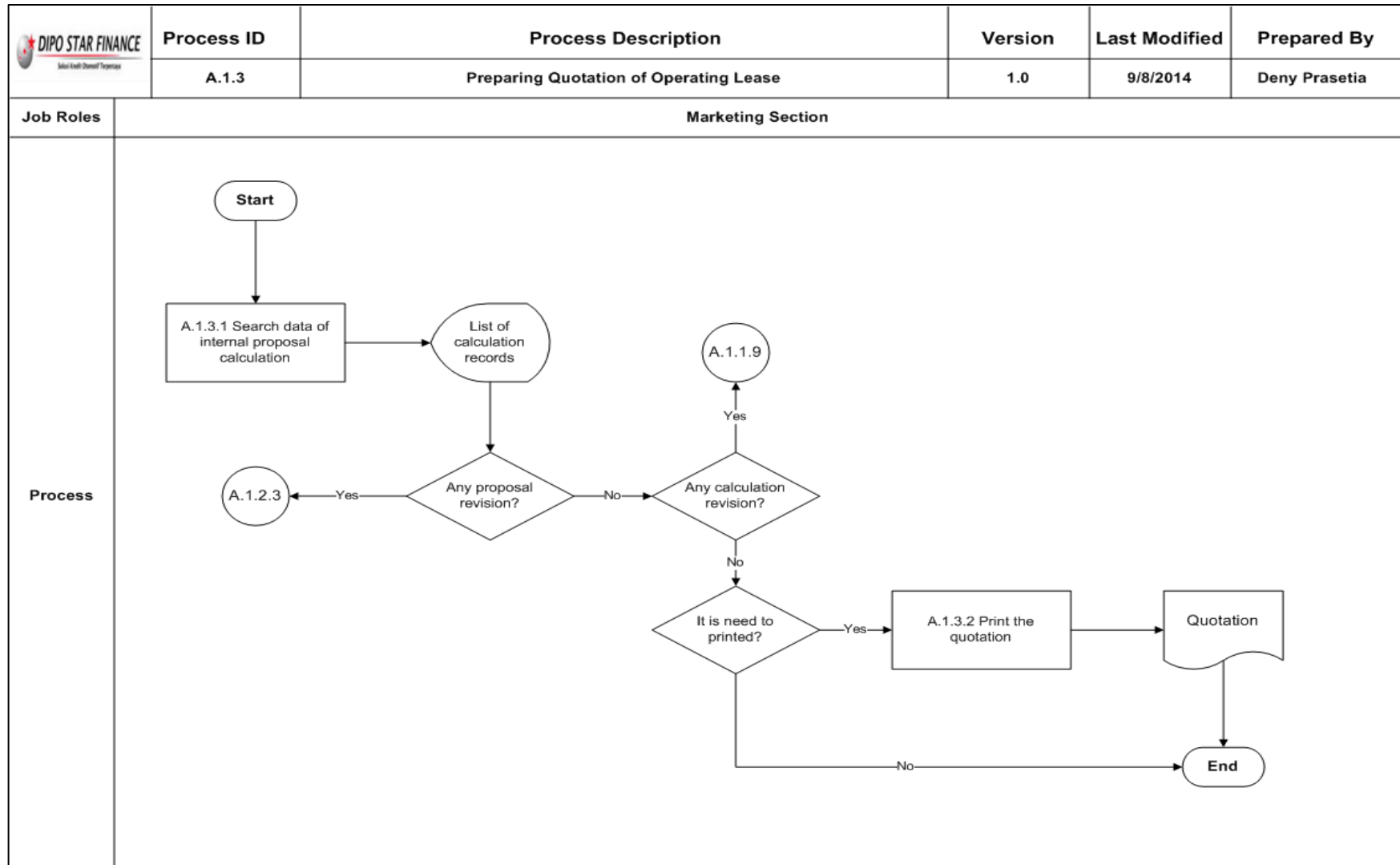
#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.1.2.1	Define basic contract information	Anytime	<p>To input some kinds of data of basic contract information.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"><li>Input manually one by one to each of fields.</li><li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li><li>Mandatory data should be inputted in to the system.</li></ul>	Marketing Section
A.1.2.2	Register calculation item	Anytime	<p>To register or adding the item result of calculation for defining the contract.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"><li>Selecting the item by manually on the displayed screen; the result of calculation can be search by using keywords.</li><li>Input manually one by one to each of fields.</li><li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li><li>Mandatory data should be inputted in to the system.</li><li>If data already submit, data cannot be updated directly.</li><li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li></ul>	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.1.2.3	Search data of calculation	Anytime	<p>To find a data records of calculations.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Searching by using keywords.</li> </ul>	Marketing Section
A.1.2.4	Edit records data of calculations	Anytime	<p>To update necessary information related of internal proposal calculations.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Mandatory data should be inputted in to the system.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>Only data with status draft that can be updated.</li> <li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li> </ul>	Marketing Section
A.1.2.5	Print the internal proposal calculation of operating lease	Anytime	<ul style="list-style-type: none"> <li>To preview the internal proposal calculation result before printing the the proposal calculation.</li> <li>Able to save the quotation as softcopy file within *.pdf.</li> </ul> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>If the result calculation is not done, the report result will be blanks.</li> </ul>	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 3.1.3 A.1.3 Preparing Quotation of Operating Lease



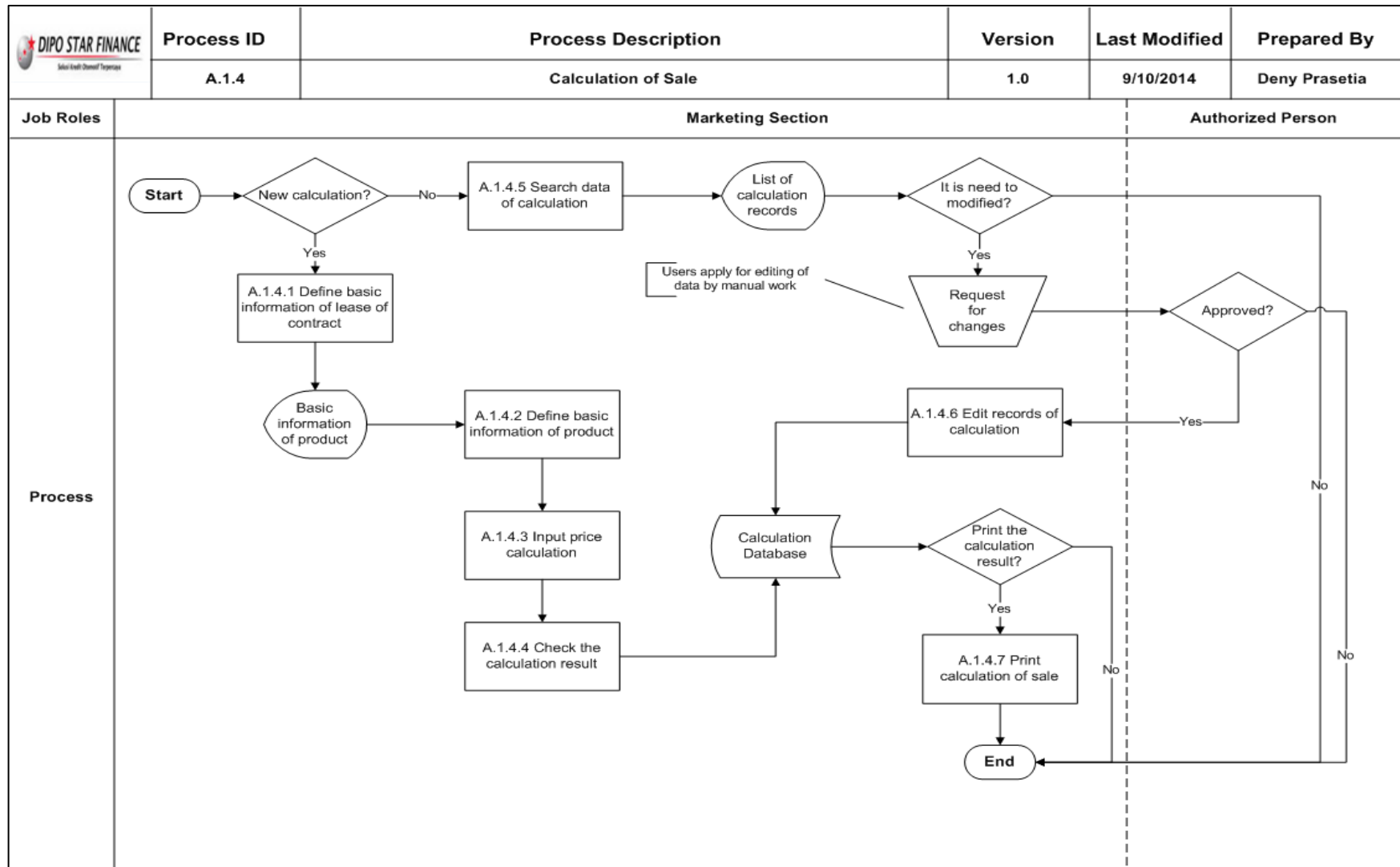
## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.1.3.1	Search data of internal proposal calculations	Anytime	<p>To find a data records of calculations.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Searching by using keywords.</li> <li>If data found data will be displayed on screen. If data not found, screen is blanks.</li> </ul>	Marketing Section
A.1.3.2	Print the quotation	Anytime	<ul style="list-style-type: none"> <li>To preview the quotation result before printing the quotation.</li> <li>Able to save the quotation as softcopy file within *.pdf.</li> <li>Able to print the quotation.</li> </ul> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>If the result calculation is not done, the report result will be blanks.</li> </ul>	Marketing Section
A.1.1.9	Continued to other sub process on A.1.1 Calculation of Operating Lease	Anytime	To update changes content of calculation of operating lease.	Marketing Section
A.1.2.3	Continued to other sub process on A.1.2 Create Internal Proposal of Operating Lease	Anytime	To update changes content of proposal of operating lease.	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 3.1.4 A.1.4 Calculation of Sale



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.1.4.1	Define basic information of lease of contract	Anytime	<p>To input some kinds of data of basic information of lease of contract.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Input manually one by one to each of fields.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Mandatory data should be inputted in to the system.</li> </ul>	Marketing Section
A.1.4.2	Define basic information of product	Anytime	<p>To input basic information of product.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Input automatically by searching the name of product or model to fill of some input fields.</li> <li>If input fields already filled by searching data, inputted data can still be changed by user at the same time.</li> </ul>	Marketing Section
A.1.4.3	Input price calculation	Anytime	<ul style="list-style-type: none"> <li>To input some kinds of price component of sale.</li> </ul> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Price component will be input manually one by one to each of fields.</li> <li>Able to simulate the calculation by adjusting monthly installment setting.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Mandatory data should be inputted into the system.</li> </ul>	

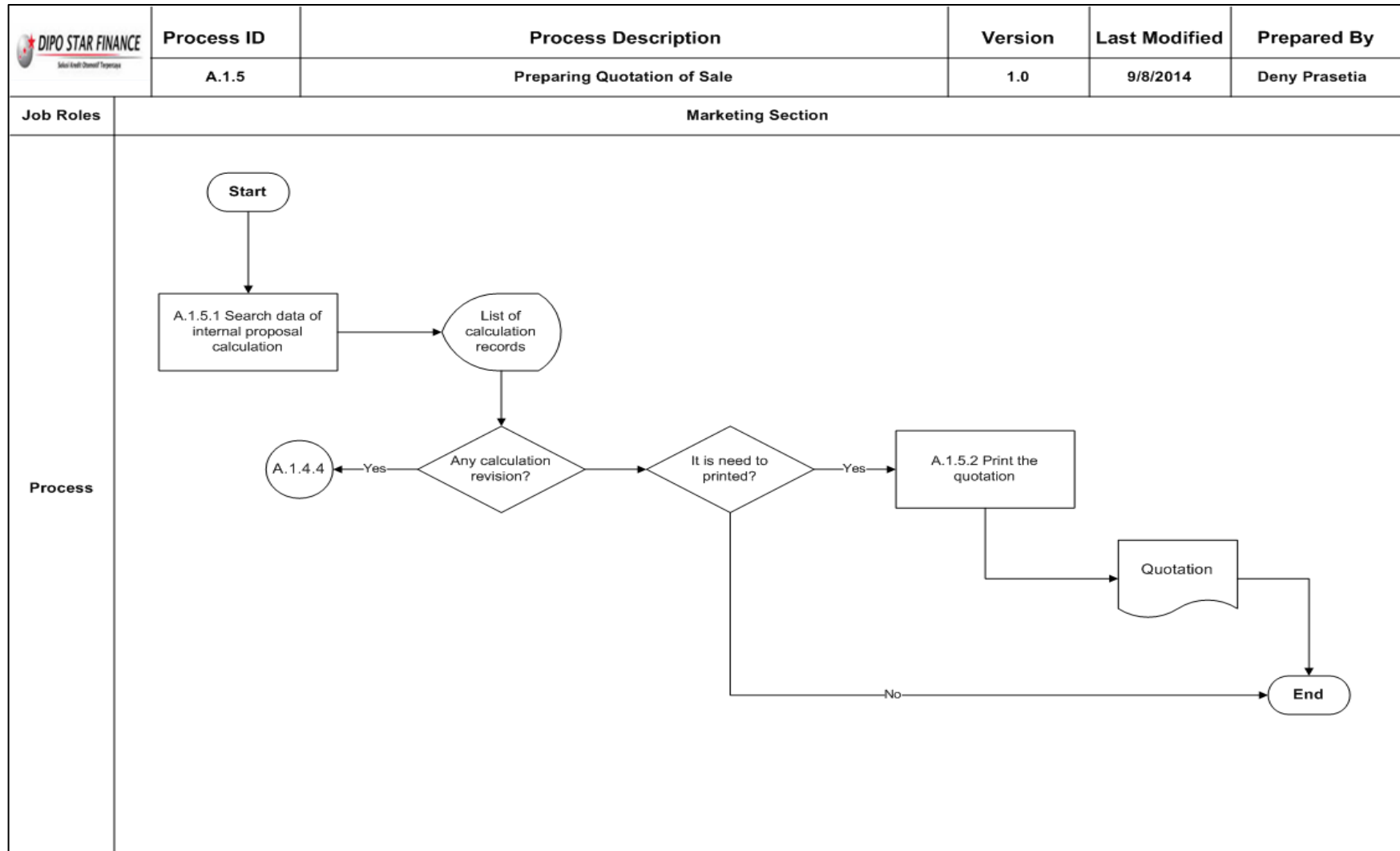
## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.1.4.3	Check the calculation result	Anytime	<ul style="list-style-type: none"> <li>To simulate the calculation and review the result.</li> </ul> <u>Business rules:</u> <ul style="list-style-type: none"> <li>The calculation result is calculated automatically.</li> <li>The calculation can be saved as a draft.</li> <li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li> </ul>	Marketing Section
A.1.4.4	Search data of calculation	Anytime	To find a data records of calculations. <u>Business rules:</u> <ul style="list-style-type: none"> <li>Searching by using keywords.</li> </ul>	Marketing Section
A.1.4.5	Edit records data of calculations	Anytime	To update necessary information related of internal proposal calculations. <u>Business rules:</u> <ul style="list-style-type: none"> <li>Mandatory data should be inputted in to the system.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>Only data with status draft that can be updated.</li> <li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li> </ul>	Marketing Section
A.1.4.6	Print proposal calculation of sale	Anytime	<ul style="list-style-type: none"> <li>To preview the internal proposal calculation result before printing the the proposal calculation.</li> <li>Able to save the quotation as softcopy file within *.pdf.</li> </ul> <u>Business rules:</u> <ul style="list-style-type: none"> <li>If the result calculation is not done, the report result will be blanks.</li> </ul>	Marketing Section



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 3.1.5 A.1.5 Preparing Quotation of Sale



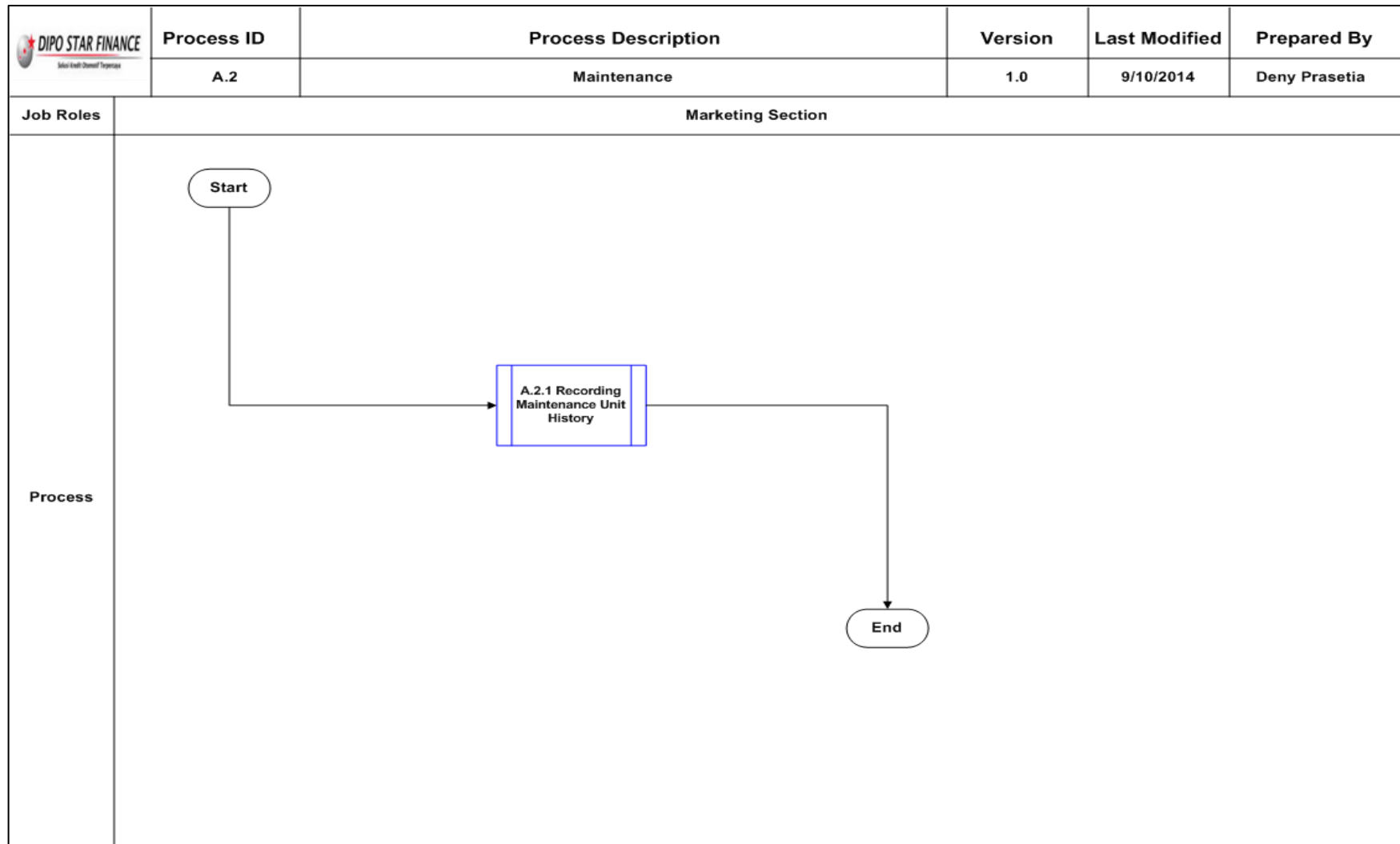
## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.1.5.1	Search data of internal proposal calculations	Anytime	<p>To find a data records of calculations.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"><li>Searching by using keywords.</li><li>If data found data will be displayed on screen. If data not found, screen is blanks.</li></ul>	Marketing Section
A.1.5.2	Print the quotation	Anytime	<ul style="list-style-type: none"><li>To preview the quotation result before printing the quotation.</li><li>Able to save the quotation as softcopy file within *.pdf.</li><li>Able to print the quotation.</li></ul> <p><u>Business rules:</u></p> <ul style="list-style-type: none"><li>If the result calculation is not done, the report result will be blanks.</li></ul>	Marketing Section
A.1.4.4	Continued to other sub process on A.1.4 Calculation of sale	Anytime	<ul style="list-style-type: none"><li>To update changes content of calculation of sale.</li></ul>	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 3.2 A.2 Maintenance



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

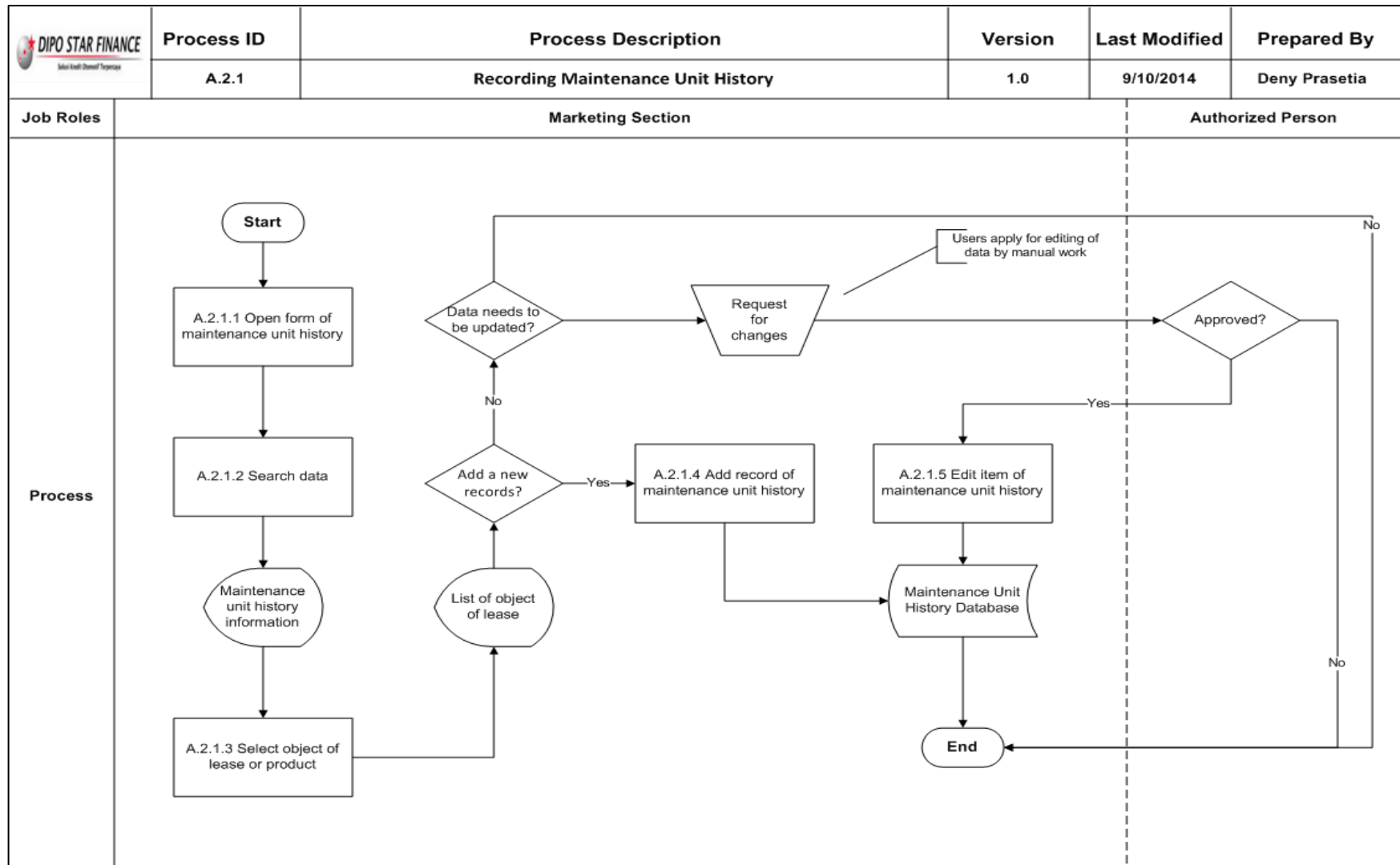
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- **Process description**

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.2.1	Recording Service History	Anytime	<ul style="list-style-type: none"><li>• Able to search a data of service history information based on contract number and customer name.</li><li>• Able to add new records of service history data.</li><li>• Able to edit an existing data of service history records.</li></ul>	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 3.2.1 A.2.1 Recording Maintenance Unit History



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

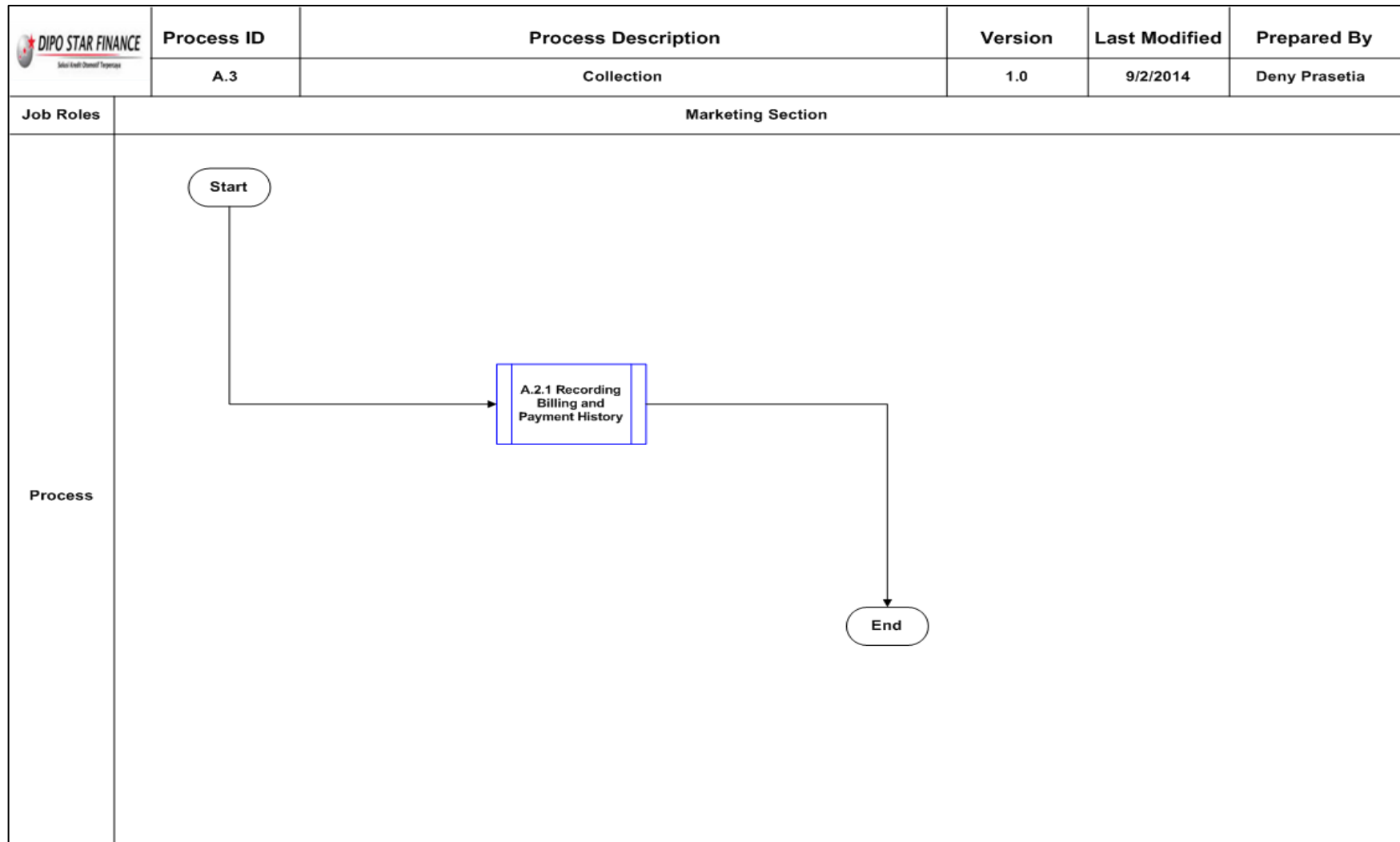
#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.2.1.1	Open form of service history	Anytime	Getting access to form of service history. <u>Business rules:</u> <ul style="list-style-type: none"> <li>Upon form it's opened, fields will be blanks.</li> </ul>	Maintenance Section
A.2.1.2	Search data	Anytime	To find a data records of service history. <u>Business rules:</u> <ul style="list-style-type: none"> <li>Searching by using keywords.</li> <li>If data found data will be displayed on screen. If data not found, screen is blanks.</li> </ul>	
A.2.1.3	Select object of lease or product	Anytime	Selecting item of object of lease or product on the list. <u>Business rules:</u> <ul style="list-style-type: none"> <li>If the item record is picked, the records or checkbox will be selected; and after the data of service history will be displayed on the bottom list.</li> </ul>	
A.2.1.4	Add item of service records	Anytime	To add a new records of service history. <u>Business rules:</u> <ul style="list-style-type: none"> <li>To add the records, input form should be opened first within event clicked using the system. And upon the input form is opened, the several information will be display on the screen and there is blanks fields need to be inputted.</li> </ul>	

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
			<ul style="list-style-type: none"> <li>Mandatory data should be inputted into the system.</li> <li>Data should be validated based on data type (text, number, numeric, currency, date, time, and yes/ no)</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>The records can be saving as a draft.</li> <li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li> </ul>	
A.2.1.5	Edit main implementation item and amount	Anytime	<p>Input the item of service history that will be updated.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>To edit the records, input form should be opened first within event clicked using the system. And upon the input form is opened, the fields will be blanks.</li> <li>Mandatory data should be inputted into the system.</li> <li>Data should be validated based on data type (text, number, numeric, currency, date, time, and yes/ no)</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>Only data with status draft can be updated.</li> <li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li> </ul>	

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 3.3 A.3 Collection





## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

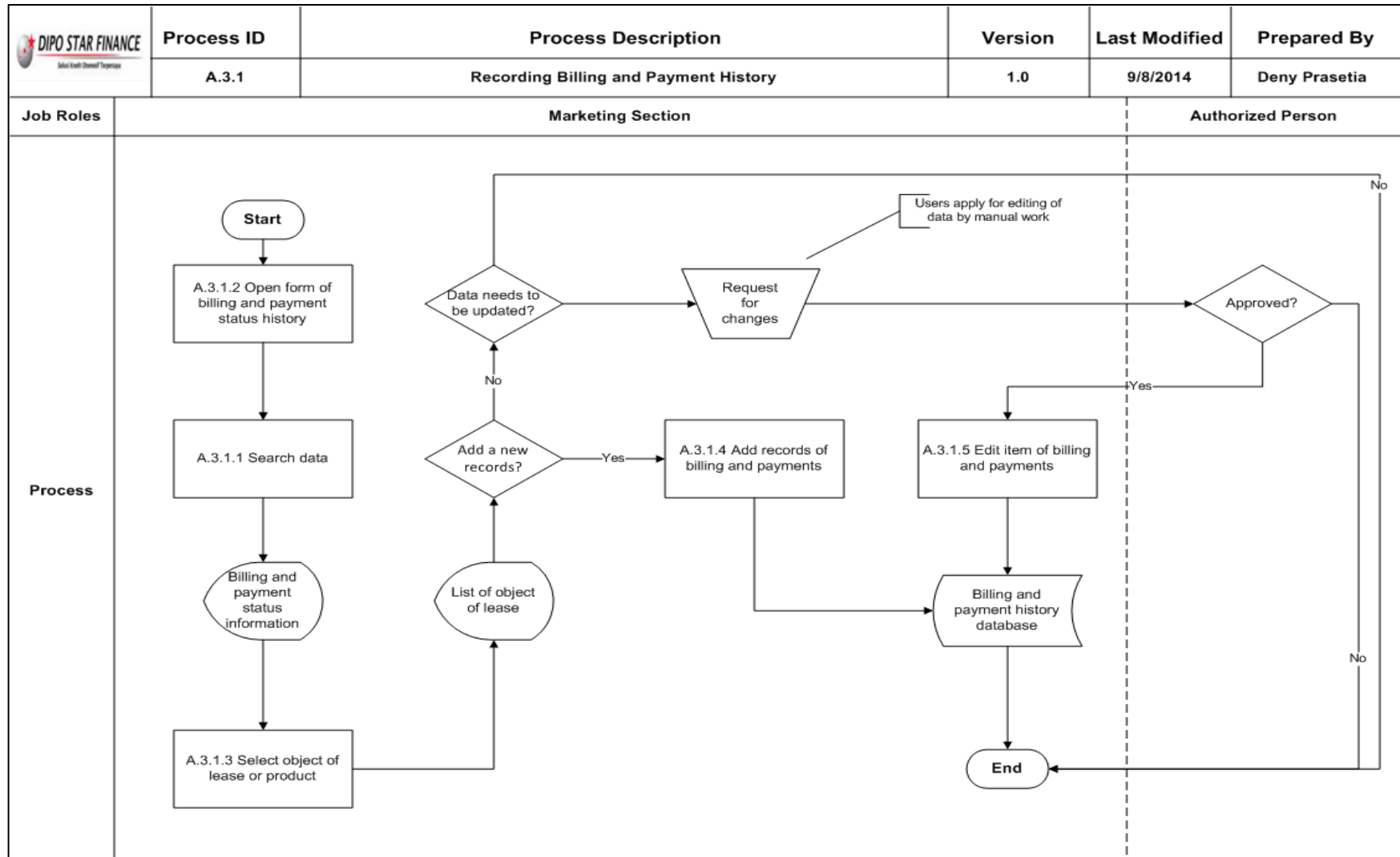
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- **Process description**

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.3.1	Recording Billing and Payment History	Anytime	<ul style="list-style-type: none"><li>• Able to search a data of billing and payment information based on contract number and customer name.</li><li>• Able to add new records of billing and payment history data.</li><li>• Able to edit an existing data of billing and payment history records.</li></ul>	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 3.3.1 A.3.1 Recording Billing and Payment History



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

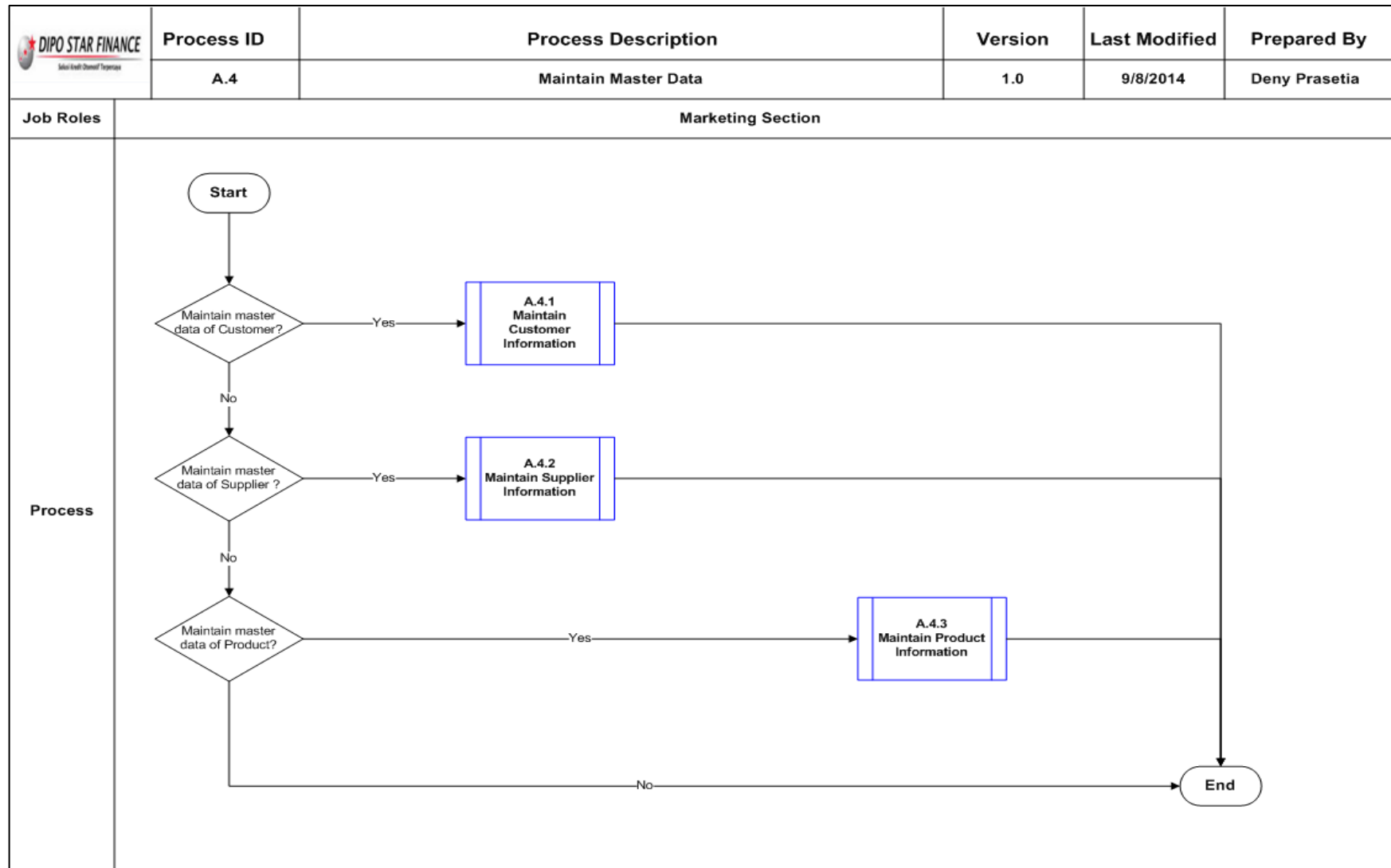
#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.3.1.1	Open form of billing and payment history	Anytime	Getting access to form of billing and payment history. <u>Business rules:</u> <ul style="list-style-type: none"> <li>Upon form it's opened, fields will be blanks.</li> </ul>	Maintenance Section
A.3.1.2	Search data	Anytime	To find a data records of billing and payment history. <u>Business rules:</u> <ul style="list-style-type: none"> <li>Searching by using keywords.</li> <li>If data found data will be displayed on screen. If data not found, screen is blanks.</li> </ul>	
A.3.1.3	Select object of lease or product	Anytime	Selecting item of object of lease or product on the list. <u>Business rules:</u> <ul style="list-style-type: none"> <li>If the item record is picked, the records or checkbox will be selected; and after the data of service history will be displayed on the bottom list.</li> </ul>	
A.3.1.4	Add records of billing and payment history	Anytime	To add a new records of service history. <u>Business rules:</u> <ul style="list-style-type: none"> <li>To add the records, input form should be opened first within event clicked using the system. And upon the input form is opened, the several information will be display on the screen and there is blanks fields need to be inputted.</li> <li>Mandatory data should be inputted into the system.</li> <li>Data should be validated based on data type (text, number, numeric,</li> </ul>	

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
			<p>currency, date, time, and yes/ no)</p> <ul style="list-style-type: none"> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>At the first time inputting data, data can be saving as a draft.</li> <li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li> </ul>	
A.3.1.5	Edit item of billing and payment history	Anytime	<p>Selecting the item of billing and payment history that will be updated.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>To update the records, input form should be opened first within event clicked using the system. And upon the input form is opened, the data will be display on the screen.</li> <li>Mandatory data should be inputted into the system.</li> <li>Data should be validated based on data type (text, number, numeric, currency, date, time, and yes/ no)</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>If data already submit, data cannot be updated.</li> <li>If data already submit, data cannot be updated directly.</li> <li>If data already submit, and data should be updated, user can request for changes by manual work and after that data can be updated by user.</li> </ul>	

# OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

## 3.4 A.4 Maintain Master Data



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

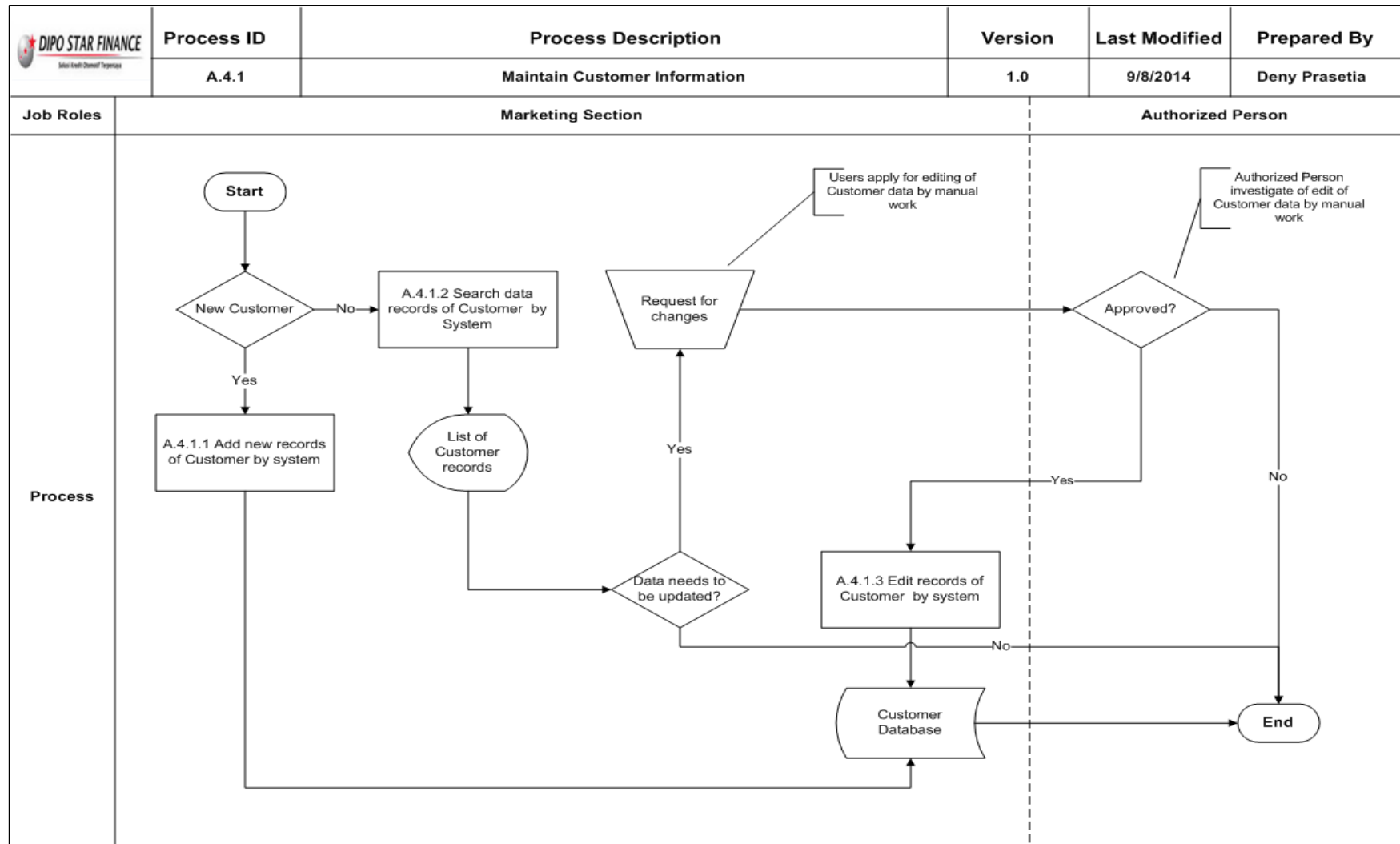
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- **Process description**

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.4.1	Manage customer information	Anytime	<ul style="list-style-type: none"><li>• Able to search a data of customer using keywords by system.</li><li>• Able to add new records of customer data.</li><li>• Able to edit an existing data of customer.</li></ul>	Marketing Section
A.4.2	Maintain supplier information	Anytime	<ul style="list-style-type: none"><li>• Able to search a data of supplier using keywords by system.</li><li>• Able to add new records of supplier data.</li><li>• Able to edit an existing data of supplier.</li></ul>	Marketing Section
A.4.3	Manage product information	Anytime	<ul style="list-style-type: none"><li>• Able to search a data of product using keywords by system.</li><li>• Able to add new records of product data.</li><li>• Able to edit an existing data of product.</li></ul>	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 3.4.1 A.4.1 Maintain Customer Information



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

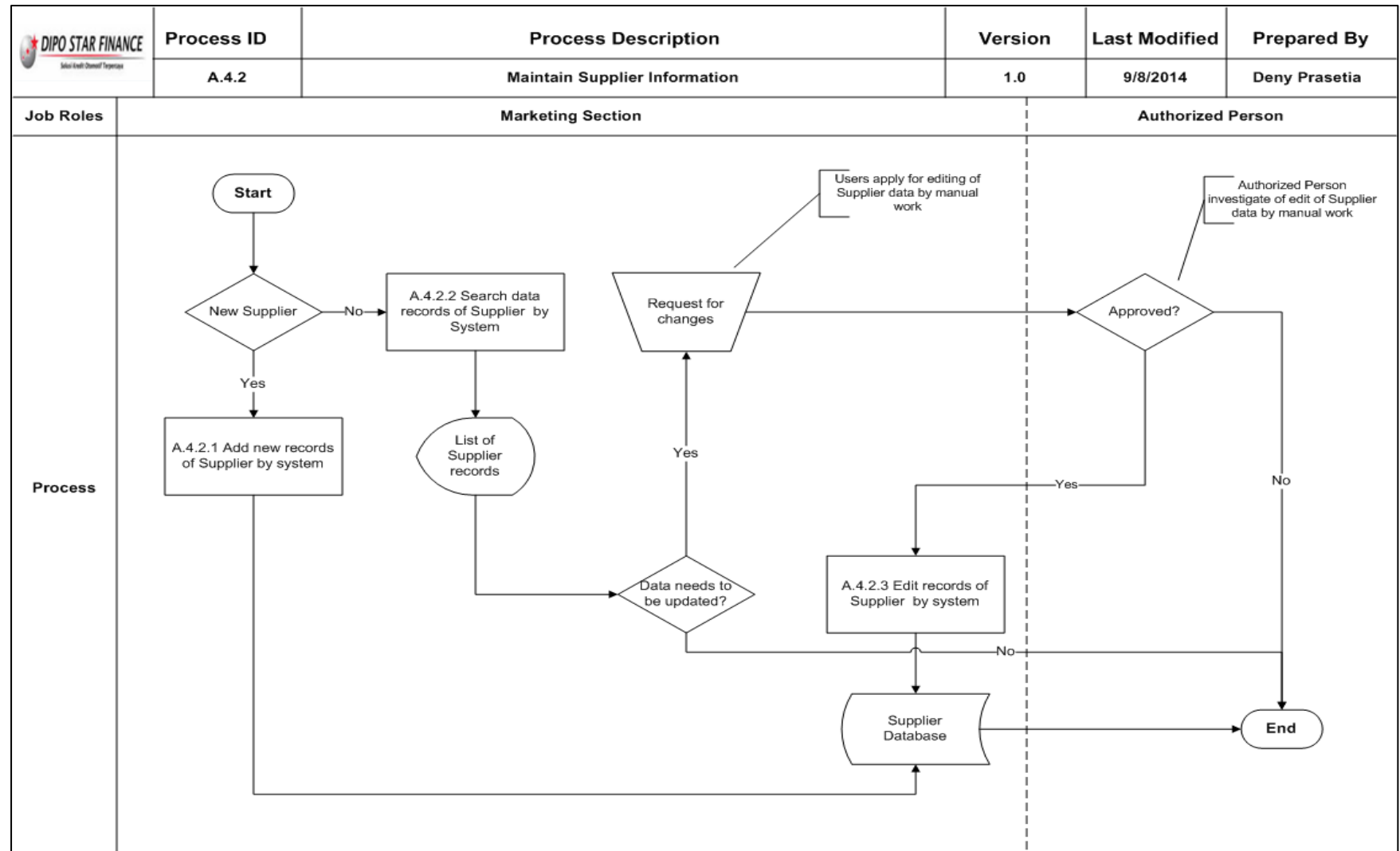
- Process description

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.4.1.1	Add new records of customer by system	Anytime	<p>To add a new records of customer.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Customer should be automatically generated by system.</li> <li>Mandatory data should be inputted into the system.</li> <li>Data should be validated based on data type (text, number, numeric, currency, date, time, and yes/ no)</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>At the first time inputting data, data can be saving as a draft.</li> <li>If data already submit, data cannot be updated.</li> </ul>	Marketing Section
A.4.1.2	Search data records of customer by system	Anytime	<p>To find a records of customer.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Searching by using keywords.</li> <li>If data found data will be displayed on screen. If data not found, screen is blanks.</li> </ul>	Marketing Section
A.4.1.3	Edit records of customer by system	Anytime	<p>To update necessary information related of customer.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Mandatory data should be inputted in to the system.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>Only data with status draft that can be updated.</li> </ul>	Marketing Section



# OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

## 3.4.2 A.4.2 Maintain Supplier Information



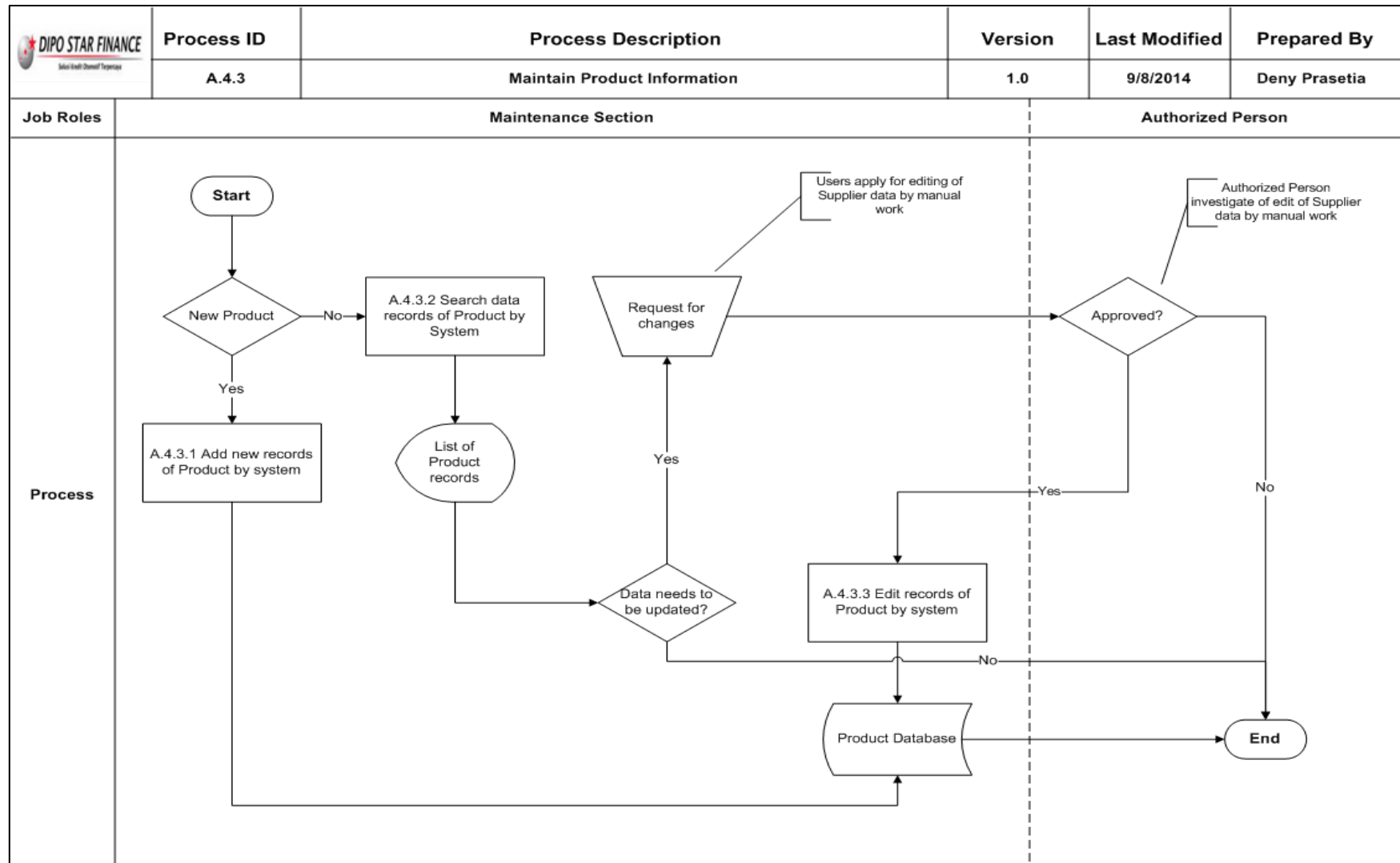
## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.4.2.1	Add new records of supplier by system	Anytime	<p>To add a new records of supplier.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Supplier should be automatically generated by system.</li> <li>Mandatory data should be inputted into the system.</li> <li>Data should be validated based on data type (text, number, numeric, currency, date, time, and yes/ no)</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>At the first time inputting data, data can be saving as a draft.</li> <li>If data already submit, data cannot be updated.</li> </ul>	Marketing Section
A.4.2.2	Search data records of supplier by system	Anytime	<p>To find a records of supplier.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Searching by using keywords.</li> <li>If data found data will be displayed on screen. If data not found, screen is blanks.</li> </ul>	Marketing Section
A.4.2.3	Edit records of supplier by system	Anytime	<p>To update necessary information related of supplier.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Mandatory data should be inputted in to the system.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>Only data with status draft that can be updated.</li> </ul>	Marketing Section

# OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

## 3.4.3 A.4.3 Maintain Product Information



## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

- Process description

#ID	Sub-Process/ Activity	Frequency	Objectives	Responsible
A.4.3.1	Add new records of product by system	Anytime	<p>To add a new records of product.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Customer should be automatically generated by system.</li> <li>Mandatory data should be inputted into the system.</li> <li>Data should be validated based on data type (text, number, numeric, currency, date, time, and yes/ no)</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>At the first time inputting data, data can be saving as a draft.</li> <li>If data already submit, data cannot be updated.</li> </ul>	Marketing Section
A.4.3.2	Search data records of product by system	Anytime	<p>To find a records of product.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Searching by using keywords.</li> <li>If data found data will be displayed on screen. If data not found, screen is blanks.</li> </ul>	Marketing Section
A.4.3.3	Edit records of product by system	Anytime	<p>To update necessary information related of product.</p> <p><u>Business rules:</u></p> <ul style="list-style-type: none"> <li>Mandatory data should be inputted in to the system.</li> <li>Data validation based on data type (text, number, numeric, currency, date, time, and yes/ no).</li> <li>Duplicated data or data redundant cannot be stored in the system.</li> <li>Only data with status draft that can be updated.</li> </ul>	Marketing Section

## OPERATING LEASE SUPPORT SYSTEM DEVELOPMENT

### 4 Functional Decomposition

This chapter provides an overview of the high level mapping of processes determines the available functionality and how the future of processes will be supported using Operating Lease Support System.

Process ID	Process Name	Level 1 System Name	Level 2 Sub System Name	Level 3 Functions Name
A	New Business Development	Operating Lease Support System		
A.1	Marketing		Marketing module	
A.1.1	Calculation of operating lease			Calculation of operating lease
A.1.2	Create internal proposal of operating lease			Create internal proposal of operating lease
A.1.3	Preparing quotation of operating lease			Quotation of operating lease
A.1.4	Internal proposal of sale			Internal proposal of operating lease
A.1.5	Preparing quotation of sale			Quotation of sale
A.2	Maintenance		Maintenance module	
A.2.1	Recording maintenance unit history			Recording maintenance unit history
A.3	Collection		Collection module	
A.3.1	Recording billing and payment history			Recording billing and payment history
A.4	Maintain master data		Master data module	
A.4.1	Maintain customer information			Customer information
A.4.2	Maintain supplier information			Supplier information
A.4.3	Maintain product information			Product information