Operating Lease Support System Phase-3 & 4 Project
for

DIPO STAR FINANCE
Solusi Kredit Otomotif Terpercaya

To Be Design
Of
OLSS Integration Process

Revision 0.1

Prepared by PT. Berlian Sistem Informasi

PT BERLIAN SISTEM INFORMASI

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Operating Lease Support System Phase-3 & 4 Project

Table of Contents

1   Introduction

1.1   Purpose of Document

To-Be Design Document is defined as a one of deliverable document during requirement analysis and business process design of Operating Lease Business in 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 module of the to-be developed system.

The document will simplify of business process that has been collected and/ or observed from the user (based on user requirement analysis workshop). Business process described by defining roles, objective of process including business rules that applied or valid in Dipo Star Finance, PT (DSF).

Once the document is signed by authorized people (defined in document approval, page 4), the content of this document will be mutual consensus of both parties and thus is legally binding. If there any change requests after sign – off this document, will be considered as out of scope and would be applied up to get the next consensus.

1.2   Scope of Document

Total of Operating Lease scope for phase-3&4 includes 2 processes:
- a.   Master Integration Process
- b.   OLSS Transaction Integration Process

1.3   Target Reader

The target reader of this document are:
- a.   DSF project director;
- b.   DSF project manager;
- c.   DSF project team member;
- d.   DSF IT department representative;
- e.   BSI project director;
- f.   BSI project manager;
- g.   BSI project team member;
- h.   BSI operation team member.

1.4   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).
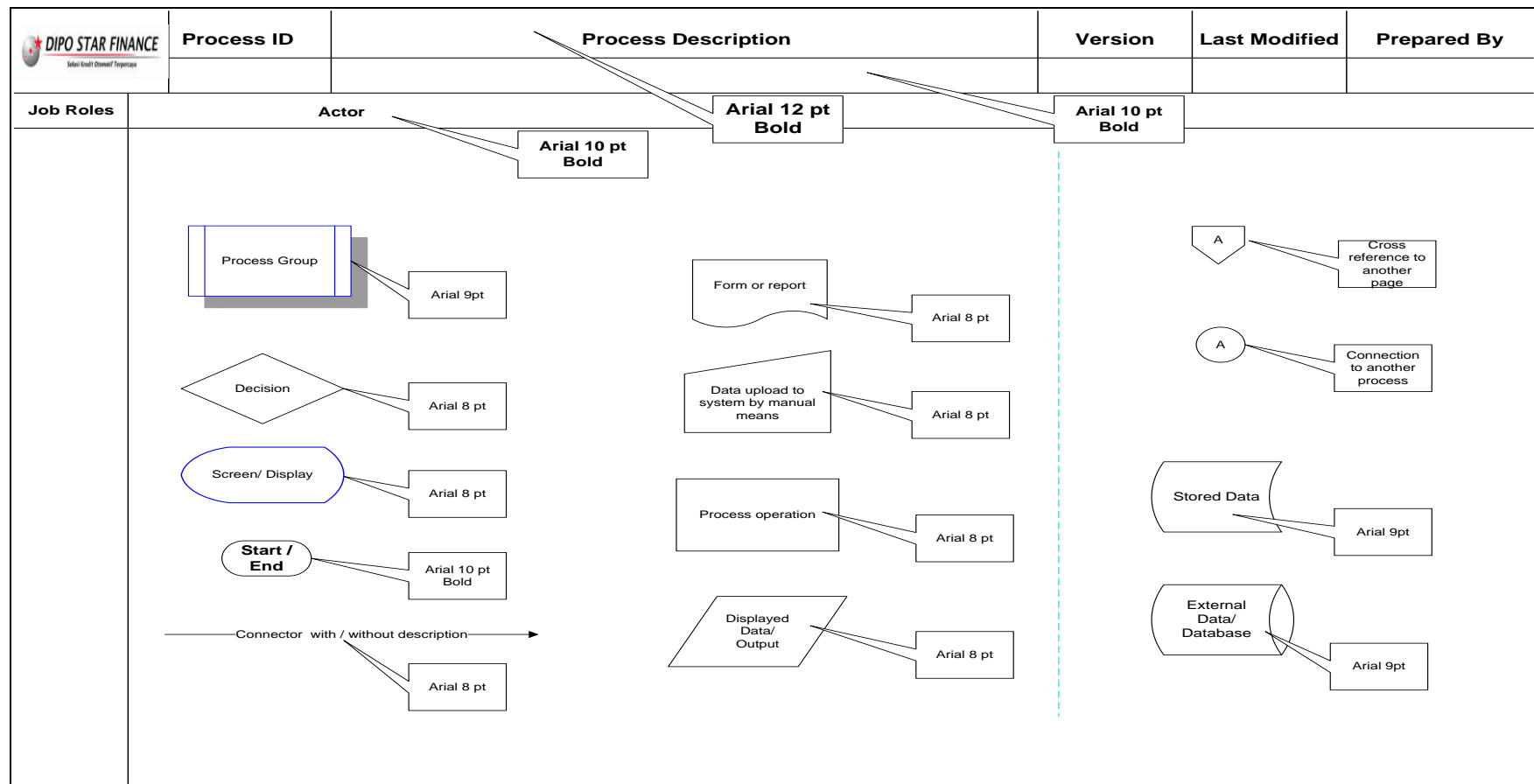

Figure 1 – Template or Standard of Business Process Flow Design

2   System Design View

2.1   General Description

This to be design for Phase-3&4, we can find the overall 5 processes of Operating Lease Phase-3&4 which is:
  a.   Master Integration Process
  b.   OLSS Integration Agreement Process
  c.   Billing Invoice Integration Process
  d.   Maintenance Payment Approval
  e.   Credit Note Process

This system is build to support operating lease business of Dipo Star Finance, PT (DSF). As the objective are expected to manage and monitor integration Process. The outcomes in master process that will be get benefit is; system shall drawing data master(customer, product, supplier) from other system (ACA). The outcomes in transactional integration process are; The agreement will be integrated to MFAPPL after BAST Final so user no need to input agreement and the others data that related to the agreement in MFAPPL and also increase consistency data between OLSS and MFAPPL. We develop this document based on user requirement that already defined on the Requirement Analysis activity.

2.2   Process Organization

A process organization is a group of processes to be executed and worked in order to achieve common objectives. Currently, there are two processes that explained in this document.

High Level of Master Integration process and OLSS Transaction Integration Process will be described at point 3.1.1 and Detail Level of Unit/ Vehicle Maintenance process will be described A.1 – A.5

3   Process Flow

3.1   Detail Level Process Flow of OLSS Integration Process

Overview of OLSS integration to MFAPPL process from view point of each of Transaction is explained on Five process below:

- **A.1 Master Integration Process**

- **A.2 OLSS Integration Agreement Process**

- **A.3 Billing Invoice Integration Process**

- **A.4 Maintenance Payment Approval**

- **A.5 Credit Note Process**

3.1.1   A.1 Master Integration Process

DIPO STAR FINANCE	Process ID	Process Description	Version	Last Modified	Prepared By
	A.1	Master Integration Process	3.0	11/13/2018	Dimas
Roles	ACA CONFINS		OLSS		
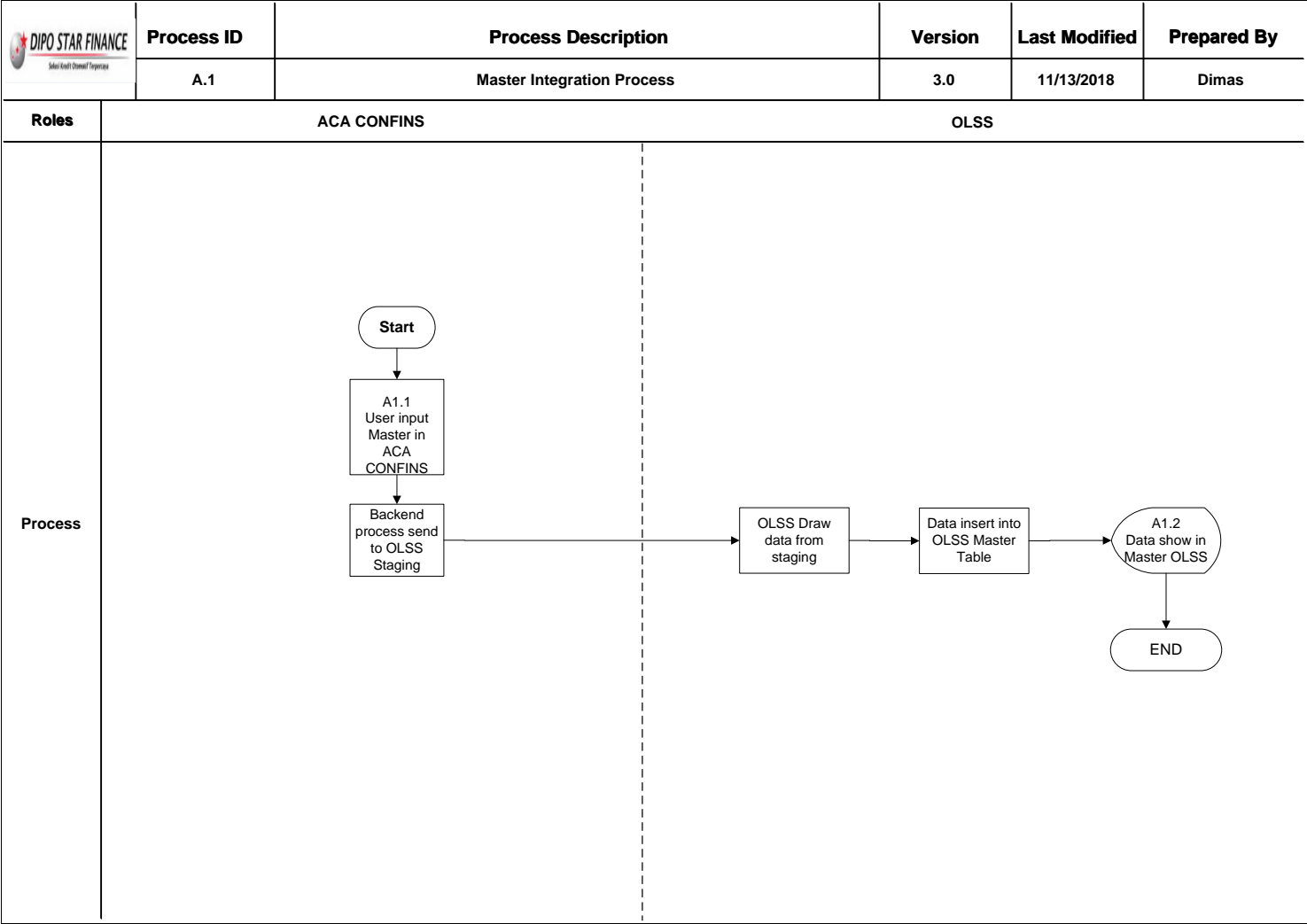
Figure 1 – Process Diagram of Master Integration Process

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.1.1	User input Master in ACA CONFINS	Anytime	To Create new data master	Admin		Document master (Supplier, customer, product)	Master data
	Business Rules: - Admin Create new master data customer in ACA. - Admin Create new master data Supplier and Product in CONFINS. - The data will be synchronized to OLSS staging by automatic schedule.						
A.1.2	Data show in Master OLSS	Anytime	To view data that already sent to OLSS	Admin		Master data from ACA	Master data OLSS
	Business Rules: - OLSS drawing data master from staging. - Master data display in OLSS Screen.						

3.1.2 A.2 OLSS Integration Agreement Process

DIPO STAR FINANCE	Process ID	Process Description	Version	Last Modified	Prepared By
	A.2	OLSS Integration Agreement Process	3.0	10/26/2018	Dimas
Roles	OLSS		MFAPPL		
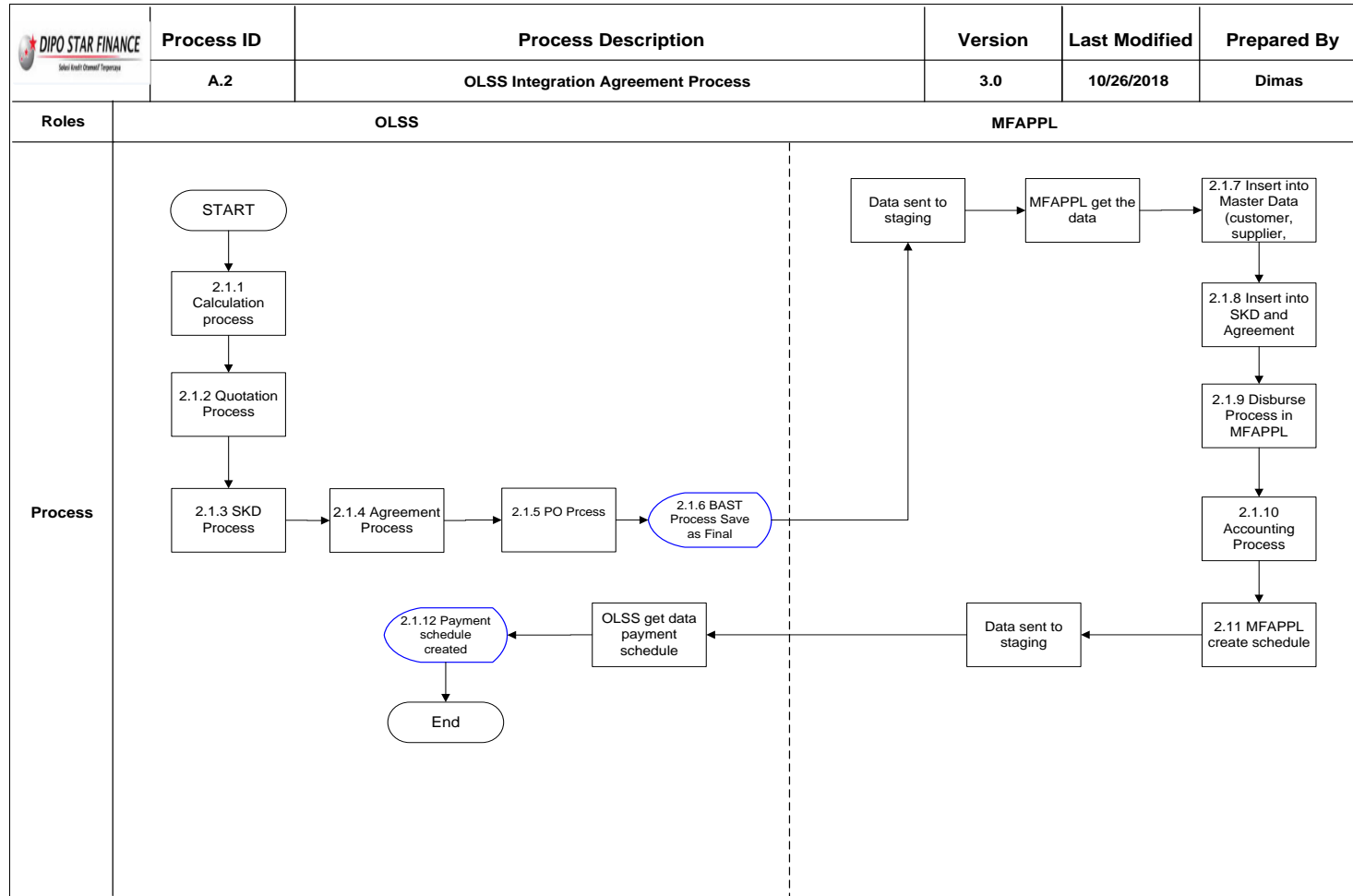
Figure 2 – Detail Level Process Diagram of OLSS Integration Agreement Process

- **Process description**

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.2.1.1	Calculation Process	Anytime	Create calculation	Marketing Officer		Calculation data	Calculation
	Business Rules: - Marketing Officer create calculation based on customer specification (unit, maintenance type, insurance, etc). - Marketing Officer input product, Period lease, price of unit, maintenance type, insurance calculation, landing rate, and all fields that needed to input in calculation process.						
A.2.1.2	Quotation Process	After Create Calculation	To Create quotation	Marketing Officer		Calculation	Quotation
	Business Rules: - Marketing Officer create quotation based on calculation number - Several fields already fill when admin pick up calculation, the others field need to be inputted but not mandatory.						
A.2.1.3	SKD Process	After Create quotation	To Create SKD	Admin Marketing		Quotation	SKD
	Business Rules: - Admin Marketing create SKD based on quotation number - Admin Marketing choose supplier for maintenance. - Admin Marketing input accessories and carroserries if the unit request to have that. - SKD Approval process based on amount.						

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.2.1.4	Agreement Process	After Create SKD	To create Agreement	Admin Marketing		SKD	Agreement
	Business Rules: - Admin Marketing create Agreement based on SKD. - Admin Marketing fill customer information. - Agreement Approval based on amount.						
A.2.1.5	PO Process	After Create Agreement	To create PO	Admin Marketing		Agreement	PO
	Business Rules: - Admin Marketing create PO based on agreement number. - Admin Marketing input terms and condition in PO. - PO Approval based on amount.						
A.2.1.6	BAST Process save as final	After create PO	To create BAST	Admin Maintenance		PO Process	BAST
	Business Rules: - Admin Maintenance create BAST based on Unit. - Admin Maintenance fill all field such as (Police Number, Unit color, STNK Date, BAST Date, etc). - Admin Maintenance do save as final after fill "faktur pajak" field. - The data will be sent to staging after BAST save as Final.						

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.2.1.7	Insert Master Data (Customer, Supplier, Product)	After BAST Save as Final	To create master data in MFAPPL	System		Master Data OLSS	Master Data MFAPPL
	Business Rules: - MFAPPL get master data (supplier, customer, product) from staging, - Master Data automatically insert into MFAPPL. - If Master data already exist then the insert process will be skipped.						
A.2.1.8	Insert into SKD and Agreement	After Insert Master Data	To create SKD and Agreement in MFAPPL	System		SKD Agreement OLSS	SKD Agreement MFAPPL
	Business Rules: - MFAPPL get SKD Agreement Data from staging, - SKD Agreement data automatically insert into MFAPPL.						
A.2.1.9	Disburse process in MFAPPL	After Insert SKD and Agreement	To Disburse to Dealer	OPL Admin		Agreement Data	Payment Slip
	Business Rules: - OPL Admin do disburse process in MFAPPL.						

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	- OPL Admin select agreement and the data automatically filled. After all step finished, the data will be transfer to accounting process.						
A.2.1.10	Accounting Process	After Disburse process in MFAPPL	To create journal disburse and posting	Accounting		Payment Slip	Journal Disburse
	Business Rules: - Journal for disburse automatically created and Accounting team will check the journal. - After checking the journal accounting team will do posting process. - Payment Schedule will be created after posting process and agreement status will be open in MFAPPL.						
A.2.1.11	MFAPPL Create Schedule	After Accounting Process	System create schedule	System		TOP days, start Period, End Period, Instalment amount	Payment schedule
	Business Rules: - MFAPPL automatically create payment schedule after accounting posting. - Payment Schedule data will be sent to staging.						
A.2.1.12	Payment Schedule Created	After Data sent to staging	To create schedule in OLSS	System		Payment schedule from MFAPPL	Payment Schedule OLSS

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	Business Rules: - OLSS get data payment schedule from staging. - Payment schedule show in 'monitor schedule'.						

3.1.3 A.3 Billing Invoice Integration Process

	Process ID	Process Description	Version	Last Modified	Prepared By
DIPO STAR FINANCE *Solusi Kredit Otomotif Terpercaya*	**A.3**	**Invoice Integration Proces**	**1.0**	**11/13/2018**	**Dimas**
Roles	**OLSS**		**MFAPPL**		
Process					
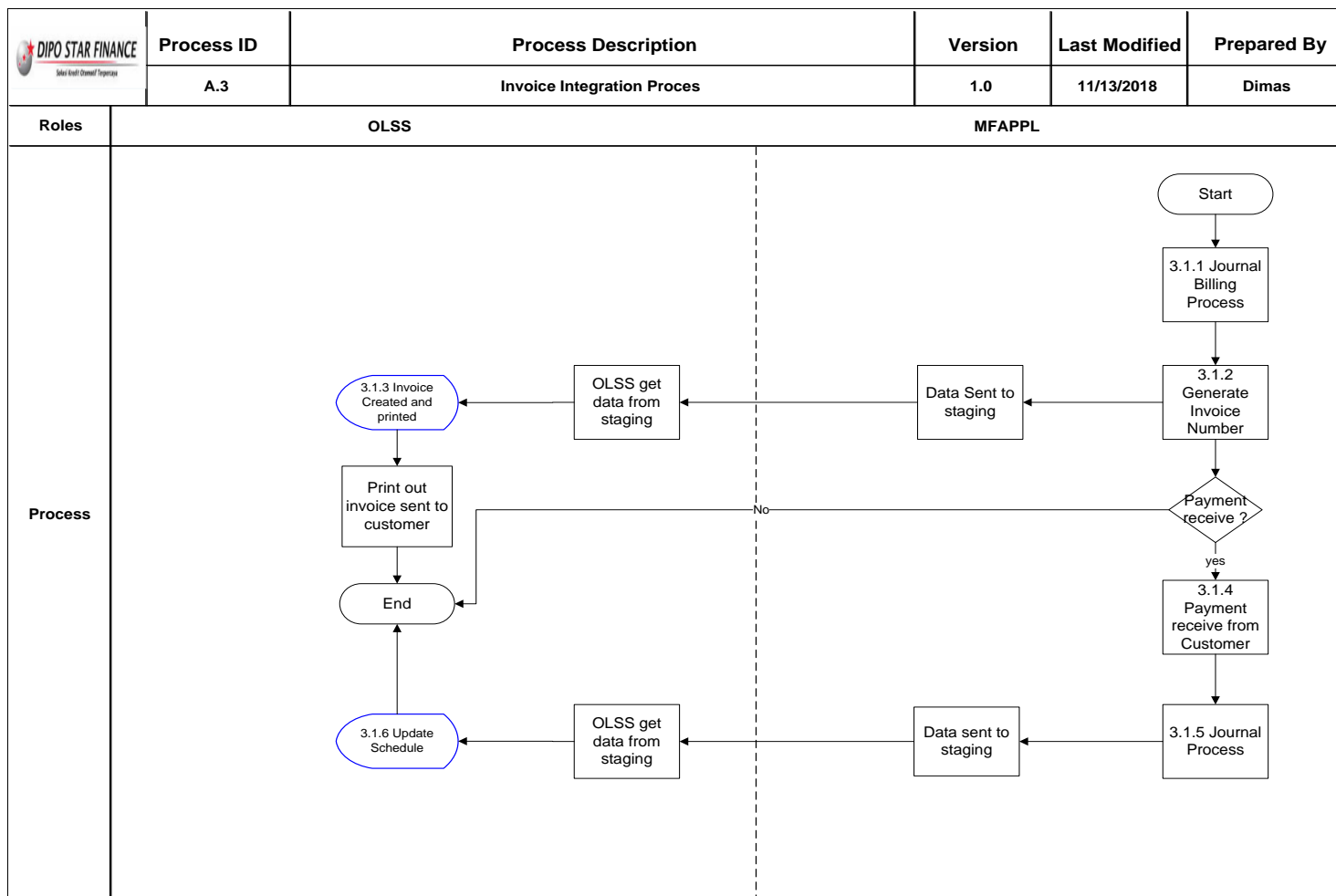
Figure 3 – Detail Level Process Diagram of Billing Invoice Integration Process

- **Process description**

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.3.1.1	Journal Billing Process	anytime	To create journal billing	PIC Accounting		Billing due date	Journal Billing
	Business Rules: - PIC Accounting create journal billing based on billing that already due date. - PIC Accounting do the process from create journal until posting.						
A.3.1.2	Generate Invoice Number	After Journal Billing Process	To generate invoice number	System		Billing Posting	Invoice Number
	Business Rules: - System automatically generate invoice number after PIC Accounting posting billing per days. - Invoice number sent to staging.						
A.3.1.3	Invoice Created and printed	After OLSS get data from staging	To create and print invoice	OLS Treasury		Invoice Number	Print out invoice
	Business Rules: - OLS Treasury create invoice based on invoice number that already sent from MFAPPL. - OLS Treasury print invoice and sent to customer.						
A.3.1.4	Payment Receive from customer	After Customer paid	To receive payment from customer	OLS Treasury		Payment	Payment receive in system

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	Business Rules: - At customer paid the instalment until TOP Date. - PIC OLS Treasury input payment receive in MFAPPL after get evidence from bank. - Payment receive based on invoice number. - PIC OLS Treasury sent data to accounting team for next process.						
Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.3.1.5	Journal Process	After Payment Receive	To create and posting journal payment receive	PIC Accounting		Payment Receive data	Journal Payment Receive
	Business Rules: - PIC Accounting create journal Payment receive and do the process until posting. - After posting, the payment data will be sent to staging.						
A.3.1.6	Update Schedule	After get data from staging	To update schedule in OLSS	System		Payment Receive from MFAPPL	Updated history payment schedule
	Business Rules: - OLSS get data payment receive from staging. - Updated payment history (instalment amount receive, VAT, PPH).						

3.1.4   A.4 Maintenance Payment Approval

DIPO STAR FINANCE	Process ID	Process Description	Version	Last Modified	Prepared By
	A.4	Maintenance Payment Approval	1.0	10/25/2018	Dimas
Roles	OLSS		MFAPPL		
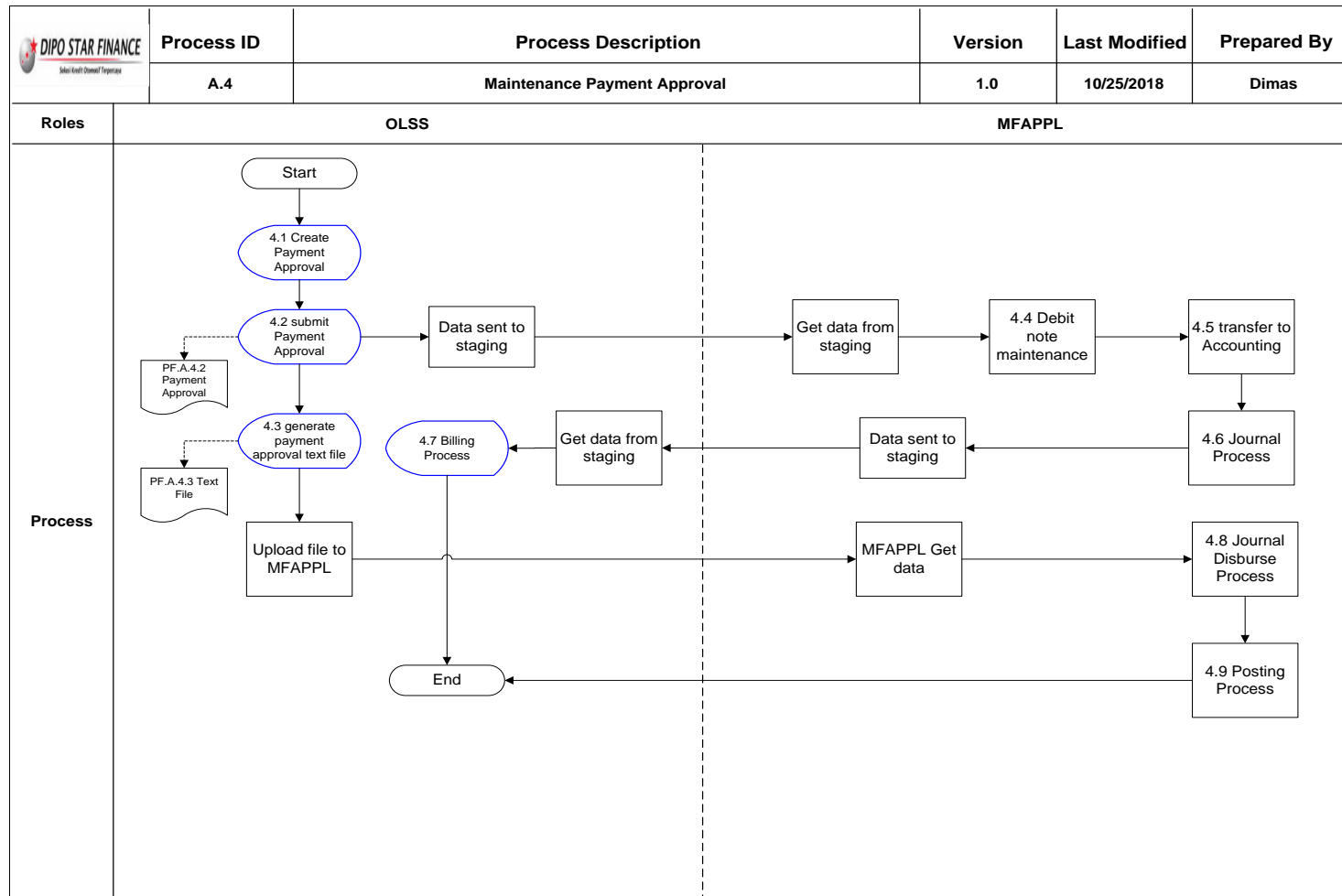
Figure 4 – Detail Level Process Diagram of Maintenance Payment Approval

- **Process description**

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.4.1	Create Payment Approval	Anytime	To create payment approval	PIC Maintenance		Work Order	Payment Approval
Business Rules:							
<td colspan="8">- PIC Maintenance create payment approval per supplier based on work order. - Several payment approvals don't have work order, so PIC maintenance fill all field manually. - At the first-time payment approval will be set as draft.</td>
A.4.2	Submit Payment Approval	After create payment approval	To submit payment approval	PIC Maintenance		Payment Approval	Payment Approval submitted
Business Rules:							
<td colspan="8">- PIC Maintenance submit payment approval. - After Submit, the data will be sent to staging to proceed in Debit note maintenance (MFAPPL). At the same time the data also produce text file that will be used in disbursement to dealer related to maintenance expense.</td>
A.4.3	Generate Payment Approval text file	After submit payment approval	To generate text file	PIC Maintenance		Payment Approval	Text file (.txt)
Business Rules:							
<td colspan="8">- PIC Maintenance generate text file based on payment approval number. - PIC Maintenance upload text file to MFAPPL.</td>

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.4.4	Debit Note Maintenance	After get data from staging	To Create debit note maintenance	PIC OLS treasury		Payment Approval Data	Debit Note Maintenance
	Business Rules: - PIC OLS Treasury create debit note maintenance based on payment approval number. - PIC OLS Treasury submit debit note maintenance to continue next process.						
A.4.5	Transfer to Accounting	After Debit Note Maintenance	To transfer data to accounting	PIC OLS treasury		Debit Note Maintenance data	Transfer Data
	Business Rules: - PIC OLS treasury choose debit note that will be billed to customer and proceed in treasury module at MFAPPL. - PIC OLS treasury transfer data debit note to accounting by MFAPPL module treasury and journal automatically created.						
A.4.6	Journal Process	After transfer to accounting	To check journal and posting	PIC Accounting		Debit Note Maintenance data	Journal
	Business Rules: - PIC Accounting check journal that created by system. - PIC Accounting posting the journal. After that the data sent to staging.						
A.4.7	Billing Process	After get data from staging	To billed customer related maintenance	PIC OLS Treasury		Billing Maintenance	Updated Billing

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
	Business Rules: - After get data from staging, billing maintenance amount will be added to billing instalment amount in payment schedule						
A.4.8	Journal Disburse Process	After Upload text file	To check journal disburse maintenance	PIC Accounting		Text file	Journal disburse maintenance
	Business Rules: - After upload text file, system in MFAPPL automatically created journal disburse maintenance. - PIC Accounting check the journal that already created by system.						
A.4.9	Posting Process	After Journal disburse process	To posting journal disburse maintenance	PIC Accounting		Journal disburse maintenance	Posted journal
	Business Rules: - PIC Accounting posting journal disburse maintenance.						

3.1.5   A.5 Credit Note Process

DIPO STAR FINANCE	Process ID	Process Description	Version	Last Modified	Prepared By
	A.5	Credit Note Process	1.0	10/25/2018	Dimas

Roles	OLSS	MFAPPL
Process		
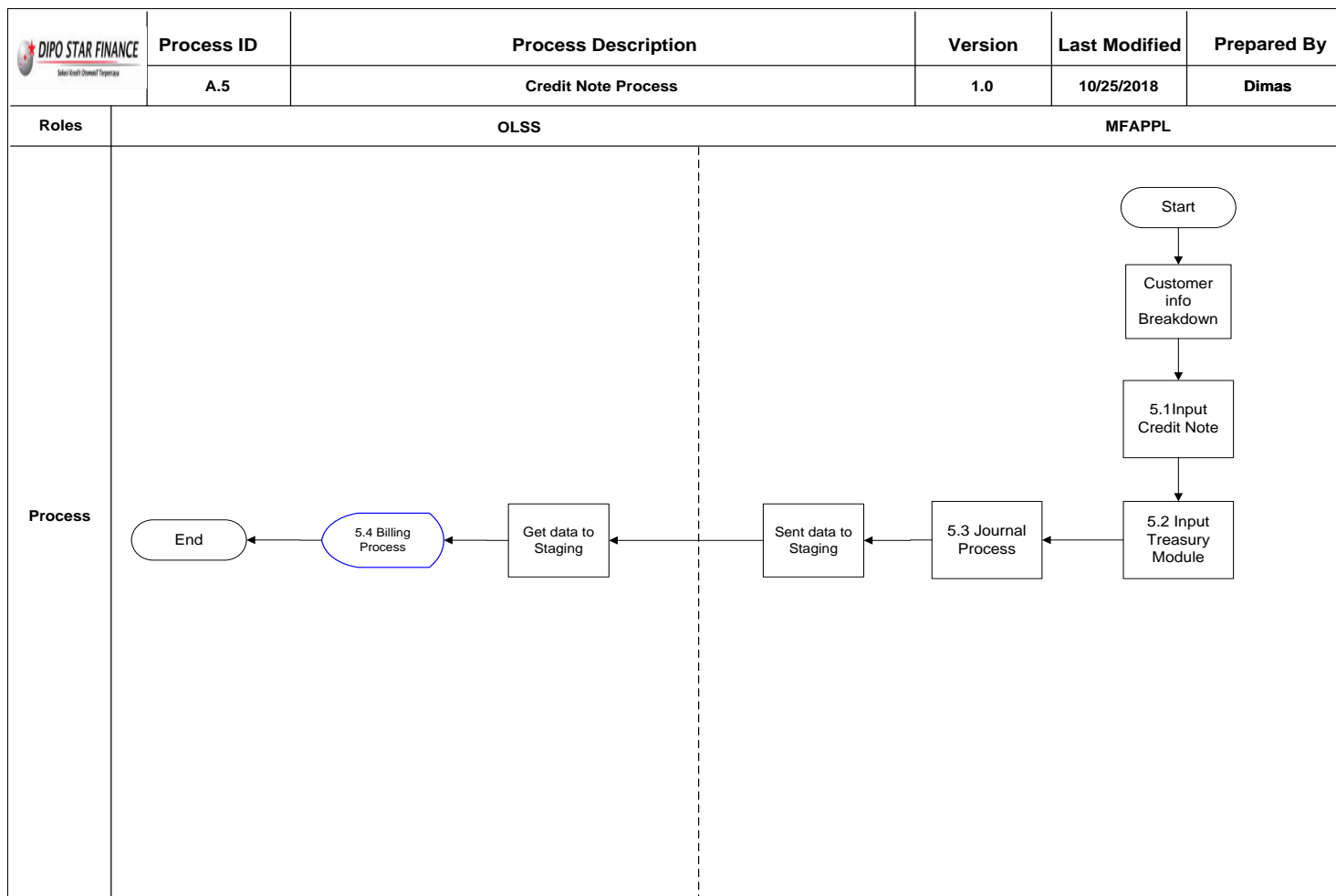
Figure 5 – Detail Level Process Diagram of Credit Note Process

- **Process description**

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.5.1	Input Credit Note	After get info from customer	To input credit note	PIC OLS Treasury		Breakdown info	Credit note
	Business Rules: - After get info breakdown from customer, PIC OLS Treasury input breakdown in Credit note module. - Credit note inputted based on end period or due date of payment schedule. - Credit note data transfer to treasury module.						
A.5.2	Input Treasury Module	After Input Credit Note	To input credit note in treasury module	PIC OLS Treasury		Credit Note data	Treasury data
	Business Rules: - PIC Treasury Input Treasury Module based on credit note number. - PIC Treasury input and transfer data to accounting.						
A.5.3	Journal Process	After input treasury module	To check journal and posting	PIC Accounting		Credit note data	Journal breakdown
	Business Rules: - Journal breakdown automatically created when data transfer to accounting. - PIC Accounting check journal breakdown and posting. After posting the data sent to staging.						

Ref. # (Process ID)	Activity	Freq.	Objectives	Responsibility (Job Roles)	Related RTM No.	Input (Doc & Format)	Output (Doc & Format)
A.5.4	Billing Process	After get data from staging	To Added breakdown in billing process	System		Credit note data	Billing
	Business Rules: - After get data from staging, breakdown amount will be added into billing schedule or payment schedule. - Breakdown amount became parameter that diminished instalment to customer.						

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.

Lv0	ID	Main Process Name	ID	Sub-Process Name	Functions Name
		Lv1		**Lv2**	**Functions Name**
Lv0	**ID**	**Main Process Name**	**ID**	**Sub-Process Name**	
Operating Lease	3.1	OLSS Integration Process	3.1.1	Master Integration Process	A.1.2 Data show in master OLSS
			3.1.2	OLSS Integration Agreement Process	A.2.12 Payment Schedule Created
			3.1.3	Billing invoice integration process	A.3.3 Invoice Created and Printed, A.3.6 Update Schedule
			3.1.4	Maintenance Payment Approval	A.4.1 Create Payment Approval, A.4.2 Submit Payment Approval, A.4.3 Generate Payment Approval Text file, A.4.7 Billing Process
			3.1.5	Credit Note Process	A.5.4 Billing Process

5   Functional Specification Summary

This chapter provides an overview of the functional Specification summary includes report, print form, and data that will be developed in Operating Lease Phase-3 & 4.

NO.	FUNCTIONAL SPECIFICATION ID	FUNCTIONAL SPECIFICATION NAME	RELATED ID PROCESS	DESCRIPTION AND PURPOSE	STANDARD /CUSTOM
1	FC.A.1	Master Integration Process	A.1.2 Data show in Master OLSS	1. To view master data that synchronize from ACA	Custom
	Screen: -				
2	FC.A.2	OLSS Integration Agreement Process	A.2.12 payment schedule created	1. To sent Agreement and master data to MFAPPL. 2. To Synch payment schedule (include reschedule) from MFAPPL.	Custom

	Screen:
	
	    1. Monitoring Agreement Integration Process.
	
	    2. Monitoring Payment Schedule Integration.				

3	FC.A.3	Billing Invoice Integration Process	A.3.1 Invoice Created and Printed		Custom

			A3.6 Update Schedule	1. To Synch Payment History data from MFAPPL	
	Screen: 1. Monitoring Payment History Integration. 2. Monitoring Invoice Number. 3. Manage Invoice				
4	FC.A.4	Maintenance Payment Approval	A.4.1 Create Payment Approval	1. To Create and Edit Payment Approval. 2. To submit Payment Approval. 3. To generate file. 4. To update Billing payment schedule	Custom
			A.4.2 Submit Payment Approval		
			A.4.3 Generate Payment Approval Text File		
			A.4.7 Billing Process		
	Screen : 1. List of Maintenance Payment Approval. 2. Create and Edit Payment Approval. 3. Detail Payment Approval. 4. Monitoring Debit Credit Note Integration.				
5	FC.A.5	Credit Note Process	A.5.4 Billing Process	1. To Synch credit note from MFAPPL.	Custom
	Screen : 1. Monitoring Debit Credit Note Integration.				

Total Screen Unit/ Vehicle Maintenance Process:

9 Screen

- **Report List(RPT) /Print Form (PF)/ Data (DT)**

NO.	REPORT ID #	REPORT/PRINT FORM/DATA	RELATED PROCESS	DESCRIPTION AND PURPOSE	REQUIRED INFORMATION AND CONTENT	STANDARD /CUSTOM
1	PF.A.4.2	Payment Approval	A.4.2	Payment Approval as a decree to disburse to dealer and billed to customer	No. Work Order, Invoice Number, Unit Type, etc.	Custom
2	PF.A.4.3	Text File	A.4.3	Payment Approval text file used as an upload file to MFAPPL	No. Work Order Number, Agreement, Unit Type, Police Number, etc.	Custom
Total Print Form Unit/ Vehicle Maintenance Process:						
2 Report						