

**Business Requirement Document**

**OLSS – CR Change SKD Approval Scheme**

**PT. Berlian Sistem Informasi**

1. **Version Control**

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| --- | --- | --- | --- |
| Author | Version | Date | Description |
| Marion Jane | V\_1.0 | 16 October 2019 | Draft Version |
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# Introduction and High-Level Requirement

## Purpose of Document

The main purpose of this document is to understand and record the requirement from PT. Dipo Star Finance. This document will serve as the main reference document for change approval scheme and approval range in SKD. This document sending along with RFC document.

## High Level Requirement

Currently for approval SKD in OLSS system, when the SKD document circulated to the approver, they must sign it and do approve step in OLSS system. It takes time to approve only 1 SKD document, because maybe the approver/s not at the office. Other than that, there’s a new Memo to change approval range and hierarchy. So now, the approval hierarchy in OLSS system is not valid. The approver cannot approve in system.

## Need and Benefits of Requirement

By reduce time approval SKD, DSF can prepare agreement document to customer faster than before.

## Reference/Source Document

CR Number IT-CR-210619-638 Change SKD Approval Scheme

# Requirement Description

## In Scope

Scope of this document is limited to:

1. The changes of range approval SKD from 3 ranges to 4 ranges.
2. Approval SKD scheme that approvers no need to approve in OLSS system, only sign document, then there are checker and approver (one of four user) role that will be check and approve SKD in OLSS.
3. Screen SKD for additional “**Check & Approval List**” table (only from **HOB, HOD OPL, CAD, Advisor OPL and direktur OPL**) with fix value for the role.
4. Print out SKD for sign column.

## Out Scope

Changes are not applied for table O/S Net Investment in SKD screen.

## Current Functionality

1. **Range Approval and Path.**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OPL Limits of Authority** | **MO** | **BM** | **HOD OPL** | **CAD** | **Advisor OPL** | **RM** | **EGM In Charge OPL** | **EGM In Charge Branch** | **PD** | **BOC** |
| **0-15 Billion** | √ | √ | √ | √ | √ | √ | √ | √ |  |  |
| **> 15 ≤ 90 Billion** | √ | √ | √ | √ | √ | √ | √ | √ | √ |  |
| **> 90 Billion** | √ | √ | √ | √ | √ | √ | √ | √ | √ | √ |

1. **Screen SKD after MO submit the SKD.**

No additional data in screen SKD after MO submit the SKD.

1. **Approval Scheme.**

When approver sign the document, they must open OLSS to approve the SKD. But, because operationally the approval range and path already changed, approval system in OLSS is not valid. So, user will ask OLSS support team to do data maintenance which change the approval status.

1. **Print Out SKD**

In Print Out SKD,

* Acknowledge By is showing BM – HOD OPL – CAD – Advisor OPL names.
* Approved By is showing RM – EGM In Charge OPL – EGM In Charge Branch – PD - BOC names based on the approval path.

1. **Search Criteria in List of SKD.**

Search Criteria to show list of SKD are:

* DSF Office
* SKD Number
* Quotation Number
* Customer Name
* Created By
* Last Approval
* Next Approval
* Status



## Proposed Functionality

1. **Range Approval and Path.**

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **OPL Limits of Authority** | **MO** | **HOB** | **HOD OPL** | **CAD** | **Advisor OPL** | **Direktur OPL** | **VP** | **PD** | **BOD** |
| **0-10 Billion** | √ | √ | √ | √ | √ | √ |  |  |  |
| **> 10 ≤ 50 Billion** | √ | √ | √ | √ | √ | √ | √ |  |  |
| **> 50 ≤ 90 Billion** | √ | √ | √ | √ | √ | √ | √ | √ |  |
| **> 90 Billion** | √ | √ | √ | √ | √ | √ | √ | √ | √ |

1. **Screen SKD after MO submit the SKD**

When user view the SKD with status “Submitted”, there will be additional table below revision history table called “**Check & Approval List**”.

|  |
| --- |
|  |

Approval Date :

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Check | Remark |
| Bing Wan | Head of Branch |  |  |
| Irma Verdian | Head of Department |  |  |
| Hendry Tany | Credit Analyst OPL |  |  |
| Naoki Miyake | Advisor |  |  |
| Suwardi Gunawan | Marketing Director |  |  |
| Tetsuya Katori | Vice President |  |  |
| Masanori Goto | President Director |  |  |
| Shareholder’s Meeting | BOD |  |  |

*Example of Check & Approval List table for total net O/S NI > 90 Billion*

* Approval Date : Date of approval which SKD Document full signed.
* Name : Approver’s name which the data is depends by the role and branch.
* Role : Approver’s position which based on range approval path.
* Check : If the approver signs the document, then check the checklist button. If not, checklist button no need to checked but remark field mandatory filled.
* Remark : If the checklist button checked, remarks field cannot be filled. If the checklist button NOT checked, remarks field is mandatory.

1. **Approval Scheme.**

Every approver will sign the document only. When Admin OPL receive signed SKD document, Admin OPL will open the SKD in OLSS and fill the field in “**Check & Approval List**” table. If the data already correct, Admin OPL click **Check** button and the SKD status changed to ‘**Checked**’.

Because of rule of total O/S NI amount changed, then total O/S NI Amount will not show valid data, and approval path can be not valid too. Total O/S NI will be corrected in another CR.

To change the status to be “Approved”, the approval scheme is **only need ONE APPROVER after the SKD checked in System**. There are four people that can approve (by system) the SKD:

* + Irma Verdian – Head of Department
  + Suwardi Gunawan – Direktur OPL
  + Tetsuya Katori – Vice President
  + Masanori Goto – President Director

After SKD approved by one of those people, the SKD status in System changed to ‘**Approved**’. And this SKD can be used to create Agreement.

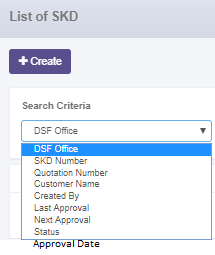
1. **Print Out SKD.**

In Print Out SKD,

* Acknowledge By is showing BM – HOD OPL – CAD – Advisor OPL names.
* Approved By is showing Direktur OPL – VP – PD – BOC names based on the approval path.

1. **Search Criteria in List of SKD.**

Additional search criteria “Approval Date” that will filter all SKD which approval date in range selected date.

****

## Workflow Requirement

There should be one person to be a “checker” in OLSS System that checked the SKD before the approver can approve the SKD.

## UI Requirement

When user view the SKD with status “Submitted”, there will be additional table below revision history table called “**Check & Approval List**”.

|  |
| --- |
|  |

Approval Date :

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Role | Check | Remark |
| Bing Wan | Head of Branch |  |  |
| Irma Verdian | Head of Department |  |  |
| Hendry Tany | Credit Analyst OPL |  |  |
| Naoki Miyake | Advisor |  |  |
| Suwardi Gunawan | Marketing Director |  |  |
| Tetsuya Katori | Vice President |  |  |
| Masanori Goto | President Director |  |  |
| Shareholder’s Meeting | BOD |  |  |

*Example of Check & Approval List table for total net O/S NI > 90 Billion*

* Approval Date : Date of approval which SKD Document full signed.
* Name : Approver’s name which the data is depends by the role and branch.
* Role : Approver’s position which based on range approval path.
* Check : If the approver signs the document, then check the checklist button. If not, checklist button no need to checked but remark field mandatory filled.
* Remark : If the checklist button checked, remarks field cannot be filled. If the checklist button NOT checked, remarks field is mandatory.

## Alerts and Notification Requirement

On SKD screen, when there is one or more checklist button that not yet checked, system will check remarks field. If remarks field is filled, then passed. If remarks field is blank/ null, then warning pop up “Please fill all approval list” will shows.

# Risks and Mitigation

Risk of this requirements is there’s SKD that should be approve, but those four approvers are not at the office. SKD can be only approved by tomorrow.

**Mitigation :** There’s no schedule that will erase job to-do every next day.

# Glossary

1. DSF – PT. Dipo Star Finance
2. BSI – PT. Berlian Sistem Informasi
3. SKD – Surat Keterangan Direktur
4. MO – Marketing Officer
5. BM – Branch Manager
6. HOD OPL – Head of Department Operating Lease
7. HOB – Head of Branch
8. CAD – Credit Approval Department
9. RM – Regional Manager
10. EGM In Charge OPL – Executive General Manager In Charge Operating Lease
11. EGM In Charge Branch – Executive General Manager In Charge Branch
12. VP – Vice President
13. PD – President Director
14. BOC – Board of Committee
15. BOD – Board of Director

# Annexures

|  |  |  |
| --- | --- | --- |
| **No** | **Document Name** | **Attachment/Path** |
| **1** | **RFC CR Change SKD Approval Scheme** |  |
|  |  |  |
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