***Operating Lease Support System Phase-3-4 Project***

***For***

******

**To Be Design Document**

**Of**

**Asset Selling Process**

**Revision 2.8**

**Prepared by PT. Berlian Sistem Informasi**



Document Control

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| 2.8 | 24 October 2018 | * Add information in Payment receive OLSS, and manage asset selling report, based on changes in Manage Report for Auction type * Change diagram flow for Manage Asset Selling Memo and Manage Asset Selling report | Sabilla Pravita Larassati |

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1. Introduction
   1. Purpose of Document

To-Be Design Document is defined as one of the 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 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 the business process that has been collected and/ or observed from the user (based on user requirement analysis workshop). The business process described by defining roles, the objective of the 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 5), the content of this document will be the 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.

The system (as explained in this document) will cover integration with MFAPPL which currently running within Dipo Star Finance, PT (DSF).

* 1. Scope of Document

Operating Lease scope for phase-3-4 is consist of Integration between OLSS and MFAPPL, and Asset Selling Module. This document will explain To-Be-Design of several business processes in Asset Selling Process.

* 1. Target Reader

The target readers of this document are:

1. DSF Project Director
2. DSF Project Manager
3. DSF Key User – SBD member
4. DSF IT Department Representative
5. BSI Project Director
6. BSI Project Manager
7. BSI Key User or Project Team Member
8. BSI Operation Team Member
   1. 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. The author may choose one of the following process flow tables formats which suit most to the process flow.



Figure 1 – Template or Standard of Business Process Flow Design

1. System Design View
   1. General Description

The Asset Selling menu of Operating Lease Support System serves as the feature to dispose of the asset by selling. This system is built to support the operating lease business of Dipo Star Finance, PT (DSF). As the objectives are expected to manage several processes related to managing assets after contract finished by the customer, such as monitoring list of Memo Pengajuan, calculate the gain and loss according to book value, generate important reports, and monitor selling process between OLSS and MFAPPL. One of the outcomes in the Asset Selling process that will get the benefit is; system shall manage, and monitor Asset Selling status and monitor the Asset Selling approval flow. We develop this document based on user requirements that already defined on the Requirement Analysis activity.

* 1. Process Organization

A process organization is a group of processes to be executed and worked to achieve common objectives. Currently, there are eight block processes that have been determined and acknowledged for the operating lease business. At this part, the business process can be imagined as a high-level block diagram as shown below.

**A. Operating Lease Business Process**

**AA. Master Data**

**AB. Marketing**

**AC. Procurement**

**AD. Unit Management & Maintenance**

**AE. Billing Collection**

**AH. Disbursement**

**AH. Asset Selling**

**AG. Insurance Claim**

Figure 2 – Block diagram of Operating Lease business process (high-level view)

At this part also, the business process can be decomposed to the breakdown of a business area or functional area. The purpose is to show all the processes and identify relationships and dependencies among them. Note a decomposition doesn’t drill into the how; it merely outlines the what. For the operating lease Asset Selling business a decomposition processes (that has been determined in the workshop) can be described on below:

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lv0** | **Lv1** | | **Lv2** | | **Lv3** | |
| **ID** | **Process Name** | **ID** | **Sub-Process Name** | **ID** | **Sub-Process Name** |
| **Op - Lease** | AH | Asset Selling | AH.1 | Asset Selling Process | AH.1.1 | Manage Asset Selling Memo |
| AH.1.2 | Manage Asset Selling Report |

Figure 3 – Business Process Decomposition of Asset Selling Process

As shown above, there are several business areas that describe the Asset Selling process. This process explains the several business areas to manage asset selling such as monitoring Asset Selling unit until generating asset selling reports. 2 points of level 3 Sub-Process of the BPD (Business Process Decomposition) above will take place as the current development in Phase-3&4.

Here are the lists for the Asset Selling Development Phase-3-4:

**Asset Selling Process**

* AH.1.1 Manage Asset Selling Memo
* AH.1.2 Manage Asset Selling Report

1. Process Flow 
   1. High-Level Process Flow

Overview of Asset Selling process from viewpoint of each of business area is explained on below:

* **AH.1 Asset Selling Process High Level**

Asset selling process related to process cycle for managing asset after the contract finished starts from creating Memo Pengajuan based on customer request, offer or auction; calculate gain/loss and profit analysis based on offer price and book value, manage approval process, monitor asset progress, etc. This process high-level design also linked to several business processes in OLSS phase 2 such as SKD and agreement, also with several functions in MFAPPL such as asset selection, payment received, and Asset & BPKB Release. Below points are brief explanations of those processes:

1. Create a Memo Pengajuan gives a feature to input unit offer price based on memo type. There are three selling options: by direct selling, Car Ownership Program, or by auction.
   1. Car Ownership Program: submission of unit sales to customer listed in the agreement after the contract ended. Usually, the customer has informed the plan to buy the unit when the contract begins.
   2. Direct selling: submission of unit sales to three buyers (possibly also the customer listed in agreement). DSF will choose the higher offering price or recommended buyer.
   3. Auction: submission of unit sales to be auctioned.

After the offer price has been filled, the system will calculate gain/loss and profit analysis to show how much profit and loss DSF get with the offering price.

1. Manage Asset Selling gives a feature to monitor a list of assets selling. The user can monitor each asset selling by checking the status and checking the approval flow. There are also several reports that can be printed depending on the process flow, such as:
   1. Memo Pengajuan & Gain/Loss, with attachment
   2. Profit Analysis, with attachment
   3. Disposal report
   4. Laporan Hasil Investasi, with attachment
   5. Asset selling report, with attachment
   6. Journal Asset Selling Expense (txt & XLS)
2. Asset selling Approval gives a feature to save/submit the document to be signed or approved by DSF Authorized Person. First approval is for the Memo Pengajuan & gain/loss, and profit analysis. Second approval is for the asset selling report and forms laporan Hasil investasi.
   * 1. AH.1 Asset Selling Process



**Figure 4 – High-Level Process Diagram of Asset Selling Process**

* **Process description**

| **Ref. # (Process ID)** | **Activity** | **Freq.** | **Objectives** | **Responsibility (Job Roles)** | **Related RTM No.** | **Input (Doc & Format)** | **Output (Doc & Format)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Asset Selection** | **Asset Selection** | **When there is any asset selling** | **Select agreement and asset that will be sold.** | **PIC Asset Selling MFAPPL** | **N/A** | **DT AH.1.2 Asset Cancelation** | **DT AH.1.1 Asset Selection** |
| **Business Rules:**   * PIC Asset Selling MFAPPL will log in to MFAPPL to access the module “Asset Selling Selection”. Asset selection will display unit with asset status IN USED. * PIC Asset Selling MFAPPL will input and select the agreements and assets, and the system will display:   1. Asset Selling No   2. Agreement no   3. Asset code   4. Book value   5. Impairment value   6. Depreciation amount   7. SKD Actual expense per asset (PIC Asset Selling MFAPPL can input the value, as some data is not available in MFAPPL) * There are 2 exception cases that cannot be handled in the system which is: Autorent contract (book value may be a mismatch with real value), and asset replacement (asset didn’t pair in agreement, which is the important parameter in asset selling process) * After PIC Asset Selling MFAPPL submit the data, the system will lock/flag the unit. * MFAPPL will send the submitted data above to OLSS via staging (DT AH.1.1) * Locked/flagged unit data can be chosen again based on status sent from OLSS (DT AH.1.2). OLSS will send cancel status if there are any canceled/rejected unit/memo, then PIC Asset Selling MFAPPL able to edit/recreate the data in Asset Selection. | | | | | | |
| **AH 1.1 Manage Asset Selling Memo** | **Manage Asset Selling Memo** | **Anytime** | **Manage memo pengajuan and memo approval** | **PIC Asset Selling OLSS** | **N/A** | **DT AH.1.1**  **Asset Selection** | **DT AH.1.2 Asset Cancelation**  **DT AH.1.3 Payment Receive** |
| **Business Rules:**   * Consist of a group process of managing asset selling memo, approval flow, and payment receive process (will be detailed in Detail Process AH. 1.1 Manage Asset Selling Memo) | | | | | | |
| **Payment Receive MFAPPL** | **Payment Receive** | **Anytime** | **Input payment receive** | **Treasury MFAPPL** | **N/A** | **DT AH.1.3 Payment Receive** | **DT AH 1.4 Journal Payable** |
| **Business Rules:**   * Treasury MFAPPL will input payment receive in Cash Transaction module based on data from OLSS (DT AH 1.3). * Treasury will choose the type of payment received, in this case; for Asset Selling. * The screen will display agreement, data, all parameter sent from OLSS (DT AH 1.3) * After saving the data, the Treasury will continue to transfer data to Accounting, for journal receive creation. * After journal receive has been posted to SAP, payment status will be sent to OLSS (DT AH 1.4) | | | | | | |
| **AH 1.2** | **Manage Asset Selling Report** | **After journal payable is created** | **Process asset selling report** | **PIC Asset Selling OLSS** | **N/A** | **DT AH 1.4 Journal Payable,**  **DT AH 1.5 Asset & BPKB status** |  |
| **Business Rules:**   * Consist of group process of managing asset selling report, monitor approval flow, and generate template journal asset selling (will be detailed in Detail Process ID AH. 2) | | | | | | |
| **Asset Release** | **Asset Release** | **After the template is generated** | **Release Asset** | **PIC Asset Selling MFAPPL, SBD** | **N/A** | **Journal Asset Selling Expense** | **DT AH 1.5 Asset & BPKB status** |
| **Business Rules:**   * SBD will upload the template journal asset selling (TXT) in MFAPPL that will be used for journal creation by Accounting. * The system will compare the amount in journal expense and journal receive, if the amount is balanced, the system will automatically set the asset status from IN USED to SOLD. * After the asset has been sold, the system will send asset status and document status to OLSS. | | | | | | |
| **BPKB Release** | **BPKB Release** | **After the asset has been released** | **Release BPKB** | **PIC Legal MFAPPL** | **N/A** |  | **DT AH 1.5 Asset & BPKB status** |
| **Business Rules:**   * BPKB can be released in parallel with asset release. * BPKB release process still the same with the current process in MFAPPL (no change) * After the document has been released, the system will send asset status and document status to OLSS. | | | | | | |

* 1. Detail Level Process Flow
     1. AH.1.1 Manage Asset Selling Memo



**Figure 6 – Detail Level Process Diagram of Manage Asset Selling Part 1**



**Figure 7 – Detail Level Process Diagram of Manage Asset Selling part 2**

* **Process description**

| **Ref. # (Process ID)** | **Activity** | **Freq.** | **Objectives** | **Responsibility (Job Roles)** | **Related RTM No.** | **Input (Doc & Format)** | **Output (Doc & Format)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AH.1.1.1** | **Disposal Number Selection** | **After sync asset selection data from MFAPPL** | **Select Disposal number and memo type** | **PIC Asset Selling OLSS** | **N/A** | **DT AH.1.1 Asset Selection** | **DT AH 1.2 Asset Cancellation** |
| **Business Rules:**   * PIC Asset Selling OLSS can access this menu by clicking the “Create” button in Manage Asset Selling Memo screen (node A). * PIC Asset Selling able to choose memo type:   1. Car Ownership Program: submission of unit sales to customer listed in the agreement after the contract ended. Usually, the customer has informed the plan to buy the unit when the contract begins.   2. Direct selling: submission of unit sales to three buyers (possibly also the customer listed in agreement). DSF will choose the higher offering price or recommended buyer.   3. Auction: submission of unit sales to be auctioned. * The system will lookup Asset Selling data submitted in Asset Selection MFAPPL based on engine number and agreement number. * PIC Asset Selling OLSS only need to choose 1 data while lookup to represent the Asset Selling number. * Clicking “Continue” button will move to page “Create Memo Pengajuan” based on chosen memo type. * There are warning messages and system can’t continue if Memo type or Asset Selling Number haven’t been chosen. * Any invalid data from MFAPPL will be displayed with reason. Validation checking based on:   1. Agreement number: if there’s no agreement number found in OLSS   2. Engine number: if there’s no engine number found in OLSS.   3. Customer: if there’s no customer code found in OLSS. * Invalid data can be fixed by ITD. After fixed, data will be valid and able to be selected and processed in memo pengajuan. | | | | | | |
| **AH.1.1.2** | **Asset Cancellation** | **After sync asset selection data from MFAPPL** | **Cancel Disposal number from OLSS** | **PIC Asset Selling OLSS** | **N/A** | **DT AH.1.1 Asset Selection** | **DT AH 1.2 Asset Cancellation** |
| **Business Rules:**   * Clicking this button will delete the Disposal number, and sent the cancel note to MFAPPL (DT AH 1.2 Asset Cancellation) * If only 1 asset is invalid, then all the asset within the same Asset Selling number will be displayed as invalid and can’t be processed. * There is no record for data that has been deleted. | | | | | | |
| **AH.1.1.3** | **Create Memo Pengajuan – COP** | **When customer request to buy the unit after the contract ended.** | **Input customer offer price and calculate gain/loss based on book value** | **PIC Asset Selling OLSS** | **N/A** |  |  |
| **Business Rules:**   * Related with information sent from MFAPPL Asset Selection, the system will display:  1. Buyer information (all mandatory, total buyer row will be the same as a total unit):  * Buyer name: input buyer name * Buyer Address: input buyer address * Asset Code: display unique asset code per row * Date: pick memo date time * Offered Price: input buyer offering price, number only, auto-comma * To be paid: display offered price plus VAT 10%  1. Asset Details (show per entries)  * Agreement no: display agreement number * Asset code: display asset code from MFAPPL * Asset Description: display asset description in OLSS * Base Price: will be displayed after “Save and Generate” * PPn: calculate 10% from Base Price * Book Value: display value from MFAPPL * Impairment: display value from MFAPPL * Gain/loss: calculated from Base Price minus Book Value minus Impairment, will be calculated after “Save and Generate”  1. Profit Analysis (show per agreement)  * Agreement No: display selected agreement * Asset Description: display description in OLSS * Units: display total units in selected agreement * Year: display unit year * Profit (Budget): display total profit based on SKD Budget * Profit (Actual): display total Profit based on Actual budget * Edit button: to edit profit analysis, only visible after “save and generate”  1. Term and Condition: can be inputted to hold information that will be contained in Memo Pengajuan Document (like Procurement Module)  * Add term and condition: input new row * Remark: change the default value * ….: select term and condition that has been created * Add new term: create new term and condition  1. History: display username, date, Status, and remarks after change applied 2. Remarks: input reason (mandatory filled for revise and reject)  * There are five buttons shown:  1. Save and Generate: always visible, to calculate gain/loss based on the offer price. 2. Save as Draft: hidden, visible after Save and Generate button is clicked. To save memo temporarily. 3. Submit: hidden, visible after Save and Generate button is clicked. As a sign that the memo is ready to be signed and circulated. 4. Reject: Hidden, visible after Save and Generate button is clicked. To change memo type after the memo has been created. 5. Delete: hidden, visible after Save and Generate button is clicked. To delete the disposal number back to MFAPPL in case if the agreement needs to be changed after the memo has been created.  * There is a warning message if mandatory field failed to be filled after clicking save and generate or submit. * Clicking any 5 buttons will change memo status in Manage Asset Selling screen. | | | | | | |
| **AH.1.1.4** | **Create Memo Pengajuan – Direct Selling** | **After choosing Asset Selling number and memo type** | **Input offer price and winner information and calculate gain/loss based on book value** | **PIC Asset Selling OLSS** | **N/A** |  |  |
| **Business Rules:**   * Related with information sent from MFAPPL Asset Selection, the system will display:  1. Buyer information (all mandatory):  * Add Buyer: to add a new row. * [-]: to remove a row * Buyer name: input buyer name * Buyer Address: input buyer address * Asset Code: chosen asset able to be chosen for many buyers. Because in direct selling, 1 asset – many buyers. * Date: pick memo date time * Offered Price: input buyer offering price, number only, auto-comma * To be paid: display offered price plus VAT 10%  1. Asset Details (show per entries)  * Agreement no: display selected agreement * Asset code: display asset code from MFAPPL * Asset Description: display asset description in OLSS * Base Price: will be displayed after “Save and Generate” * PPn: calculate 10% from Base Price * Book Value: display value from MFAPPL * Impairment: display value from MFAPPL * Gain/loss: calculated from Base Price minus Book Value minus Impairment, will be calculated after “Save and Generate”  1. Profit Analysis (show per entries)  * Agreement No: display selected agreement * Asset Description: display description in OLSS * Units: display total units in selected agreement * Year: display unit year * Profit (Budget): display total profit based on SKD Budget * Profit (Actual): display total Profit based on Actual * Edit button: to edit profit analysis, visible after “save and generate”  1. Term and Condition: can be inputted to hold information that will be contained in Memo Pengajuan Document (like Procurement Module)  * Add term and condition: input new row * Remark: change the default value * ….: select term and condition that has been created * Add new term: create new term and condition  1. History: display username, date, Status, and remarks after change applied 2. Remarks: input reason (not mandatory)  * There are five buttons shown:  1. Save and Generate: always visible, to calculate gain/loss based on the offer price. 2. Save as Draft: hidden, visible after Save and Generate button is clicked. To save memo temporarily. 3. Submit: hidden, visible after Save and Generate button is clicked. As a sign that the memo is ready to be signed and circulated. 4. Reject: Hidden, visible after Save and Generate button is clicked. To change memo type after the memo has been created. 5. Delete: hidden, visible after Save and Generate button is clicked. To delete the disposal number back to MFAPPL in case if the agreement needs to be changed after the memo has been created.  * There is a warning message if mandatory field failed to be filled after clicking save and generate or submit. * Clicking any 5 buttons will change memo status in Manage Asset Selling screen. | | | | | | |
| **AH.1.1.5** | **Create Memo Pengajuan – Auction** | **When asset want to be sold by auction** | **Input asset offering price based on Auction company recommended price** | **PIC Asset Selling OLSS** | **N/A** |  |  |
| **Business Rules:**   * Related with information sent from MFAPPL Asset Selection, the system will display:  1. Auction Information (all mandatory):  * Auction Company: choose one company * Auction Location: input value (free text) * Auction date: pick a date  1. Based Price Information:  * Asset code: choose asset code * Auction Company Recommended Price: input auction company base price for asset auctioned * DSF Offered price: input DSF offered price for the related asset (including VAT)  1. Asset Details (show per unit)  * Agreement no: display selected agreement * Asset code: display asset code from MFAPPL * Asset Description: display asset description * Auction Base Price: display the recommended price from the Auction company * DSF Base Price: display base price * PPn: calculate 9% from Base Price * Book Value: display value from MFAPPL * Gain/loss: calculated from Base Price minus Book Value minus Impairment, will be calculated after “Save and Generate”  1. Profit Analysis (show per agreement)  * Agreement No: display selected agreement * Asset Description: display description in OLSS * Units: display total units in selected agreement * Year: display unit year * Profit (Budget): display total profit based on SKD Budget * Profit (Actual): display total Profit based on Actual * Edit button: to edit profit analysis, visible after “Save and Generate”  1. History: display username, date, Status, and remarks after change applied 2. Remarks: input reason (not mandatory)  * There are five buttons shown:  1. Save and Generate: always visible, to calculate gain/loss based on the offer price. 2. Save as Draft: hidden, visible after Save and Generate button is clicked. To save memo temporarily. 3. Submit: hidden, visible after Save and Generate button is clicked. As a sign that the memo is ready to be signed and circulated. 4. Reject: Hidden, visible after Save and Generate button is clicked. To change memo type after the memo has been created. 5. Delete: hidden, visible after Save and Generate button is clicked. To delete the disposal number back to MFAPPL in case if the agreement needs to be changed after the memo has been created.  * There is a warning message if mandatory failed to be filled after clicking save and generate or submit. * Clicking any 5 buttons will change memo status in Manage Asset Selling screen. | | | | | | |
| **AH.1.1.6** | **Save and Generate** | **After any change to Buyer Information** | **To calculate gain/loss, save buyer information, and calculate profit analysis** | **PIC Asset Selling OLSS** | **N/A** |  |  |
| **Business Rules:**   * This button is to save and calculate the offered price, gain/loss, and retrieve profit analysis in the SKD budget. * Any changes (B node) must be “Save and Generated” before submitting. * Button “Save as Draft”, “Submit”, “Reject”, and “Delete” is visible after this button is clicked. * Memo status will change to “Generated” in Manage Asset Selling screen. | | | | | | |
| **AH.1.1.7** | **Profit Analysis** | **After save and generate value inputted.** | **To calculate asset selling profit analysis** | **PIC Asset Selling OLSS** | **N/A** |  |  |
| **Business Rules:**   * If Save and Generate button haven’t been clicked, edit Profit Analysis button is not visible. * After Save and Generate button is clicked, the system will automatically retrieve SKD budget data from OLSS, and Actual data from MFAPPL * Profit analysis is editable in the case for incomplete/null data. * After the “Save” button is clicked (whether there is change or not), Profit Analysis will be saved and tagged as “MANUAL” (Edited = True) * Profit analysis divided into two types. In the memo creation, and report creation (after payment received, called Laporan Hasil Investasi). Laporan Hasil investasi will retrieve data and information saved in Profit Analysis on memo creation. Laporan Hasil investasi is also editable if there’s any change, the edited value will be changed to EDITED = TRUE. | | | | | | |
| **AH 1.1.8** | **Submit memo** | **After memo is completed** | **Circulate memo to DSF Authorized Person** | **PIC Asset Selling OLSS** |  |  |  |
| **Business Rules:**   * The button only visible after Save and Generate button is clicked * To mark the memo as complete and ready to be approved to DSF Authorized Person. * PIC Asset Selling OLSS should input all mandatory fields (memo and profit analysis), pick all asset, checklist all buyer/winner, click save and generate, before submitting the memo, or there will be an error message displayed * Memo status in Manage asset selling screen will change to Submitted. * Next action in Manage Asset Selling will display DSF authorized user signer. * After memo submitted, the system will display 2 new tabs: Payment, and Report | | | | | | |
| **AH 1.1.9** | **Save as Draft** | **While creating memo** | **To temporarily save memo before submitted** | **PIC Asset Selling OLSS** |  |  |  |
| **Business Rules:**   * The button only visible after Save and Generate button is clicked. * To save memo as temporary and editable (related to editing button in Manage Asset Selling Node D). * Memo status in Manage asset selling screen will change to Draft. | | | | | | |
| **AH 1.1.10** | **Delete Memo** | **While creating memo** | **Update status to Deleted** | **PIC Asset Selling OLSS** |  |  | **DT AH.1.2 Asset Cancellation** |
| **Business Rules:**   * The button only visible after Save and Generate button is clicked. * Delete button only visible to Memo Creator. * Delete button is applied in Create Memo Pengajuan (after save and generate), Edit Memo Pengajuan (Node C), and View Detail (with rejected status) * After clicked, OLSS will delete the asset selling number in OLSS, then sent status canceled to MFAPPL, and Asset Selling number will be able to be edited/re-create in Asset Selection. * Memo status in Manage asset selling screen will change to Deleted. | | | | | | |
| **AH 1.1.11** | **Reject Memo** | **While creating memo** | **Update status to rejected** | **PIC Asset Selling OLSS** |  |  | **DT AH.1.2 Asset Cancellation** |
| **Business Rules:**   * The button only visible after Save and Generate button is clicked. * Reject button only visible to Memo Creator. * Reject button is applied in Create Memo Pengajuan (after save and generate), Edit Memo Pengajuan (Node C), and View Detail (with rejected status) * After clicked, the system will delete the current memo, but PIC Asset Selling OLSS able to use the Asset Selling number in the different memo. * Memo status in Manage asset selling screen will change to Rejected. | | | | | | |
| **AH 1.1.12** | **Approve Memo** | **After memo is submitted** | **To approve an asset selling memo** | **DSF Authorized Person** |  |  |  |
| **Business Rules:**   * Can be accessed using View Asset Selling. * Based on user requirement, system approval will only be used by Dept. Head, after the document hardcopy, has been signed by all parties. * Asset selling status will change to “approved” and move back to the memo creator. * There is a confirmation message after “approve” button is clicked. * The approved memo will be recorded in History * After memo has been approved, memo next action will display “waiting for payment confirmation from OLSS” | | | | | | |
| **AH 1.1.13** | **Revise Memo** | **After memo is submitted** | **To inform document creator to revise the document with reason** | **DSF Authorized Person** |  |  |  |
| **Business Rules:**   * Can be accessed using View Asset Selling. * DSF Authorized person must fill the reason before clicking revise button. * The revised memo will be recorded in history. * The revised memo will go back to memo creator (node D) * Only visible after memo is submitted and to appropriate authorized user based on “Next action” column in Manage Asset Selling * There is a confirmation message after “revise” button is clicked. * Asset selling status will change to “Revised” | | | | | | |
| **AH 1.1.14** | **Reject Memo** | **After memo is submitted** | **To reject an asset selling document with reason** | **DSF Authorized Person** |  |  |  |
| **Business Rules:**   * DSF Authorized person must fill the reason before rejecting the document. * The rejected memo will be recorded in history. * Only visible after memo is submitted and to appropriate authorized user based on “Next action” column in Manage Asset Selling * The rejected memo will go back to the memo creator. * There is a confirmation message after the “reject” button is clicked. * Asset selling status will change to “Rejected”. * Memo creator able to delete the memo after rejected (NODE E) | | | | | | |
| **AH.1.1.15** | **Manage Asset Selling** | **Anytime** | **To display the list of assets selling memo progress and status** | **PIC Asset Selling OLSS & DSF Authorized Person** |  |  |  |
| **Business Rules:**   * Asset selling data can be searched by memo number, Asset Selling number, created by, next action, memo type, memo status. Limited by created date parameter * Information will be shown below:   1. Memo number: running number auto generated and based on memo type   2. Asset Selling Number: display Asset Selling number created in MFAPPL   3. Agreement number: will be displayed if Display Mode is changed   4. Asset Code: will be displayed after the display mode is changed   5. Created Date: show time the memo created   6. Created by: display creator name   7. Next action: display next action approver name, waiting for payment from MFAPPL   8. Memo Type: DIS / COP / AUC   9. Asset: display how many assets have been processed/closed in the memo   10. Memo Status   11. Action: View detail, edit * The user can see memo details by changing the Display Mode:   Memo Number: display memo by memo number  Agreement number: display memo detailed into agreement number contained in a single memo  Asset code: display memo detailed into asset code contained in a single memo   * There are 10 types of Asset Selling Status  1. Generated: the user has saved and generated the data. 2. Draft: the user has filled the memo and save it as draft 3. Submitted: the user has completed and submitted the memo. The memo will move to the approval process. 4. Approved: memo has been approved 5. Paid: MFAPPL has done the payment received 6. Closed: MFAPPL has release asset BPKB for all asset in the memo 7. Rejected: memo has been rejected, or PIC Asset Selling OLSS cancel asset selection in MFAPPL 8. Revised: memo needs to be revised. 9. Deleted: memo has been deleted  * Asset selling data will be displayed after PIC Asset Selling OLSS at least click Save and Generate, the status is Generated * The edit button is active if the status is Draft, Revise, Reject and only by the same creator. * Memo status will change to Paid and Closed after synchronization from MFAPPL. * After approved, next action will be “Waiting for payment confirmation from OLSS” * Clicking “create” button will go to Asset Selling Number Creation (Node A) | | | | | | |
| **AH.1.1.16** | **Edit Asset Selling** | **If the edit button is active** | **To change information before submitted to DSF authorized person** | **PIC Asset Selling OLSS** |  |  |  |
| **Business Rules:**   * Edit button only active for PIC Asset Selling OLSS and status Draft, Revise, and only to the creator. * Any change will be recorded in History at the bottom of the page. * There are 5 buttons: save and generate, save as draft, submit, reject, and delete. * Agreement number and unit cannot be changed. To change it, PIC Asset Selling OLSS must delete the memo. (button is visible after save and generate button is clicked) (Node C) * Any change must be processed by clicking “Save and Generate” button before submitting. * After editing, PIC Asset Selling OLSS will be able to change buyer information, offering price, and profit analysis (Node B) | | | | | | |
| **AH.1.1.17** | **View Detail Asset Selling** | **After memo is saved and generated** | **To view asset selling detail** | **PIC Asset Selling OLSS & DSF authorized a person** |  |  |  |
| **Business Rules:**   * All field is non-editable (view only). * Asset selling history is displayed at the bottom of the page. * DSF Authorized Person able to approve, revise, or reject document using this menu, only visible to current DSF authorized person. * If the memo has been rejected, there is delete button visible to the creator. (node E) | | | | | | |
| **AH.1.1.18** | **Print report (tab)** | **Anytime** | **To print asset selling related report** | **PIC Asset Selling OLSS & DSF Authorized Person** |  |  | **PF. AH. 1.1 Memo Pengajuan & Gain/Loss**  **PF. AH. 1.1 Profit Analysis** |
| **Business Rules:**   * There are 2 reports (each with attachment):  1. Memo Pengajuan (gain/loss): there are three types based on memo type (DIS, COP, and AUC) 2. Profit Analysis | | | | | | |
| **AH.1.1.19** | **View Asset Selling Report – Auction** | **After status Approved** | **To input selling information for the auction** | **PIC Asset Selling OLSS** |  |  |  |
| **Business Rules:**   * After memo approved, the system will display new information and field that need to be filled before user input the payment for auction, the system will display:  1. Buyer information (all mandatory, total buyer will be the same as a total unit):  * Asset Code: display asset code selected * Buyer name: input buyer name, free text * Buyer Address: input buyer address, free text * KTP: input buyer identity number (KTP) * NPWP: input buyer identity number (NPWP) * DSF Offered Price: display DSF offered price. * Offered Price: automatically calculate To Be Paid – VAT * To be Paid: input buyer ending price (include VAT) * Auction fee: input amount * Mobilization fee: input amount * Pph: automatically calculated * PPn: automatically calculate 10% from auction fee plus a mobilization fee * Admin Fee: input admin fee amount * Unit location: input unit location * Ownership document: BPKB or Invoice * Auction number: display how many times the asset has been auctioned. * History button: display asset unsold history, such as date, nominal, and reason.  1. Asset Details (show per entries)  * Agreement no: display selected agreement * Asset code: display asset code from MFAPPL * Asset Description: display description in OLSS * Base Price: will be displayed after “Save and Generate”, retrieve data from the offered price. * PPn: calculate 10% from Base Price * Book Value: display value from MFAPPL * Impairment: display value from MFAPPL * Gain/loss: calculated from Base Price minus Book Value minus Impairment, will be calculated after “Save and Generate”  1. Profit Analysis (show per entries)  * Agreement No: display selected agreement * Asset Description: display description in OLSS * Units: display total units in selected agreement * Year: display unit year * Profit (Budget): display total profit based on SKD Budget * Profit (Actual): display total Profit based on Actual * Edit button: to edit profit analysis  1. History: display username, date, Status, and remarks after change applied 2. Remarks: input reason (not mandatory)  * There is a button “save and generate” to save the inputted data. After save and generate button clicked, memo status will stay as “Approved” | | | | | | |
| **AH.1.1.20** | **Payment Receive** | **After payment has been received** | **Process payment receive from OLSS** | **PIC Asset Selling OLSS** |  |  | **DT AH 1.3 Payment Receive**  **DT AH 1.2 Asset Cancellation** |
| **Business Rules:**   * The user will input asset bought amount after the payment has been received in the bank. * For auction, if the user forgets to fill the buyer name and offer amount in Memo Detail, payment tab will display a warning message that payment can’t be processed. * There are options to cancel the asset with reason. * After the check button is ticked, PIC Asset Selling OLSS must input net received from each asset. * If the paid button is ticked, cancel button will be disabled, and otherwise. * There are a warning message and PIC Asset Selling OLSS can’t continue if “Submit” button clicked and:   1. The paid checklist is ticked, but the net received is not filled   2. Cancel checklist is ticked, but the reason is not filled   3. Paid and cancel checklist is not ticked * The canceled asset will be able to be chosen again in the next asset selection in MFAPPL. * For memo type DIS and COP, user able to input partial payment. Except for auction type. * The system will only send the data to MFAPPL if the payment in full, except for Auction type. * After submitting any paid/cancel, history will record the changes as “submit (payment/cancel) * If the memo only consists of 1 asset and canceled, memo status will change to “Deleted”, and next action will change to “Completed” * After submitting, the system will create a new Asset Selling Report that contains payment information, except for auction type. This report can be accessed in Tab Payment Receive or Manage Report screen. * For auction memo type, after submitting the payment received, the report should be created manually in the Manage Report, then the data will be sent to MFAPPL. * Next action in Manage Asset Selling will change to “waiting for payment confirmation from MFAPPL” if all asset in the memo has been fully paid or change to “waiting for payment confirmation from OLSS and MFAPPL” if there's an asset that hasn’t been fully paid. | | | | | | |

* + 1. AH.1.2 Manage Asset Selling Report



**Figure 8 – Detail Level Process Diagram of Monitoring Asset Selling**

* **Process description**

| **Ref. # (Process ID)** | **Activity** | **Freq.** | **Objectives** | **Responsibility (Job Roles)** | **Related RTM No.** | **Input (Doc & Format)** | **Output (Doc & Format)** |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **AH 1.2.1** | **Manage Asset Selling Report** | **After Journal Payment has been posted** | **To list of asset report that has been paid** | **PIC Asset Selling OLSS** |  | **DT AH 1.4 Journal Payable**  **DT AH 1.5 Asset & BPKB status** |  |
| **Business Rules:**   * The report can be searched by memo number, Asset Selling number, created by, next action, memo type, and report status. Limited by payment date parameter * The user can see memo details by changing the Display Mode: * Report number: display report by report number * Memo Number: display report by memo number * Agreement number: display report detailed into agreement number contained in a single memo * Asset code: display memo detailed into asset code contained in a single memo * Information will be shown below: * Memo number: running number auto generated. * Asset Selling Number: display Asset Selling number sent from MFAPPL * Agreement number: will be displayed if Display Mode is changed. * Asset code: will be displayed if Display Mode is changed. * Created Date: display report created date * Created by: display creator name * Next action: display next action approver name, waiting for payment from MFAPPL * Memo Type: DIS / COP / AUC * Report Status * Action: View detail * There are 5 types of Asset Selling Report Status * Created: Creator has submitted the asset selling report and waiting for journal posting. * Paid: Accounting has posted the journal payment in SAP * Checked: creator has checked the asset selling report * Signed: DSF authorized user has signed the report * Closed: MFAPPL has release asset and BPKB * An asset that has been submitted in Payment Receive, will be displayed in one report. After submitted, the report will be displayed but inactive with status Created. For auction type, the user must create the report before displayed in the Manage Report. * After Accounting has created the Journal payable, it will activate the report and change status to Paid. (DT AH 1.4) * After the report has been signed, the “next action” will change to “waiting for asset release” and “waiting for BPKB release” accordingly | | | | | | |
| **AH.1.2.2** | **Create Report Auction** | **Anytime** | **To choose the report manually.** | **PIC Asset Selling OLSS** |  |  | **DT AH 1.4 Journal Payable** |
| **Business Rules:**   * Report submitted in payment receive tab for auction memo type will be displayed in the screen. * User able to select all report in the same branch at once. * User unable to select report with different branches. * The report is sorted by payment date. * Total field will display total payment for all report selected * Clicking continues will display report auction detail, such as laporan hasil investasi, gain/loss after sales, etc. * Net receivable can be changed in case there is mismatched information between user and treasury. * Clicking delete will delete the current report, in case the user selected the wrong memo. * Clicking save changes will save information, and the report will be saved as a draft. * Clicking submit will create the report, and the data will be sent to MFAPPL. * Report created based on each asset (not memo) that already submitted in payment. | | | | | | |
| **AH.1.2.3** | **Print Report** | **Anytime** | **To the print list of assets selling detail** | **PIC Asset Selling OLSS & DSF authorized a person** |  |  | **RPT AH 2.1 Asset Selling Report** |
| **Business Rules:**   * The report will be printed based on data that has been paid, sort by payment date. * User able to limit the payment date in the parameter. | | | | | | |
| **AH.1.2.4** | **View Asset Selling Report** | **After memo is saved and generated** | **To view asset selling detail** | **PIC Asset Selling OLSS & DSF authorized a person** |  |  |  |
| **Business Rules:**   * All field is non-editable (view only) * Asset selling history is displayed at the bottom of the page. * DSF Authorized Person able to check or sign a document using this menu, only visible to the current DSF authorized person. | | | | | | |
| **AH 1.2.5** | **Check report** | **After memo status is Paid** | **To mark the report as checked.** | **PIC Asset Selling OLSS** |  |  |  |
| **Business Rules:**   * To mark the report has been checked and ready to be approved to DSF Authorized Person. * Memo status in Manage report screen will change to Checked. * The checked memo will be signed by DSF authorized person | | | | | | |
| **AH 1.2.6** | **Sign Report** | **After the report has been checked** | **Sign the memo for asset release** | **DSF Authorized Person** |  |  |  |
| **Business Rules:**   * Can be accessed using View Asset Selling in Manage Asset Selling Report * Asset selling status will change to “Signed”. * Only visible after memo is checked (after payment receive) and to appropriate authorized user based on “Next action” column in Manage Asset Selling * There is a confirmation message after the “Sign” button is clicked. | | | | | | |
| **AH 1.2.7** | **Download Excel Template** | **After memo is final signed** | **To download template Asset Selling** | **PIC Asset Selling OLSS** |  |  | **Template Journal Asset Selling Expense** |
| **Business Rules:**   * Can be used after report has been finally signed by Dept. Head * While viewing an asset selling report, PIC Asset Selling OLSS able to download Asset Selling report in excel and textfile. * Excel template used by SBD as content checking before the file is uploaded. And text file will be upload in MFAPPL for journal creation asset release. | | | | | | |

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 the Operating Lease Support System.

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Lv0** | **Lv1** | | **Lv2** | | **Lv3** | |
| **ID** | **Process Name** | **ID** | **Sub-Process Name** | **ID** | **Sub-Process Name** | |
| **Op - Lease** | AH | Asset Selling Process | AH.1 | Asset Selling Process | AH.1.1 | Manage Asset Selling Memo | |
| AH.1.2 | Manage Asset Selling Report | |

1. 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 for Asset Selling:

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

| ***NO.*** | ***REPORT/***  ***PRINT FORM/***  ***DATA ID #*** | ***REPORT/PRINT FORM/DATA*** | ***RELATED PROCESS*** | ***DESCRIPTION AND PURPOSE*** | ***REQUIRED INFORMATION AND CONTENT*** | ***STANDARD /CUSTOM*** |
| --- | --- | --- | --- | --- | --- | --- |
| 1 | PF.AH.1.1 | Memo Pengajuan and gain/loss | AH.1.1.18 Print Report | Print out submission memo to be approved | The contract ended, customer send offering letter, auction, or write off | Custom |
| 2 | PF.AH.1.4 | Disposal Report | AH.1.1.18 Print Report | Print out asset selling report after the asset has been sold | Payment has been received in MFAPPL | Custom |
| 3 | RPT.AH.1.1 | Profit Analysis report | AH.1.1.18 Print Report | Print out asset profit calculation | The contract ended, customer send offering letter and auction | Custom |
| 4 | RPT.AH.1.2 | Laporan hasil investasi | AH.1.1.18 Print Report | Print out actual profit analysis after the asset has been sold | Payment has been received in MFAPPL | Custom |
| 5 | RPT.AH.2.1 | Asset Selling Report | AH 1.2.2 Print Unit Selling Report | Print unit selling report | Payment has been submitted in OLSS | Custom |
| 6 | RPT.AH.2.2 | Journal Asset Selling Expense | AH 1.2.6 Template Journal Asset Selling Expense | Print template for journaling | The report has been signed in OLSS | Custom |
| 7 | DT AH.1.1 | Asset Selection | AH.1.1.1 Asset Selling Selection | Storing agreement and asset data sent from MFAPPL | Agreement and asset information has been submitted in MFAPPL | Custom |
| 8 | DT AH.1.2 | Asset Cancellation | AH.1.1.2 Delete Asset Selling number  AH 1.1.10 Delete memo  AH 1.1.20 Payment Receive | Storing delete status to MFAPPL | The memo has been rejected. | Custom |
| 9 | DT AH.1.3 | Payment receive | AH 1.1.20 Payment Receive | Storing payment receive data sent from MFAPPL | Payment receive has been input and breakdown based on Asset Selling number in MFAPPL | Custom |
| 10 | DT AH.1.4 | Journal Payable | AH.1.2.1 Manage Asset Selling Report | Storing status journal payable from MFAPPL | Journal payable has been created by Treasury MFAPPL | Custom |
| 11 | DT AH.1.5 | Asset & BPKB status | AH.1.2.1 Manage Asset Selling Report | Storing asset status to OLSS | BPKB has been released for asset Selling number | Custom |
| **Total Report Asset Selling Process:**  **2 Form**  **4 Report**  **5 Data Storage** | | | | | | |